

Southern Group on Educational Affairs
BYLAWS OF THE SOUTHERN GROUP ON EDUCATIONAL AFFAIRS

ARTICLE 1: NAME

1.1 The name of this entity shall be the Southern Group on Educational Affairs (SGEA) of the Group on Educational Affairs (GEA) of the Association of American Medical Colleges (AAMC), hereafter called the SGEA.

ARTICLE 2: MISSION

2.1 Mission. Foster excellence along the continuum of medical education -- undergraduate medical education, graduate medical education, and continuing medical education -- by providing a forum for discussing the concerns of the medical education profession, serving as a resource, and acting in an advisory capacity to the GEA and AAMC. This mission is accomplished through communication, cooperation, and shared respect among its members.

2.2 Goals. To accomplish its mission, the SGEA will:

2.2.1 enhance the professional development of medical educators,

2.2.2 advance research and understanding in the medical education,

2.2.3 provide service to the profession, and

2.2.4 practice evidence-based principles of medical education.

ARTICLE 3: ORGANIZATIONAL RELATIONSHIPS

3.1 The SGEA is the southern regional group of the GEA and so shall be represented by its Chairperson or his/her designee on the GEA Steering Committee.

ARTICLE 4: MEMBERSHIP

4.1 Decanal Appointee Members. The dean of each member medical school may appoint a maximum of four members to the GEA. Each member appointed in this manner will be identified by the dean with one of the following areas of medical education: undergraduate medical education, graduate medical education, continuing medical education, and research in medical education. Thus each of those persons from institutions in the southern region will automatically be a member of the SGEA.

4.2 Individual Members. Individual members of the SGEA shall be members of the GEA who are faculty or staff of institutional member medical schools and individuals working for related organizations (i.e., boards responsible for the licensure of physicians,

faculty and staff of AOA accredited osteopathic medical schools, and hospitals which are accredited by the ACGME, and ACCME organizations) in the southern region.

4.3 Associate Members. Medical students, residents, and graduate students who participate in educational programs affiliated with schools in the southern region and who are sponsored by an SGEA member may become associate members with the same rights and responsibilities as individual members with the exception of voting and holding office.

4.4 Retired Members. Individuals who retire may become retired members of the SGEA with the same rights and responsibilities as individual members.

4.5 Other Members. Other individuals wishing to join the SGEA can be considered on an individual basis by the SGEA Steering Committee and be assigned to one of the categories above.

4.6 Rights of Members.

4.6.1 Voting. The right to vote for Chair-Elect and Steering Committee members is reserved for decanal appointee, individual, and retired members. Each voting member shall have only one vote.

4.6.2 Holding Office. The right to hold office, in the SGEA, is reserved for decanal appointee individual, and retired members.

4.6.3 Participation. All members are eligible to participate in meetings, programs, and other activities of the SGEA and receive any of its printed materials upon request.

ARTICLE 5: OFFICERS

5.1 Chair-Elect. The chair-elect shall arrange for special presentations and the like that are made to either the Steering Committee or general constituency. The Chair-Elect shall also preside in the absence of the Chair as well as maintain SGEA records, be responsible for writing and distributing minutes to the membership, and shall chair the Finance Committee and keep the financial records of the SGEA.

5.2 Chair. The chair shall preside at the spring and fall steering committee and constituent regional meetings and be responsible for conducting business and the completion of the agenda. The Chair shall serve as the regional representative on the national GEA Steering Committee.

ARTICLE 6: TERMS OF OFFICE, NOMINATIONS, AND ELECTIONS

6.1 Terms of Office. The individual elected to Chair-Elect shall serve a total of four years under the assumption of automatic progression through the offices of Chair-Elect (two years) and Chair (two years). The terms of office shall extend from the end of the

business meeting of the spring SGEA regional meeting to the end of the business meeting of the spring regional meeting two years later.

6.2 Nomination Process. With exception of members of the nominating committee, members may be nominated for chair-elect or any one of the four constituent representatives positions on the Steering Committee. Nominations may be made by the Nominating Committee. The past Chair will chair the Nominating Committee and be responsible for submitting at least two individuals for consideration of Chair-Elect. The Nominating Committee shall recommend any number of individuals for each one of the four GEA constituency representatives on the Steering Committee.

6.3 Election of Chair-Elect. Election of chair-elect will take place by online voting every two years prior to and at the spring regional meeting by the membership of the SGEA. The candidate receiving the most electronic votes will be elected.

6.4 Election of GEA Constituency Representatives and SGEA Members at Large to the Steering Committee: Election of GEA constituency representatives (undergraduate medical education, graduate medical education, continuing medical education and research in medical education) to the steering committee will take place by online voting every two years as determined by their terms, prior to and at the spring regional meeting by the membership of the SGEA. The candidates receiving the most electronic votes will be elected.

6.5 Vacancies. If a vacancy occurs during the term of office of the Chair, the Chair-Elect shall advance to fill the opening. The steering committee may at its discretion appoint individuals to fill the other vacant positions on an interim basis until such time as regular elections are scheduled to be held.

ARTICLE 7: COMMITTEES

7.1 Steering Committee. The Steering Committee is the policy-making body of the SGEA. It has the authority to transact business, to appoint committees, and to establish procedures within the provision of the bylaws. In addition, it shall solicit requests from member institutions to host future spring regional meetings. It shall consist of the Chair, Chair-Elect, past chair, current and future regional meeting program chairs, and four representatives of the GEA constituency groups. The four constituency representatives should be members of their respective groups. As appropriate, the Steering Committee may request other members of the SGEA or non-members to attend Steering Committee meetings as non-voting members.

7.2 Nominating and Elections Committee. It is responsible for nominating at least two individuals as Chair-Elect and to nominate individuals to represent the four GEA constituency groups on the Steering Committee. It shall be responsible for conducting the elections. It shall be chaired by the past Chair and consist of four additional members appointed by the SGEA Chair, in consultation with the assembled membership, at the Spring regional meeting prior to when the elections will be held.

7.3 Finance Committee. Its function shall be to manage the finances of the SGEA, audit the records, and make a yearly report the SGEA. The Finance Committee shall be chaired by the Chair-Elect and in addition will consist of four members appointed by the chair from the general constituency.

ARTICLE 8: MEETINGS

8.1 General Constituency. At least two meetings of the SGEA shall be held annually -- one at the AAMC annual meeting and one at the spring regional meeting. At such meetings, decisions and actions will be made by majority vote of those present.

8.2 Steering Committee. At least two meetings of the Steering Committee shall be held annually -- one at the AAMC annual meeting and one at the spring regional meeting. At such meetings, decisions and actions will be made by majority vote of those present.

8.3 Finance Committee. At least one meeting of the Finance Committee shall be held annually. At such meetings, decisions and actions will be made by majority vote of those present.

ARTICLE 9: FINANCES

9.1 Individual Surcharge. A source of income to the organization shall be generated from a surcharge to be applied to the individual's registration fee for the spring regional meeting. The amount of the surcharge will be discussed by the Steering Committee who will make a recommendation for approval to the general constituency.

9.2 Other Funds. Funds from other sources may be sought and used at the discretion of the Steering Committee to defray the costs of regional meetings or other purposes.

9.3 Financial Reporting. Disbursement of all funds must be disclosed in the finance committee's annual financial report.

ARTICLE 10: SPECIAL INTEREST GROUPS

10.1 Organization of Regional Special Interest Groups (SIGs). Individuals in the region may organize themselves in regional SIGs around the areas recognized as SIGs at the GEA.

10.2 Other SIGs. The SGEA Steering Committee may recognize regional SIGs that are not organized or recognized by the GEA. In order to be recognized, a regional SIG must submit to the Steering Committee for their approval, operational guidelines and address such issues as membership, leadership, and benefit to the profession.

ARTICLE 11: PARLIAMENTARY AUTHORITY

11.1 Robert's Rules of Order (latest edition) shall be used when considering motions, otherwise standing rules will allow the chair to maintain order and conduct business in a reasonable manner.

ARTICLE 12: AMENDMENTS

12.1 These bylaws may be altered, repealed or amended or new bylaws adopted by two-thirds of those eligible members returning ballots provided that 30 days' notice has been given.

ARTICLE 13: ADOPTION OF BYLAWS

13.1 According to the GEA Bylaws these bylaws will be adopted, if approved by the SGEA and GEA steering committees.

Section 6.3 and 6.4 revised by SGEA Steering Committee 8/05