

Group on Diversity and Inclusion (GDI)

Rules and Regulations

I. Name

The name of the organization shall be the Group on Diversity and Inclusion of the Association of American Medical Colleges (AAMC), herein after referred to as the GDI.

II. Mission

The mission of the GDI is to serve as a national forum and recognized resource to support the efforts of AAMC member institutions and academic medicine at the local, regional, and national levels to realize the benefits of diversity and inclusion in medicine and the biomedical sciences.

III. Purpose

The purpose of the GDI is to unite expertise, experience, and innovation to inform and guide the advancement of diversity and inclusion throughout academic medicine and the community.

IV. Membership

A. Voting Members

The voting membership shall consist of persons appointed by the deans of medical school members, including affiliate and provisional members of the AAMC that have matriculated at least one class of medical students. The person appointed will be the faculty member or administrator who is responsible for institutional multicultural/diversity affairs. Voting member(s) shall serve at the pleasure of the appointing authority. Each school shall be entitled to one vote, irrespective of the number of persons appointed to the group.

B. Non-voting Members

1. Individual members. Medical school faculty members and administrators and representatives of AAMC member teaching hospitals and academic societies who have strong interests or expertise in minority/multicultural/diversity affairs may become non-voting members of the GDI.

2. Other members. Members appointed to the GDI by the deans of medical schools that have not matriculated a class of medical students will be non-voting members until such time as a first medical school class is admitted.

C. Officers

The officers of the GDI shall include a Chairperson, a Chairperson-Elect, an Immediate-Past Chairperson, and Group Program Leader. All officers, except the Group Program Leader, must be voting members of the GDI at the time of election.

The Chairperson-Elect shall be elected to a two year term by a simple majority of the voting membership. At the end of this term of office the Chairperson-elect shall succeed to the office of Chairperson.

The term of the Chairperson shall be for two years and shall commence at the adjournment of the GDI Business Meeting at which their term of office as Chairperson-Elect expires. The Chairperson of the Group may not serve consecutive terms as Chairperson.

The Group Program Leader shall be an AAMC staff member appointed by the AAMC President. The Group Program Leader shall coordinate the provision of appropriate staff support and assist in the general direction of the GDI.

Contact with major related organizations outside the Group shall be coordinated with the GDI Program Leader.

V. Committee(s)

A. Steering Committee

The GDI Steering Committee shall be composed of the Chairperson, the Chairperson-Elect, and the Immediate-Past Chairperson and such additional members as described below.

Additional members of the GDI Steering Committee shall be:

Central Region Representative

Northeast Region Representative

Southern Region Representative

Western Region Representative

Council of Deans (COD) Representative

Chair or Designee of an AAMC Member Community

Group on Student Affairs Committee on Diversity Affairs (GSA-CODA) Chair

Issue-based Representative

Issue-based Representative

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Issue-based Representative

Issue-based Representatives shall be appointed to the Steering Committee at the discretion of the Chairperson for the purpose of either creating a liaison with organizations that hold a strong interest in the mission of the group or bringing in expertise or points of view. There shall be no more than four issue-based representatives on the GDI Steering Committee.

A majority of the voting Steering Committee members shall be representatives appointed to the GDI by medical school deans.

The GDI Steering Committee shall manage the affairs of the Group.

A Steering Committee member who is no longer employed by the appointing medical school may complete an elected term on the Steering Committee only if he or she continues employment with an AAMC member medical school, academic society, or teaching hospital.

B. Nominating Committee

A Nominating Committee, appointed every other year by the Steering Committee, shall be chaired by the Immediate-Past Chairperson.

The Nominating Committee shall make nominations for the Chairperson-Elect and other open positions, and such nominations shall be publicized in advance to the membership with specific date and time when balloting shall open and close. Members, providing the consent of the nominee has been received, may make additional nominations from the floor, unless the election is by electronic ballot, in which case, additional nominations must be made at least 30 days before for the election is held.

The Nominating Committee will recommend to the Steering Committee any replacement Officer or Officer-Elect, if the previously elected person is unable to serve. The Steering Committee will then make such replacement appointment, and these will remain effective until the next Group election.

C. Other Standing or Ad Hoc Committees

Other Standing or Ad Hoc GDI Committees may be authorized by vote of the Steering Committee of the Group.

Appointment to Committees shall be made by the GDI Chairperson with the approval of the Steering Committee.

Committee Chairpersons shall be appointed by the GDI Chairperson.

The Standing Committees and their functions shall be reviewed periodically by the Steering Committee. Those committees no longer needed may be dissolved upon recommendation of the Steering Committee.

Descriptions of the purpose and functions of each Group committee shall be appended to the Rules and Regulations. The committee description shall not be considered an official part of the Rules and Regulations. Major changes in the committee descriptions shall be made only by or with the approval of the GDI Steering Committee.

VI. Meetings and Quorums.

Meetings may be designated as opened or closed. Attendance at closed meetings is limited to AAMC members and persons specifically invited.

A business meeting of the GDI membership shall be held at least annually.

The Steering Committee shall meet in person or by conference call. Conference calls or electronic communication may be used to conduct business of the Steering Committee and may be used, when practical, in place of other regular meetings. Fifty percent of the Steering Committee will constitute a quorum.

Fifty percent of the voting members attending a regularly scheduled meeting or conference that includes a business meeting shall constitute a quorum at the Group's business meeting.

Formal actions may be taken and elections held at meetings of the membership or the Steering Committee at which a quorum is present. At such meetings, decisions will be made by majority vote of those qualified to vote, or in the case of the Steering Committee by majority vote or by consensus.

Action and elections may be held by electronic ballot using tools suitable for this purpose provided by the AAMC. In each such case, the forwarding communication shall specify the date and time when the balloting shall close. Where actions or elections are taken by electronic ballot, the decision will be determined by a majority of votes cast within the specified timeframe.

In the conduct of meetings, the order of business shall be under the direction of the Chairperson who shall make all parliamentary decisions. Such decisions may be reversed by a two-thirds majority of the voting members present and voting.

VII. Amendments

Subject to the approval of the AAMC Board of Directors, these Rules and Regulations may be amended or repealed and new Rules and Regulations may be adopted by a two-thirds vote of the voting members present at any regular meeting of the Group for which prior written notice of the proposed changes has been given.

Appendices

- A. Committees, names, purposes, and functions
- B. Dates of Adoption and Amendment of the Rules and Regulations
- C. Rules of Procedures for Group if necessary

Approved by the AAMC Board of Directors, June 25, 2009

Amended and approved by the AAMC Board of Directors, December 2011