## Academy for Women in Academic Emergency Medicine

## OPERATIONAL GUIDELINES

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## Academy for Women in Academic Emergency Medicine

**OPERATIONAL GUIDELINES**

1. **Name**

The name of this Academy shall be the Academy for Women in Academic Emergency Medicine (AWAEM).

1. **Relationship to SAEM**

The Academy for Women in Academic Emergency Medicine is a national organization within SAEM comprised of members who are committed to recruitment, promotion, and retention of women in academic emergency medicine.

The Operational Guidelines of AWAEM delineate the policies and procedures that will govern the operation of the Academy. These policies and procedures will not conflict with the by-laws of SAEM or with the Guidelines for Academies set forth by the SAEM Board of Directors and will further the mission of SAEM of promoting patient care, education, research, and collaboration with other similar organizations, particularly in areas pertaining to women.

SAEM will make the following basic services available:

* Infrastructure to publish a newsletter.
* Notice of meetings in SAEM Newsletter and other promotional literature, provided that the request is made by the Academy President or designee by the stipulated deadline for submitting materials for publication.
* Meeting space and time during the SAEM Annual Meeting and other national meetings (ACEP, AAMC, and CORD) upon request of the Academy President or designee, provided the request is made by the stipulated deadline in advance of the meeting.
* Conference calls for the Academy President and Academy leadership.
* Correspondence to Academy membership, as needed.
* Staff support from SAEM central offices.
* A listserve for all members of the Academy, developed and maintained by SAEM.
* A website for the Academy, developed and maintained by SAEM, with content at the discretion of the Academy and updated at the request of the Academy president or designee
* Separate financial accounts for the Academy to include some portion of Academy dues from individual Academy members
* Regular and accurate accounting reports provided to the Academy.
* 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.
* An SAEM BOD liaison assigned to AWAEM, who will regularly attend monthly conference calls.
* Assurance that an Academy in good standing will not be dissolved by the SAEM BOD.
* Ability for candidate members to apply for membership through the AWAEM/SAEM website. Upon completing their application and paying the required dues, new members will receive a communication stating they are an active member and the term of membership. Each member will be notified of pending expiration of Academy membership.

AWAEM, correspondingly, agrees:

* Any website material on the AWAEM website maintained by SAEM that is unsuitable or objectionable in content will be removed at the request of the SAEM BOD
* Websites maintained by AWAEM that are separate from SAEM and not maintained by SAEM shall be solely under AWAEM’s jurisdiction for determining content and access for members and non-members
1. **Statement of purpose**

Founded in 2009, the Academy for Women in Academic Emergency Medicine was established to enhance the recruitment, promotion, and retention of women in academic emergency medicine throughout their careers and to advance our understanding of the role of gender in emergency care. Formation of the Academy helps to fulfill a set of recommendations approved by the SAEM BOD to recruit, retain, and promote women who practice academic emergency medicine.

The Academy provides a venue for members to join together to advance education, clinical care, and research in emergency medicine (EM) as it relates to women’s careers in academic EM and to our understanding of the role of gender in emergency illnesses/injuries and emergency care and practice.  The AWAEM structure provides a forum for members to address issues of importance to women within academic EM as well as to work with other national organizations. It creates opportunities for members to network and collaborate on educational and clinical research initiatives; to develop and/or recommend policy and advocacy measures; and to promote faculty development as these areas pertain to women in academic and clinical emergency medicine.

**4. Functions of the Academy**

* Promote academic emergency medicine;
* Recruit women medical students and residents to academic emergency medicine;
* Provide regional and national networking and mentoring;
* Collect, communicate, and archive information of interest to women in academic emergency medicine;
* Promote research on role of gender in emergency illnesses/injuries and emergency care and practice, women’s health and women’s career issues;
* Provide education and stimulate discussion on topics of particular interest to women in academic emergency medicine.

**5**. **Membership**

Membership in AWAEM is open to all members of SAEM who pay the annual Academy dues. Resident and medical school members of SAEM may join and will be charged reduced fees while they are in training. All members will receive the e-newsletter, have access to the minutes of the AWAEM Council meetings, and have access to all archived information. Members may use the listserve to communicate with other Academy members about issues relevant to AWAEM’s mission. Residents will have the rights and privileges of full membership other than eligibility for any office on the AWAEM Council.

1. **Governance**

AWAEM shall be governed by an AWAEM Council composed of a President, President-elect, Immediate Past-President, Secretary, Treasurer, vice president (VP) of communications, VP of corporate sponsorship, VP of membership and outreach, and VP of education An SAEM BOD liaison will be a non-voting *ex officio* member of the AWAEM Council .

To clarify the nomenclature of our elected officials for our membership, AWAEM would use the term ‘Council’ to distinguish the elected leadership and AWAEM Council from the group of committee chairs that function under AWAEM (see organizational chart). AWAEM Board is distinct, identifies a clear reporting structure to the SAEM BOD, and is consistent with SAEM’s organizational structure. The AWAEM Council will continue to meet monthly to refine the mid and long-term vision of the Academy and adapt it to current membership demands.

The charge of the AWAEM Council shall be to act on behalf of the general membership to advance the mission of AWAEM and conduct its business activities. The AWAEM Council meeting minutes shall be available to AWAEM members.

The AWAEM Council shall meet in person at least once annually, during the SAEM Annual Meeting.

All elected officers shall by all reasonable means attend the AWAEM Council meeting(s), the AWAEM annual meeting, and perform their assigned duties accordingly.

Members of the AWAEM Council shall be limited to no more than two representatives per institution.

1. **Duties of the Officers**

President:

* Shall serve as Chair of the AWAEM Council.
* Shall work with the President-elect to develop goals and objectives for the coming year.
* The President or designee shall set the agenda and preside at all AWAEM and AWAEM Council meetings.
* Shall see that all orders and resolutions of the AWAEM Council are carried into effect.
* Shall appoint organizational liaisons with approval of the AWAEM Council .
* Shall report the Academy’s activities to the SAEM Board of Directors on a semi-annual basis.
* Shall report on actions of the AWAEM Council to the general membership during the annual AWAEM meeting~~s~~ or more frequently as is deemed necessary.
* Shall appoint committees, ad hoc committees, and task forces in conjunction with the President-elect as needed to accomplish the mission and goals of the Academy.

President-Elect:

* + Shall serve as a member of the AWAEM Council .
	+ Shall chair the AWAEM Council meetings at the request of the President.
	+ Shall serve in place of the President when necessary.
	+ Shall serve as chair of the Operational Guidelines Committee.
	+ Shall work with the President to develop goals and objectives for the coming year.
	+ Shall appoint, in cooperation with the President, committee and task force chairs/members for the upcoming year, with the approval of the AWAEM Council .
	+ Shall in conjunction with committee and task force chairs develop committee objectives for the upcoming year.
	+ Shall assist the Academy in duties as designated by the President.
	+ The President-elect shall advance to the office of President upon the expiration of the current President’s term.

Immediate Past-President:

* Shall serve as advisor to the current President.
* Shall serve as a member of the AWAEM Council .
* Shall chair the Nominating Committee.
* Shall assist the Academy in duties as designated by the President.

Secretary:

* Shall serve as a member of the AWAEM Council .
* Shall assure that minutes are taken and distributed for AWAEM and AWAEM Council meetings.
* Shall assist in preparing, distributing, and counting of ballots related to proposed amendments to the operational guidelines.
* Shall assist the Academy in duties designated by the President.

Treasurer:

* Shall serve as a member of the AWAEM Council .
* Shall prepare a semiannual review of AWAEM finances for the AWAEM Council of AWAEM and the SAEM Board of Directors.
* Shall present an updated financial report to the general membership during the AWAEM annual meeting.
* Shall be authorized to disburse the operational funds of AWAEM in accordance with policies that are established by the AWAEM Council , provided that SAEM operational expenses have been covered.
* Shall assist the Academy in duties designated by the President.

Vice Presidents:

* Shall serve as a member of the AWAEM Council .
* Shall assist the Academy in duties designated by the President.
* Vice Presidents shall participate in voting for AWAEM award nominees.
* Shall chair, co-chair, or otherwise take an active role in at least one AWAEM committee or task force as designated by the President.

To restructure our leadership with more clearly defined roles, AWAEM renamed the Members-at-Large as Vice-President (VP) in 2016. Each VP is expected to oversee specific domains (corporate development and research, membership engagement, education and communication) that form core of AWAEM strategic plan. Each VP shall have 3-4 committee chairs report to them aligned with their area of expertise. The VPs shall ensure timely progress of the annual committee projects in accordance with the Academy’s immediate and short goals and annual work plan. In addition, they will contribute to the long-term vision and strategic planning of the Academy.

A new position for VP of Communications would oversee communications through e-newsletter, social media outreach, liaison programs and development and maintenance of microsite.

1. **Terms of Office:**
* The President, President-elect, Immediate past-President, Secretary, and Treasurer shall serve for one year. The Secretary and Treasurer are eligible to serve an additional consecutive one-year term. The President, President-elect, and Past-president shall not be eligible to be an Academy officer until they have been out of office for at least one year.
* Vice Presidents shall serve for two years with one member being elected each year. Resident at-large members shall serve for one year.
* All terms of office will coincide with the dates of the AWAEM annual meeting.
1. **Eligibility**

Any non-resident AWAEM member in good standing who has served for at least one year as an AWAEM Committee Chair or who has provided a similar level of service to AWAEM is eligible to be nominated (or to self-nominate) for an AWAEM Council position. (Appropriate level of service will be determined at the discretion of the nominating committee, but generally means a member has served as a vice president, committee chair, or an active participant of multiple committees.)

1. **Nomination and Election for Office**

The Nominating Committee will notify the membership no later than October of upcoming elections and will solicit nominations. Nominations will be accepted until November, final candidate list will be voted upon before January 30th and electronic voting will be conducted till March 30th.

* Each nominee for an elected officer position will submit in writing a position statement and brief professional biography which will be reviewed by the AWAEM Council and circulated among members prior to election.
* For the final ballot, there will be no more than two candidates for each of the President-elect, Secretary, Treasurer and vice-president positions.
* The nominee receiving the most votes shall be elected to the contested position. The winners will be announced by the annual business meeting in May.
1. **Vacancies**
* If the President is unable to complete a year of service, the President-elect shall assume the office of President.
* If the President-elect position becomes vacant, a formal election will be held within ninety (90) days.
* If the Secretary, Treasurer, or Vice Presidents positions become vacant, the Nominating Committee will recommend an interim replacement within thirty (30) days who will serve the remainder of the term of office.
* With approval of the AWAEM Council , the President shall appoint the interim replacement to the vacated position.
* At the end of the interim term, the interim AWAEM Council member is eligible to be nominated for all elected officer positions for which they qualify.
1. **Resignation or Removal**
* An AWAEM Council member may resign by written notice to the President. The resignation will be effective upon its receipt by the President or at a subsequent time as set forth in the notice of resignation.
* If the President is resigning, the written notice should go to the past-President and President-elect.
* An AWAEM Council member may be removed for cause by an affirmative vote of two-thirds (2/3) of the AWAEM Council .
1. **Compensation**

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

1. **Committees and Task Forces**

With approval of the AWAEM Council , the President or President-elect shall appoint members and chairs of standing committees, *ad hoc* committees, and task forces deemed appropriate to accomplish the mission of the Academy. The President, President Elect Vice Presidents will serve as “mentors” to the committees.

All AWAEM members in good standing are eligible to be appointed to committees and task forces for renewable one-year terms. Committees and task forces will be led by a chair or co-chairs. Chairs will serve for one-year terms but may be asked by the President to serve for a second year. In the second year, they will mentor a committee member to assume leadership in the following year. When possible, chairs will remain on the committee as an advisor for one year after their position ends.

Each committee and task force shall work with the President/President-elect in developing objectives for the upcoming year and will oversee their completion.

All committee and task force members and chairs are responsible to the AWAEM Council and may be removed with or without cause prior to completion of term of appointment by majority vote of the AWAEM Council .

The AWAEM Council shall review the charge and progress of each committee and task force on a semi-annual basis and make such changes as are necessary.

**A. Standing Committees**:

Nominating Committee

* Will be chaired by the Immediate Past-President who will serve for one year. Two additional committee members shall be appointed by the Academy President for a two-year term, one of whom will be a member of the Academy who is not on the AWAEM Council .
* Will each year solicit qualified candidates for the AWAEM Council positions of President-Elect, Secretary, Treasurer, and one Vice Presidents position to be filled by faculty and two At-Large positions to be filled by residents.
* Members of the Nominating Committee may not be considered for elected officer positions while they are serving on the Nominating Committee. Should a Nominating Committee member wish to pursue office, s/he must resign from the committee at least 90 days before election, and the Committee chair will identify a replacement committee member.

Guidelines Committee

* Will be chaired by the President-elect.
* Will include members of the AWAEM Council invited by the President-elect.
* Will review the Operational Guidelines annually to ensure they meet the requirements of the Academy.
* Will review all proposed amendments to the Operational Guidelines to ensure they are in compliance with the SAEM bylaws and do not conflict with the mission of the Academy.

**B. Active/Recurring Committees**, ***Ad hoc* Committees and Task Forces**

Other committees may be created / maintained as apropos to the goals and objectives of AWAEM, as determined by the President and the AWAEM Council . The President may appoint *ad hoc* committees or task forces to accomplish specific goals of the Academy or to explore areas of burgeoning interest among its membership.

1. **Meetings**
* The annual AWAEM business meeting will be held in conjunction with the SAEM Annual Meeting*.*
* Educational meetings will be held in conjunction with the SAEM annual meeting. Other meetings may be held to further the goals of the Academy.
* The AWAEM Council may convene additional AWAEM meetings throughout the year as either stand-alone events, or in conjunction with other national organizations.
* All meetings of the organization shall be conducted according to the current edition of *Robert’s Rules of Order*.
1. **Dues**
* Annual dues will be assessed for all AWAEM members. The SAEM Board of Directors will determine the amount in cooperation with the AWAEM Council of AWAEM.
* AWAEM will control their own operational funds derived from AWAEM membership dues, provided that SAEM operational expenses have been covered.

SAEM resident members and medical student fees will be commensurate with / the amount determined by the majority of the SAEM academies.

1. **Amendments to Operational Guidelines**
* Any member of AWAEM may suggest amendments to the Academy’s operational guidelines. Proposed amendments may be submitted in writing to the Academy President prior to the AWAEM annual meeting or in person at the annual meeting. The President will forward the proposed amendment to the Guidelines Committee who will ensure that the proposed amendment is in compliance with SAEM bylaws and is not in conflict with the Academy’s mission or guidelines. The Committee will communicate their recommendation to the President indicating whether the amendment can be moved forward or whether it must be edited or rejected.
* Once proposed amendments have been reviewed and approved by the AWAEM AWAEM Council , they will be submitted to the SAEM Board of Directors for final approval.
* The approved Operational Guidelines will then be made available to the general membership through the listserve, by being posted on the AWAEM website, on other websites maintained by AWAEM, and/or in the newsletter.
1. **Voting**
* All members in good standing shall have one vote in the election of AWAEM Council members and other matters brought to a vote of the general membership.
* Voting by email and other electronic means shall be allowed. Any votes made by these means must be submitted at least 7 (seven) days prior to the annual AWAEM meeting.
* An affirmative vote shall be a simple majority of votes cast.

**12. Other Considerations**

* Use of AWAEM name or logo without the SAEM name or logo on any publication, correspondence, or for any other purpose is at the discretion of the Academy leadership. 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.
* The AWAEM President cannot commit SAEM resources to other organizations without the approval of the SAEM BOD. The AWAEM President / leadership can commit their own resources and membership to other organizations as they deem appropriate without using the SAEM name or logo or obtaining approval of the SAEM BOD.
* The AWAEM President can represent AWAEM’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 only of AWAEM and not necessarily represent SAEM. Policies and positions of other national organizations can be supported by AWAEM without the expressed approval of the SAEM BOD if set policies and positions pertain to AWAEM’s area of special interest or expertise, and do not conflict with SAEM by-laws, policies, or positions.
* AWAEM will collaborate with the SAEM BOD on specific issues as they arise. SAEM BOD objectives related to our Academy’s mission will be discussed with AWAEM leadership to promote a single vision and avoid duplication of efforts.
* When working on behalf of AWAEM, members may undertake projects that they have developed without the prior approval of the SAEM BOD. AWAEM members may submit for publication any project that they have developed without the SAEM BOD approval. If however, AWAEM wants to publish or distribute any item with SAEM acknowledgement, endorsement or logo, the approval of the SAEM BOD is required.
* AWAEM may publish informational papers on their area of special interest or expertise. Policy statements must be submitted to the SAEM BOD for approval.
* AWAEM may represent the Academy when speaking on behalf of AWAEM to other academies or national organizations, but must obtain prior SAEM BOD approval when speaking on behalf of SAEM.
* Changes in guidelines will be submitted to SAEM BOD for approval.



1. **ADDENDUM: AWAEM COMMITTEE MEMBERS.**
* Any current member of SAEM and AWAEM is eligible to apply for membership in the AWAEM committees. These include (but are not limited to):
	+ Newsletter
	+ Social Media
	+ Micro-site
	+ Didactics
		- SAEM; CORD; AAEM; ACEP
	+ Awards
	+ Regionals
	+ Wellness
	+ Membership
	+ Global Health/GEMA Liaison
	+ EMRA/RAMS Liaison
	+ The AWAEM President may decide on new committees and task force each year to address and adapt to the needs of the AWAEM community.
* Members of committees may be medical students, resident physicians, fellows or attending physicians as well advanced practice practitioners and researchers.
* Committee members may serve on a respective committee without any time restrictions
* Committee membership is limited to 2 committees simultaneously.
* Committee members are expected to devote on average 2-3 hours each month to advance the committee agenda. This may include additional monthly or quarterly calls led by the committee chair.
1. **COMMITTEE GOALS**
	* + - Each committee will work towards **TWO** primary goals for each academic year
				* Goals will complement and advance the mission of the AWAEM academy i.e. promoting leadership amongst members, expanding the visibility of the academy within the medical community, promoting physician and family wellness, etc.
	* b. Members of the committees may work towards creating the aforementioned goals and may take a leadership role in initiating these goals.
		+ - * There is no limit on the number of members serving on any committee. However, the Committee Chair has the discretion to rotate off inactive committee. Members also have the discretion to change committees if their interests and priorities align better with a different committee. If doing so, members are expected to let the Committee Chair know of this decision.
	* d. The status of these goals will be communicated monthly to the designated VP of each committee. In addition, the committee chair may request resources from the VP that would help him/her achieve these goals.
* **VP Corporate Strategy**: Overseeing Awards, Research, Sponsorship & Career Development
* **VP Education**: Overseeing Didactics, Workshops at SAEM, ACEP, CORD and other meetings
* **VP Membership and Outreach**: Overseeing Membership, Wellness, Regional and Global Health
* **VP Communications**: overseeing Enewsletter, social media, and microsite.
* Section 3: **Committee Leadership.**
* 1. Each committee will have a faculty member serving as a designated Chair to oversee all activity undertaken by his or her designated committee. All communication regarding activity of the committee will include the Chair

2. In order to serve in the capacity of a Chair, the member must have served on the committee for at least **ONE** year prior to assuming the role of the Chair. *Exemptions may be granted in special circumstances by the AWAEM Council.*

3. In the case that more than one member may desire to serve in the capacity of the Chair for a committee, preference will be given to the member who has been an active member of the designated committee for a longer period of time?.
* In the case that members may have served for an equal number of years in the designated committee, the members may serve as Co-Chairs for that particular committee. This is the preferred model that allows a succession plan of leadership for the upcoming years.
* In the case that more than two members may desire to serve in the capacity of the Chair AND have equal experience as members of that particular committee, the Executive Council will make the ultimate designation for the role of the Chair.
* Chairs may serve a total of **TWO** years in the capacity of the Chair for a particular committee. Thereafter, members may choose to assume the role of Chair for other committees, but only after having been a member of that committee for at least one year

5. Immediate past Chairs will stay on the committee for an additional year to serve as advisors to the newly elected Chair.