



Academy Governance

Description of an Academy

An Academy is considered a subcategory of national SAEM membership. As such, all academies are part of national SAEM and do not have separate bylaws or formal incorporation documents. Academies may however establish operational guidelines that delineate the procedures that will govern the operation of the academy as long as they are not in conflict with the operational guidelines, policies, procedures, or mission of SAEM, as determined by the SAEM Board of Directors.

Purpose and Function of an Academy

An Academy provides a venue for SAEM members with a special interest or expertise to join together to in order to:

1. Promote a forum for the exchange of information between members in line with SAEM's mission to advance education and research in Emergency Medicine.
2. Provide the SAEM Board of Directors with the ability to utilize the expertise of an identifiable group on specific issues.
3. Provide a forum for members to speak as a unified voice to the SAEM Board of Directors as well as other national organizations within their scope of special interest or expertise.
4. Provide a forum for members to network, collaborate on educational initiatives, develop policy, perform research, and provide faculty development pertaining to their area of special interest or expertise.

Academy Membership

As of January 1, 2019, membership for the following academies is available to all categories of SAEM members at no additional cost.

- Academy for Diversity and Inclusion in Emergency Medicine (ADIEM)
- Academy of Emergency Ultrasound (AEUS)
- Academy of Geriatric Emergency Medicine (AGEM)
- Academy for Women in Academic Emergency Medicine (AWAEM)
- Clerkship Directors in Emergency Medicine (CDEM)
- Global Emergency Medicine Academy (GEMA)
- Simulation Academy (Simulation)

Membership in the Administrators in Academic Emergency Medicine (AAAEM) shall continue at the same rate as AAAEM members are not SAEM members of their own accord.

Qualifications for all academy membership will not be based on sex, age, race, or religion.

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Academy membership guidelines will be by the SAEM Board of Directors in conjunction with the Committee of Academy Leadership (COAL) in accordance with SAEM priorities

The [Pathway to Becoming an Academy](#) are available on SAEM.org. Proposals for new academies shall be submitted and reviewed by the SAEM Board of Directors for approval.

Academy Budgets

An academy's operating budget is created by the academy and approved by the SAEM Board of Directors. Each academy will also have the option to include in their budget monies from their bank of current unspent funds. Unused funds received in 2021 will not rollover to the 2022 fiscal year unless a written proposal is submitted and approved by the SAEM Board of Directors. The proposal must be for a project that costs \$5,000 or more and/or spans across at least two fiscal years.

Maintenance of an Academy

Each academy must at all times function in accordance with the overall goals and mission of SAEM and assure that the best interest of the SAEM is always maintained.

For 2020, and until modified by the SAEM Board of Directors, an academy must maintain a critical mass of at least (200 as determined in 2019 by COAL/BOD taskforce) academy members, who are also SAEM members, to be considered in good standing as an academy. If the number of SAEM members in good standing within an academy falls below least (200 as determined in 2019 by COAL/BOD taskforce) members, the following will occur:

1. The CEO of SAEM will notify the academy President, in writing, that the academy membership has fallen below least (200 as determined in 2019 by COAL/BOD taskforce), and is in risk of being placed on probation.
2. If the academy membership has not increased its membership to the required number within 6 months, the academy will be placed on probationary status. During this time, the academy will be entitled to the usual services as outlined in the Benefits of Academy Membership. The academy President will submit in writing to the SAEM Board of Directors, within 30 days of being placed on probationary status, an action plan to increase the membership of the academy to the required number.
3. If at any time, the academy reaches the required number of members, the CEO will notify the academy chair that the academy has returned to good standing.
4. If the academy membership fails to reach the required number of members within 6 months of being placed in a probationary status, the SAEM Board of Directors will convene a meeting or conference call with the academy leadership. As a result of the meeting/conference call, the SAEM Board of Directors may decide to rescind the probationary status and/or revise the required number of SAEM members in good standing for the academy, extend the probationary status for 6 months, or dissolve the academy.

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5. If at the conclusion of an extended probationary period, the academy membership fails to reach the required number of SAEM members in good standing, the academy will be dissolved.

In addition, to be considered in good standing, academies must:

1. Submit a budget annually, which includes spending annual revenue on products and services for their members.
2. Develop and work towards an agreed multi-year strategic plan.
3. Hold an annual (“business”) meeting at the SAEM annual meeting.
4. Submit at least one article to be published in SAEM Pulse annually.
5. Keep current and produce new content on their academy microsite.

Academies found in non-compliance with these requirements may also be placed on probation. The academy President will submit in writing to the SAEM Board of Directors, within 30 days of being placed on probation, an action plan to correct any area of non-compliance. Academies placed on probation because of the above omissions must hold a meeting at the next SAEM annual meeting and submit two articles for publication in SAEM Pulse year over the next calendar year to return to good standing. Academies that fail to hold an annual meeting or submit articles for publication in SAEM Pulse 2 years in a row may be dissolved by the SAEM Board of Directors.

General Academy Guidelines

Each academy membership will be subject to the following:

1. Academy leadership structures and terms of service will be carried out as defined in their approved academy guidelines.
2. The academy President or designee is responsible for reporting the academy’s activities to the SAEM Board of Directors on an annual basis. The written report is presented at an SAEM Board of Directors meeting. The academy written report is also shared with the Committee of Academy Leadership within two months of their presentation to the SAEM Board of Directors. This reporting is to enhance communication between the academy and the SAEM Board of Directors and other academy leaders to prevent duplication of efforts by other SAEM committees, academies, or interest groups.
3. Each academy must operate in accordance with their operational guidelines, as well as SAEM policies.
4. Use of the academy name or logo should be used with the SAEM name or logo on any publication, correspondence, or for any other purpose and should be reviewed and approved by the Board liaison. If the publication, correspondence, or other purpose will require SAEM support or acknowledgement, approval by the SAEM Board of Directors is required. Rules governing use of the SAEM name and logo will apply to all uses of the SAEM name and logo.
5. The academy President/leadership cannot commit SAEM resources to other organizations without the approval of the SAEM Board of Directors. The academy

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- President and/or leadership can commit their own resources and membership to other organizations as they deem appropriate without using the SAEM name or logo.
6. SAEM cannot commit the academic output or resources of an academy to other organizations without the approval of the academy President.
 7. The academy President and/or leadership can represent their academy's opinions and concerns in statements and publications or in regional/national meetings without prior approval of the SAEM Board of Directors. However, such representations will be the voice of only the academy and not necessarily represent SAEM. Policies and positions of other national organizations can be supported by the academy without the expressed approval of the SAEM Board of Directors if set policies and positions pertain to the academy's area of special interest or expertise and do not conflict with previously issued policies and positions of SAEM.
 8. The academy may be asked to collaborate with the SAEM Board of Directors on specific issues as they arise. SAEM Board of Directors objectives related to an academy's mission will be discussed with the academy leadership to promote a single vision without duplication of efforts
 9. When working on behalf of the academy, members may undertake projects that they have developed without the prior approval of the SAEM Board of Directors. Academy members may submit for publication any project that they have developed without the SAEM Board of Directors approval. If, however, the academy wants to publish or distribute any item with SAEM acknowledgement, endorsement or logo, the approval of the SAEM Board of Directors is required.
 10. Academies may publish informational papers on their area of special interest or expertise. Policy statements must be submitted to the SAEM Board of Directors for approval.
 11. Academies may represent themselves when speaking on behalf of the academy to other academies or national organizations but must obtain prior SAEM Board of Directors approval when speaking on behalf of SAEM.
 12. To advocate for their own interests, academies can develop their own goals and objectives.
 13. If an academy wishes to amend or change their operating guidelines, they must be submitted to SAEM Board of Directors for approval before going to the academy membership for approval.

Benefits of Academy Membership

SAEM will make the following basic services available to an academy:

1. Notice of meetings in SAEM Pulse and other promotional literature, provided that the request is made by the academy President or designee at least 30 days in advance of the due date of the publication.
2. Meeting space and time will be made available during the SAEM Annual Meeting and other ACEP scientific assembly upon request of the academy President or designee, provided the request is made at least 90 days in advance of the meeting.
3. Conference calls for the academy President and academy leadership.

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4. Correspondence to academy membership, as needed.
5. A SAEM staff member and Board of Directors liaison will provide staff support for each academy.
6. SAEM will develop and maintain a list serve for all members of the academy.
7. SAEM will develop and maintain a website (“microsite”) infrastructure for the academy. Content of the website will be at the discretion of the academy. Any material that is unsuitable or objectionable in content will be removed at the request of the SAEM Board of Directors.
8. SAEM will maintain separate financial accounts for each academy.
9. SAEM Board of Directors will solicit advice from the academy leadership concerning matters that fall under the academy’s area of special interest or expertise including, but not limited to; policy decisions, meetings, and educational products.

The SAEM Board of Directors reserves the right to modify the Academy Governance Guidelines at any time.