



# **Guidelines for SAEM Membership Academy Development**

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## **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 policies and 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 BOD.

## **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 (BOD) 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 BOD 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.

An established group can consider formation of an Academy if it has a well defined agenda and mission statement and a track record of accomplishments and leadership, such that a higher level of administrative support from SAEM will allow the Academy to function somewhat independently of the SAEM BOD for purpose of interaction with outside organizations.

## **Establishing Membership of an Academy**

Any SAEM member in good standing (full dues paying member) may submit a formal proposal to the SAEM BOD to establish an academy of membership. Such proposal shall contain the names of at least 100 individuals who have agreed by their signature or by e-mail correspondence to join an academy with the understanding that they will be assessed a basic dues amount above the annual SAEM membership dues. The SAEM BOD, at their discretion, may make an exception and change the number required for a membership academy from 100 to any number it deems appropriate.

The proposal should also include the names of the *initial* academy leadership. The initial academy leadership shall include a Chairperson, two vice chairs, and a secretary / treasurer. In addition, up to 3 additional advisory panel members will be named who will serve in such capacity until a time when formal elections are held as outlined in the academy's operational guidelines.

A formal proposal for a new academy shall be submitted to the SAEM BOD should include the following documents;

1. Name of the proposed academy, initial academy leadership and advisory panel members
2. Statement of purpose or justification
3. Mission statement of proposed academy
4. Requests specific to applying academy
5. Projected first year activities for proposed academy
6. Operational Guidelines for proposed academy
7. Names / contact information for the 100 or more individuals supporting the establishment of the academy
8. Budgetary proposal based upon projected annual activities

The SAEM BOD will use the following criteria when reviewing an academy proposal:

- 1) The objectives of the academy will further support the mission of SAEM.
- 2) The goals and objectives of the academy will further support the administrative and / or clinical practice, educational and / or research endeavors of the specialty of emergency medicine.

Upon submission, the SAEM BOD will review the proposal and make a recommendation. The SAEM BOD may accept the proposal and approve the new academy, reject the proposal, or request that the proposal be resubmitted after revisions are made.

Upon receipt of a formal proposal to develop an academy, correspondence between the SAEM BOD and the proposed academy leadership regarding the status of the proposal should occur within sixty (60) days. If the SAEM BOD recommends re-submission of the formal proposal with revisions, correspondence between the proposed academy leadership and the SAEM BOD should occur within sixty (60) days. Each subsequent submission / correspondence to either the SAEM BOD or proposed academy leadership should occur within sixty (60) days.

If the proposal for a new academy is approved by the SAEM BOD, the 100 or more individuals listed in the formal proposal will be considered founding members of the academy. Within sixty (60) days of approval by the SAEM BOD, each petitioning member should be sent an invoice for academy dues membership. Since members will retain the same membership renewal date, the bill will reflect a prorated amount. Services for the academy should begin within sixty (60) days after the academy has been approved and 75 members have paid dues.

In the event two or more existing academies agree to merge, the officers of each academy must survey their members to determine their interest in such a merger. If a majority of respondents in each academy are in favor of a merger, the officers of the individual academy should develop objectives for the new academy. The academy leaders must then submit a proposal to the SAEM BOD for a merger of the academies. Academies may not duplicate chapters or membership categories that currently exist.

## **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.

Each academy must maintain a critical mass of at least 75 full dues-paying members to remain in good standing. Newly approved academies are granted a 6 month grace period to achieve the required number of dues paying members. If the dues paying membership level of an academy falls below 75 members, the following will occur:

- 1) The executive director of SAEM will notify the academy Chair, in writing, that the dues paying membership has fallen below 75.
- 2) If the academy does not increase its dues paying 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 basic services as outlined in the Benefits of Academy Membership. The academy Chair will submit in writing to the SAEM BOD, within 30 days of being placed on probationary status, an action plan to increase the dues paying membership of the academy to the required number.
- 3) If at any time, the academy reaches the required number of dues paying members, the executive director 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 dues paying members within 6 months of being placed on probation, the SAEM BOD will convene a meeting or conference call with the academy leadership. As a result of the meeting / conference call, the SAEM BOD may decide to rescind the probationary status and / or revise the required number of dues paying members for the academy, extend the probationary status for 6 months, or to dissolve the academy.
- 5) If at the conclusion of an extended probationary period, the academy membership fails to reach the required number of dues paying members, the academy will be dissolved.

In addition, academies must:

- 1) Hold an annual meeting at the SAEM National meeting at which time the leadership of the academy will be elected as outlined in the academy's operational guidelines.
- 2) Produce an annual newsletter, which may be paper or electronic.

Academies found in non-compliance with these requirements may also be placed on probation. The academy Chair will submit in writing to the SAEM BOD, 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 an annual meeting at the next SAEM National meeting or produce an annual newsletter during the next calendar year to return to good standing. Academies that fail to hold an annual meeting or produce a newsletter 2 years in a row may be dissolved by the SAEM BOD.

## **Academy Membership and Dues**

Academy membership is available to all categories of SAEM members. Academy members each pay annual dues. Academy members may be asked to pay an additional fee during the start up year of the academy to help defer initial costs. Medical Students, Fellows and Residents are charged a reduced rate. When an individual initially joins an academy, dues for the first year are prorated to coincide with the expiration date of national dues. Qualifications for academy membership will not be based on sex, age, race, or religion.

An academy may petition the SAEM Board of Directors for an increase in academy dues to support specific ongoing activities outside the realm of those usually supported by SAEM. Dues will be set by the SAEM BOD in conjunction with the academy leadership based upon budgetary expectations of the Academy and SAEM priorities.

### **General Academy Guidelines**

Each academy membership will be subject to the following:

- 1) The initial academy leadership and advisory panel will serve from the time the academy is approved by the SAEM BOD until the second annual meeting of the academy. Thereafter, each academy will elect a Chairperson, Chair elect, Secretary, Treasurer, and 2 at Large board members.
- 2) Academy Chairs may be re-elected for no more than 2 consecutive terms.
- 3) The formal leadership of an academy will include; the Immediate Past Chair, Chairperson, Chair elect, Secretary, Treasurer, and 2 at Large board members; and the SAEM Executive Director or designee.
- 4) The academy Chair or designee is responsible for reporting the academy's activities to the SAEM BOD on a semi-annual basis. This can be done at the SAEM BOD meetings held at the annual SAEM and ACEP conferences or can be submitted to the SAEM BOD in writing. The goal being to enhance communication between the academy and the SAEM BOD to prevent reduplication of efforts by the SAEM committees.
- 5) Each academy must operate in accordance with their operational guidelines, as well as SAEM policies.
- 6) 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 BOD is required. Rules governing use of the SAEM name and logo will apply to all uses of the SAEM name and logo.
- 7) The academy Chair / leadership can not commit SAEM resources to other organizations without the approval of the SAEM BOD. The academy Chair / leadership can commit their own resources and membership to other organizations as they deem appropriate without using the SAEM name or logo.
- 8) The academy Chair / leadership can represent their academy's opinions and concerns in statements and publications or in regional / national meetings without prior approval of the SAEM BOD. 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 BOD if set

policies and positions pertain to the academy's area of special interest or expertise and do not conflict with previously issues policies and positions of SAEM.

- 9) The academy may be asked to collaborate with the SAEM BOD on specific issues as they arise. SAEM BOD objectives related to an academy's mission will be discussed with the academy leadership to promote a single vision and no duplication of efforts
- 10) When working on behalf of the academy, members may undertake projects that they have developed without the prior approval of the SAEM BOD. Academy members may submit for publication any project that they have developed without the SAEM BOD approval. If however, the academy wants to publish or distribute any item with SAEM acknowledgement, endorsement or logo, the approval of the SAEM BOD is required.
- 11) Academies may publish informational papers on their area of special interest or expertise. Policy statements must be submitted to the SAEM BOD for approval.
- 12) Academies may represent themselves when speaking on behalf of the academy to other academies or national organizations, but must obtain prior SAEM BOD approval when speaking on behalf of SAEM.
- 13) To advocate for their own interests, academies can develop their own goals and objectives.
- 14) If the academy wants to change guidelines, they must be submitted to SAEM BOD for approval.

### **Benefits of Academy Membership**

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

- 1) Provide infrastructure to publish a newsletter.
- 2) Notice of meetings in SAEM Newsletter and other promotional literature, provided that the request is made by the academy chair or designee at least 30 days in advance of the due date of the publication.
- 3) Meeting space and time will be made available during the SAEM Annual Meeting and other national meetings (ACEP, AAMC, and CORD) upon request of the academy chair or designee, provided the request is made at least 90 days in advance of the meeting.
- 4) Conference calls for the academy Chair and academy leadership.
- 5) Correspondence to academy membership, as needed.
- 6) A SAEM staff member will provide staff support for each academy.
- 7) SAEM will develop and maintain a list serve for all members of the academy.
- 8) SAEM will develop and maintain a website for the academy. Content and form 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 BOD.
- 9) SAEM will maintain separate financial accounts for each academy to include some portion of academy dues from individual academy member.
- 10) SAEM BOD 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.
- 11) The academy will be assigned a SAEM BOD liaison.

12) An academy in good standing can not be dissolved by the SAEM BOD.

**Requests Specific to the applying Academy**

Requests specific to any individual academy may be made to the SAEM BOD and should not be considered generic to any other group applying for academy status. These will be considered as part and parcel of the specific group's request for Academy status and will remain intact for the duration of the academy's existence. Additional requests or requested modifications to the original academy requests should be made in writing to the SAEM BOD.

The SAEM BOD reserves the right to modify the Academy Guidelines at any time.