



Guidelines

I. Operational guidelines for Academy

a. Relationship to SAEM

The Academy for Diversity and Inclusion in Emergency Medicine (ADIEM) will be an organization within SAEM comprised of members who are committed to promoting diversity and inclusion in the EM professional workforce at all levels, promoting the culturally competent delivery of Emergency medical services, and in eliminating healthcare disparities through research, education, and mentorship.

We will provide a venue for SAEM members with a special interest or expertise in diversity and cultural competence to join together to advance the standards set forth in SAEM's official Diversity Statement.

ADIEM will work closely with SAEM's Board of Directors (BOD) to ensure a synergistic relationship, and will adhere to SAEM's bylaws.

b. Membership

ADIEM is open to all categories of SAEM members. All ADIEM members will have voting privileges.

c. Academy Executive Committee

The transitional Academy Executive Committee shall consist of a Chair, two Vice-Chairs, and a Secretary-Treasurer. Additionally, three members will serve as advisors to the Executive Committee. The transitional Academy Executive Committee and Advisory Panel will serve from the time the Academy is approved by the SAEM Board of Directors until the second Annual Meeting. Upon completion of this term, members of the transitional Academy Executive Committee may be nominated for election to ADIEM offices.

Thereafter, the elected officers of the Academy's Executive Committee shall be the President, President-Elect, Immediate Past President, Secretary-Treasurer, Development Officer, and three At-Large Members. The Executive Committee will also work closely with the Academy's designated SAEM Board Liaison.

The charge of the Executive Committee shall be to act on behalf of the general membership to further the mission of ADIEM and to conduct its business activities. The Executive Committee meeting minutes shall be provided to any ADIEM member in good standing (current dues-paying member) upon written request.

The Executive Committee shall meet at least once annually.

d. Officer Eligibility

- i. All active ADIEM members in good standing are eligible to be nominated for elected officer positions.
- ii. Nominees for elected officer positions shall be presented, either in mailed or electronic format, by the Academy's Nominating Committee to the general Academy membership at least sixty (60) days prior to the SAEM Annual Meeting. The elections will be held at the SAEM/ADIEM Annual Meeting with mailed-in and electronically submitted votes from dues-paying ADIEM members counted at that time.

e. Term of Office

- i. The President, Immediate Past President, President-Elect and Secretary-Treasurer shall serve a one-year term. The Development Officer and three At-Large Board Members shall serve a two-year term. These officers shall be elected during the general elections.
- ii. The President, President-Elect, and the Immediate Past President shall not be eligible for re-nomination as an elected officer until they have been out of office for at least one full term.
- iii. Members at Large are eligible to run for a senior position such as President Elect or Secretary-Treasurer.
- iv. All terms of office will coincide with the dates of the SAEM Annual Meeting.

f. Vacancies

- i. Should a vacancy occur on the Executive Committee (i.e., Secretary-Treasurer, Development Officer or At-Large Members), the Nominating Committee will recommend to the Executive Committee within thirty (30) days an interim replacement for the remainder of the term of the office.
- ii. Should the President-Elect be unable to complete his/her term, formal elections must occur within sixty (60) days.
- iii. Should the Academy President be unable to complete his/her term the President-Elect shall become President. In this case, the new President shall complete the former President's term and then sit for his/her full term as President.
- iv. With approval of the Executive Committee, the President shall appoint the interim replacement to the vacated position for the remainder of the term.

- v. At the end of the interim term, the interim Executive Committee member is eligible to be nominated for all elected officer positions.

g. Resignations/Removal

- i. An Executive Committee member may resign through written notice to the Academy. The resignation will be effective upon its receipt by the Academy or a subsequent time as set forth in the notice of resignation.
- ii. An Executive Committee member or committee or task force chair may be removed for cause by an affirmative vote of two-thirds (2/3) of the remainder of the Executive Committee.

h. Compensation

- i. Executive Committee members shall serve without compensation but may be reimbursed for actual, reasonable, and necessary expenses incurred in his or her capacity as an Executive Committee member.

i. Duties of the Officers of the Executive Committee

- i. All elected officers shall, whenever possible, attend Executive Committee meetings, ADIEM/SAEM Annual Meetings, and perform their assigned duties accordingly.
- ii. Duties of the President:
 - 1. Shall serve as Chair of Executive Committee.
 - 2. Shall set the agenda and preside at all ADIEM and Executive Committee meetings/functions.
 - 3. Shall see that all orders and resolutions of the Executive Committee are actualized.
 - 4. Shall represent, with the approval of the Executive Committee, ADIEM and its members to external stakeholders.
 - 5. Shall appoint organizational liaisons with approval of the Executive Committee.
 - 6. Shall report the Academy's activities/accomplishments to the SAEM Board of Directors on a semi-annual basis.
 - 7. Shall report on actions of the Executive Committee to the general membership during ADIEM meetings.

iii. Duties of the President-Elect:

1. Shall serve as a member of Executive Committee.
2. Shall serve in place of the President if he/she is unable to complete his/her term.
3. Shall appoint committee and task force chairs/members for the start of his/her term, with the approval of the Executive Committee.
4. Shall, in conjunction with committee and task force chairs, develop goals and objectives for the start of his/her term as President.
5. Shall assist the Academy in duties designated by the President.

iv. Duties of the Immediate Past President:

1. Shall serve as a member of the Executive Committee.
2. Shall Chair the Nominations and Elections Committee.
3. Shall assist the Academy in duties designated by the President.

v. Duties of the Secretary-Treasurer:

1. Shall serve as a member of Executive Committee.
2. Shall assure that minutes are taken at all ADIEM and Executive Committee meetings/functions.
3. Shall distribute the ADIEM meeting minutes to the general membership via email or the Academy newsletter, when appropriate.
4. Shall distribute the Executive Committee meeting minutes, via email or other appropriate means, to the Executive Committee members.
5. Shall serve as Chair of the ADIEM Media and Communications Committee.
6. Shall assist in the preparation, distribution, and counting of all ballots related to proposed amendments to the operational guidelines.
7. Shall assist ADIEM in duties designated by the President.

8. Shall prepare a semi-annual review of ADIEM finances for the Executive Committee and the SAEM Board of Directors.
9. Shall present an updated financial report to the general membership during the ADIEM /SAEM Annual Meetings.
10. Shall be authorized to disburse the operational funds of ADIEM in accordance with policies that are established by the Executive Committee.

vi. Duties of the Development Officer:

1. Shall serve as a member of Executive Committee.
2. Shall assist the Academy in duties designated by the President.
3. Shall Chair of the ADIEM Development Committee—helping to develop and employ strategies to increase and maintain Academy extramural sources of funding.
4. Shall prepare a semi-annual report of ADIEM fundraising/development for the Executive Committee.
5. Shall present an updated fundraising/development report to the general membership during the ADIEM/SAEM Annual Meetings.

vii. Duties of At-Large Members:

1. Shall serve as a member of Executive Committee.
2. Shall assist the Academy in duties designated by the President.
3. Shall serve on the ADIEM Media and Communications Committee.

j. Permanent Committees

Committee and task force membership shall be open to all active SAEM/ADIEM members in good standing. Unless otherwise specified, all appointments to committees and task forces are for two years. The Academy President shall be an *ex officio* member without voting rights on all committees and task forces.

i. Nominations and Elections Committee:

1. Shall be chaired by the Immediate Past President of the Academy (for a one-year term). Two additional (non-

Executive Committee) members shall be appointed by the Academy President to the Nominations and Elections Committee (for two-year terms). Prior to the existence of an Immediate Past President, the Academy President will appoint a Chair to the Nominations and Elections Committee.

2. Shall solicit (from active ADIEM membership) qualified candidates and review nominations for the elected officer positions of President-Elect, Vice-President, Secretary-Treasurer, Development Officer, and three At-Large Members each election cycle or other necessary instance.
3. Shall solicit from each nominee for an elected officer position a position statement and abbreviated curriculum vitae.
4. Shall put forth in writing (including a position statement and abbreviated curriculum vitae) to the general ADIEM membership qualified candidates for such positions. This information may be disseminated electronically, by mailing, and/or through the ADIEM web page on the SAEM website.
5. Shall prepare, distribute, and count all election ballots.
6. Shall announce election results at the ADIEM/SAEM Annual Meeting.
 - a. General Election Guidelines:
 - i. The nominee for President-Elect, Secretary-Treasurer and Development Officer who receives the most votes shall be elected to the contested position.
 - ii. At-Large Members/Newsletter Editors positions will be filled by the three nominees receiving the most votes.
 - iii. Unless stated otherwise, all electronic or mail-in election ballots will be counted as long as received by the Chair of the Nominations and Elections Committee prior to the published deadline. This deadline will usually occur at a specified date in advance of ADIEM/SAEM Annual Meetings.
 - iv. Members of the Nominations and Elections Committee may not be considered for elected officer positions while they are serving on this Committee.

- v. Votes (only one per active ADIEM member) may be cast by mail, electronically, by facsimile, or in person at the ADIEM business meeting. Mechanisms shall be employed to ensure only one vote per ADIEM member.

ii. Membership Committee:

1. Shall be chaired by an ADIEM member appointed by the President and will serve a two-year term. Two additional active ADIEM members shall be appointed by the President to the Membership Committee (two-year terms).
2. Shall develop and employ strategies to increase and maintain Academy membership.
3. Shall prepare a semi-annual review of ADIEM membership for the Executive Committee and the SAEM Board of Directors.

iii. Development Committee:

1. Shall be chaired by the ADIEM Development Officer for a term of two years. Two additional active ADIEM members shall be appointed by the President to the Development Committee (two-year terms).
2. Shall develop and employ strategies to increase and maintain Academy extramural sources of funding.
3. Shall prepare a semi-annual report of ADIEM fundraising/development efforts for the Executive Committee.

iv. LGBT Committee

1. Shall be chaired by an ADIEM member appointed by the President and will serve a two-year term.
2. Shall, in conjunction with SAEM administrative staff, deliver an annual report at the SAEM annual meeting each spring, or his/her designee.
3. Shall participate on executive committee meetings and phone conferences
4. Shall make recommendations to the Executive Committee regarding interfacing with external entities that focus on LGBT health and health disparities.

5. Shall coordinate activities promoting education, scholarship and mentorship in LGBT health with the rest of the ADIEM within its larger mission.

v. Media and Communications Committee:

1. Shall be chaired by an ADIEM member appointed by the President and will serve a two-year term. Two additional active ADIEM members shall be appointed by the President to the Media and Communications Committee (two-year terms).
2. Shall, in conjunction with SAEM administrative staff, produce and distribute a semi-annual newsletter for the Academy.
3. Shall, in conjunction with SAEM administrative staff design and maintain a webpage for the Academy
4. Shall, in conjunction with SAEM administrative staff, maintain a social media communication process..
5. Shall make recommendations to the Executive Committee regarding interfacing with external entities.

vi. Scholarship Committee

1. Shall be chaired by an ADIEM member appointed by the President and will serve a two-year term.
2. Shall, in conjunction with SAEM administrative staff, produce and distribute a semi-annual report for executive committee, and deliver an annual report at the annual SAEM meeting (or his/her designee)
3. Shall coordinate presentation of scholarly work not accepted to main SAEM presentations at the annual business meeting held during SAEM
4. Shall promote, encourage, and develop information on sources of funding for scholarly activity
5. Shall develop and keep current a list of medical student, resident, and fellowship scholarships in areas of health care disparities, URM in medicine, and equitable healthcare (including LGBT).

k. Ad hoc Committees and Task Forces

With approval of the Executive Committee, the President and/or President-Elect shall appoint ad hoc committees or task forces deemed appropriate to conduct the business of the Academy.

- i. Each committee and task force Chair shall work with the President and/or President-Elect in developing the respective committee and task force objectives for the upcoming year and oversee their completion.
- ii. The term of office for a committee or task force Chair shall be two years.
- iii. The Executive Committee shall review the charge and progress of each ad hoc committee or task force on a semi-annual basis and making changes as necessary.
- iv. All committee and task force Chairs are accountable to the Academy Executive Committee.

I. Meetings

- i. The annual ADIEM business meeting will be held in conjunction with the SAEM Annual Meeting.
- ii. Educational meetings and other ADIEM events may be held in conjunction with or adjacent to the SAEM Annual Meeting. As funding permits, other timeframes will be considered.
- iii. The Executive Committee may convene, again as funding permits, additional ADIEM meetings/events throughout the year as either stand alone, or in conjunction with other national or international organizations.

m. Dues

- i. An annual dues amount will be assessed for all ADIEM members through their SAEM dues statement.
- ii. The SAEM Board of Directors will determine dues for the Academy.
- iii. See Section VI of this document for delineation of special dues structure.
- iv. ADIEM will control its own operational funds, provided that SAEM operational expenses have been paid.

n. Parliamentary Authority

All meetings of the organization shall be conducted according to the current edition of *Robert's Rules of Order*.

o. Amendments to the Operational Guidelines

- i. Any active member of ADIEM in good standing may submit a proposed amendment to the Academy's operational guidelines. Proposed amendments to the operational guidelines must be submitted in writing to the Academy President at least 90 days prior to the ADIEM business meeting (which again will coincide with the SAEM Annual Meeting).
- ii. Proposed amendments will be made available to the general membership at least thirty (30) days prior to the ADIEM ADIEM business meeting.
- iii. A ballot regarding the proposed amendment shall be distributed and counted during the annual ADIEM business meeting by the Academy Secretary-Treasurer.
- iv. A proposed amendment must be preliminarily approved by an affirmative vote of at least two-thirds (2/3) of voting members present at the annual ADIEM business meeting. All absentee votes will be counted as if the voting member were present at the meeting as long as it is received at least one week prior to the start of the SAEM annual meeting (or other designated date).
- v. All preliminarily approved amendments must be submitted to the SAEM Board of Directors for final approval.

p. Voting

- i. All members in good standing shall have one vote on all matters related to the amendment of the operational guidelines, election of Executive Committee members, and other matters that the Executive Committee feels needs to be brought to a vote of the general membership.
- ii. At all meetings of the ADIEM Executive Committee, general membership and other committees and task forces, if a vote is taken, the matter at hand, other than proposed amendments to the operational guidelines, shall be acted on after an affirmative vote by a simple majority of general assembly, committee or task force members present. An absentee vote will be counted as if the voting member were present at the meeting.

q. Specific Operational Guidelines

- i. The ADIEM President can represent ADIEM's opinions and concerns in statements and publications or at regional, national,

or international meetings without prior approval of the SAEM BOD. However, such representations will be the voice of only of ADIEM and will not necessarily represent SAEM's stance. Policies and positions of other organizations can be supported by ADIEM without the expressed approval of the SAEM BOD if set policies and positions pertain to ADIEM's area of special interest or expertise and do not conflict with previously issued policies and positions of SAEM.

- ii. ADIEM will collaborate with the SAEM BOD on specific issues as they arise. SAEM BOD objectives that parallel ADIEM's expertise will be discussed with ADIEM Executive Committee to promote a synergistic single vision and no duplication of efforts
- iii. When working on behalf of ADIEM, members may undertake projects that they have developed without the prior approval of the SAEM BOD. ADIEM members may submit publications without the SAEM BOD approval. If however ADIEM wants to publish or distribute any item with SAEM acknowledgement, endorsement, name, or logo, the prior approval of the SAEM BOD is required.
- iv. ADIEM may publish informational papers on their area of special interest or expertise. Policy statements will be submitted to the SAEM BOD for approval.
- v. ADIEM may represent only itself (and no the SAEM BOD unless ADIEM has its prior approval) when speaking to other Academies or organizations.
- vi. Changes in guidelines will be submitted to the SAEM BOD for approval.