

[1982-83 Orientation  
Booklet #7



**association of american  
medical colleges**

OSR ORIENTATION HANDBOOK

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\*compiled by Janet Bickel, Staff Associate  
AAMC, October 1982

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## INTRODUCING OSR

If you have an interest in problems and trends in medical education and a desire to learn more about them and to influence them the Organization of Student Representatives is for you. This booklet will prepare you to participate. It should be especially useful to those of you who are newcomers to the Organization but will also be a good "refresher" to those who have already attended a meeting or two. Although there is no mystery to the structure and function of the OSR, to get a total picture of the the Organization requires a little study. Exposure through regional and annual meetings is, to be sure, the most colorful way to learn about it. However, the information provided here will make your experiences at the meetings and your future participation more meaningful.

### I. Association of American Medical Colleges

An introduction to OSR must begin with an understanding of the Association of American Medical Colleges. The following paragraphs should give you some idea of the Association's focus and organization.

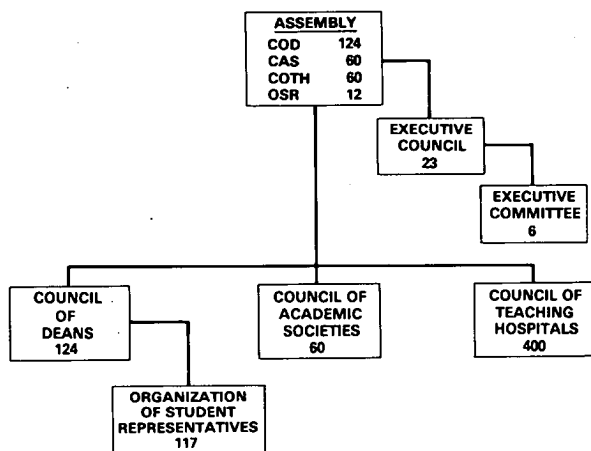
Focus: The AAMC was founded just over 100 years ago to improve the quality of American medical education. It now includes in its membership all of the U.S. and Canadian medical schools, 70 academic societies (such as American Physiological Society and American College of Physicians), and 412 of the major teaching hospitals. The Association carries out a broad range of programs and studies aimed at advancing medical education and, thereby, the nation's health. In collaboration with the AMA, the AAMC is responsible for accreditation of educational programs in undergraduate medical education via the Liaison Committee on Medical Education (LCME). Participation with other professional organizations in the accreditation of graduate and continuing education programs is achieved through the ACGME and the ACCME.

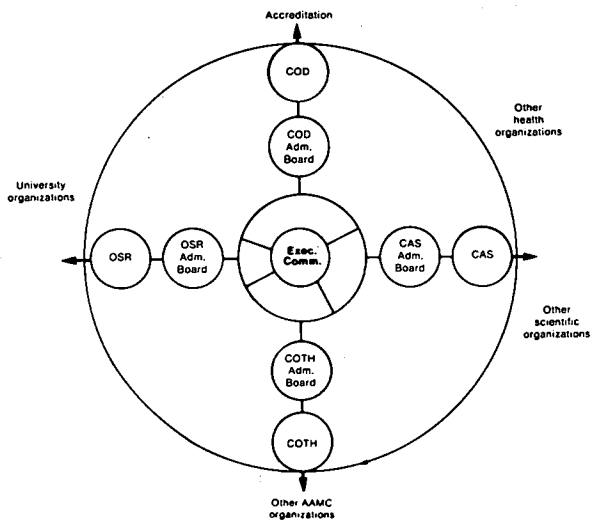
The AAMC provides many services to its members, including publication of directories of medical school admission requirements and curricula descriptions. It also maintains numerous data bases, including a faculty roster, institutional profiles and financial aid information. A crucial area of activity is federal liaison. The AAMC keeps its members informed on legislative issues and provides testimony and consultation upon request to Congress, the President's staff, the Department of Health and Human

Services, and the National Institutes of Health. Because the AAMC is looked to for leadership on all issues dealing with medical education, AAMC needs to arrive at clear, unified positions. Because of the enormous diversity of its members--not only among medical schools but also in terms of the interests of deans, faculty, hospital administrators, and students--achieving agreement frequently requires compromises. The issues faced by medical educators today are so multi-faceted that the combined wisdom of each party involved is needed. The AAMC provides this forum for the exchange of ideas and opportunities to combine perspectives toward the end of common action.

In that AAMC holds the diversity among institutions to be one of the chief strengths of U.S. medical education, it seldom recommends uniform approaches or solutions to problems. When a consensus is reached on a complex issue by a majority of the constituency, the AAMC can then recommend such policy to its member institutions; but such recommendations do not affect the autonomous judgment of each institution in any area of policy, such as admissions procedures or curriculum design.

Organization: Voting representation on the AAMC's governing body, the Assembly, is shown with approximate numbers below. The Assembly is convened once a year at the Annual Meeting. During the rest of year, the Executive Council meets quarterly to conduct the business of the Association; at intervals between these meetings, the Executive Committee acts in a decision-making capacity. Another way of looking at the structure of AAMC is represented in the diagram on the following page.





This figure includes the Administrative Boards elected by each Council and the OSR. The Administrative Boards meet immediately prior to each of the four Executive Council meetings and the means by which the constituencies make their input to the Executive Council.

The Organization of AAMC also includes several "Groups" which, although they do not have voting members on the governing bodies, play an important role in program and policy development. The two of greatest interest to OSR are the Group on Student Affairs (GSA) and the Group on Medical Education (GME). The GSA is composed of medical school admission, financial aid and student affairs deans. Virtually all issues of concern to OSR are also of central concern to GSA—with student financial assistance, minority affairs, residency selection and all aspects of counseling leading the

list. The Division of Student Programs (see chart on page 5) provides staff support for both OSR and GSA. The GME is composed of individuals designated by the medical schools, teaching hospitals and member societies with responsibilities in research and evaluation and institutional resource development. The Division of Educational Measurement and Research staffs the GME; this Division also conducts analyses of the MCAT and the Clinical Evaluation Project which provided very useful information on the ways in which medical students rotating through required clerkships are evaluated.

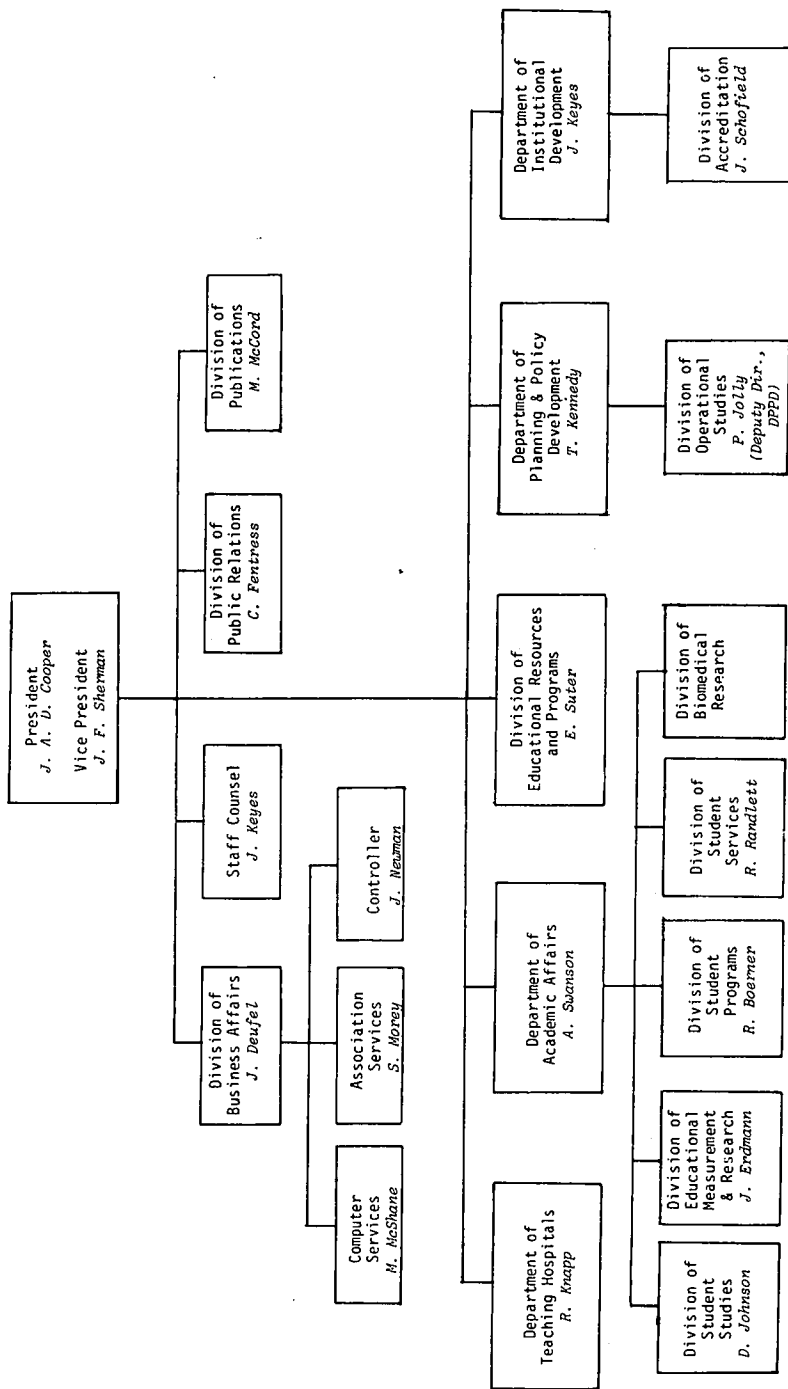
The activities of the Association are administered by a full time President who is assisted by a professional and support staff of over 170 individuals. The staff is organized into divisions and departments as shown in the chart on page 5.

## II. History and Role of the OSR in the AAMC

In 1968 the AAMC Assembly passed a resolution calling for development of mechanisms for student participation in the affairs of the AAMC. Two years later the Assembly adopted an addition to the Bylaws creating the OSR. During 1981-82, 119 schools designated a student member.

The OSR was created as a "sub-councillor" entity; OSR reports to the Council of Deans, and all major actions are subject to review and approval by the chairman of COD. The OSR chairperson and chair person-elect attend the COD Administrative Board meetings, affording opportunities for exchange of information between deans and students. Moreover, OSR has two voting members on the Executive Council and 12 on the Assembly. Opportunities for informal sharing with members of the other Councils are also important in OSR's making its presence felt and voice heard. These occur during the quarterly meetings when the OSR Administrative Board joins the Boards of the deans, academic societies and teaching hospitals for luncheons, receptions and programs.

Another way in which the OSR has input to the affairs of the AAMC is through membership on AAMC committees and task forces. At each Annual Meeting, a list of the currently functioning committees on which student participation is appropriate is distributed and OSR members may submit applications to serve on one in which they have a special interest. Based on these applications, the OSR Administrative Board submits its list of recommended nominees to the AAMC chairman who formally appoints committee members. The situation



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STAFF ORGANIZATION

with regard to openings on committees varies from year to year depending on whether new committees or task forces are being created and on the length of the terms of OSR members who may already have been appointed. OSR is also asked to nominate students to serve on the National Residency Matching Program (NRMP) Board of Directors and on the Liaison Committee on Medical Education (LCME).

### III. OSR Activities and Organization

#### A. Membership:

OSR does not compete with other medical student organizations for members because only one official representative can represent each school. This does mean, however, that the selection process needs to be an informed one; it is very important that the person selected be willing to and capable of undertaking the accompanying responsibilities, which do not begin and end with attendance at OSR meetings. The OSR member selection processes employed by schools cannot be dictated by AAMC any more than any other aspect of institutional policy or procedures can be. However, the following recommendations are offered as a guide:

- 1) The selection process should facilitate representative input from the student body as a whole or the student government, and the individuals involved with the selection process should have an understanding of the structure and function of the OSR.
- 2) An alternate or junior OSR member should also be selected, preferably from the class following that of the official representative; this person should assist the official representative for one year before becoming the official representative. Another arrangement which appears to work well is for a freshman to be designated for a three-to-four year term, who will at the end of his or her term orient the new freshman representative, and so on.
- 3) When possible, both representatives should attend regional and national meetings. If this is not possible due to insufficient travel funds, the alternate member will benefit more from attendance at the regional spring meeting than the Annual Meeting.

The principles underlying these recommendations are that the OSR representative have the support of his or her schoolmates and that provisions be made for the orderly succession of OSR members to assure continuity and the exchange of information. One advantage that the AAMC Councils have over the OSR is that their

members typically participate for a number of years at a stretch; an "historical memory" is assured and the level of participation is therefore greater.

B. Meetings:

1. Annual Meeting:

Until 1984 the AAMC Annual Meeting will be held in Washington, D.C. in mid-autumn. At the Annual Meeting, representatives from most all U.S. medical schools gather to share concerns and ideas and to attend discussion sessions and programs. At the business meeting, official OSR members vote to elect officers for the coming year (see below) and to conduct OSR business. Expressions of OSR goals and perspectives are commonly agreed upon and serve to guide the work of the Administrative Board during the year. At the Annual Meeting, as time permits, OSR members are also encouraged: a) to visit their Senators and Congressmen to inform them as appropriate on student views on legislative issues under consideration and b) to attend the plenary sessions featuring speakers of national medical and political reknown, the AAMC Assembly meeting, and programs sponsored by the GSA, GME and Women in Medicine.

2. Regional Meetings:

The regional meetings are held each spring, traditionally in conjunction with GSA and sometimes also GME and the regional Association of Health Professions Advisors. The OSR regional chairpersons work with the GSA meeting program chairmen to plan the meeting and to coordinate OSR sessions. At the regional meetings, the atmosphere is more informal and the meetings less structured than at the Annual Meeting. In addition to joint meetings with faculty and deans, there are ample opportunities for OSR members to become better acquainted with each other and to deal with issues of high local priority.

C. OSR Administrative Board:

The Administrative Board consists of: chairperson, chair person-elect, four representatives-at-large, four regional chairpersons, and the immediate-past-chairperson.



During the Annual Meeting, those OSR members who aspire to working at the national level to improve the quality of medical education and who will have the time and energy to devote to this pursuit will consider running for office. At the business meeting, nominations for the slots of chairperson-elect and representatives-at-large are accepted and each official OSR representative votes to determine who will be elected. Following this meeting, regional caucuses are held to elect regional chairpersons whose duties, as noted above, include coordination of the spring meeting as well as overall responsibility for regional communications.

The Administrative Board meets four times per year in Washington, D.C. and performs the following functions: 1) coordinates OSR projects; 2) recommends students nominees for committees; 3) examines the action and discussion items on the Executive Council agendas and passes on its recommendations through the OSR chairperson; and 4) plans the OSR Annual Meeting program. On the day following each Administrative Board meeting, OSR Board members attend a luncheon with the Administrative Boards of the three Councils.

#### D. Relations with Other Medical Student Groups:

The OSR chairperson and chairperson-elect attempt to stay in touch with the leaders of the other national medical student organizations. Information on projects is shared, and when possible, activities are coordinated, especially when it comes to lobbying Congress on financial aid issues. It is felt that, despite organizational and functional differences among the groups, medical students have many common causes which are best served through cooperation. When OSR members take the time to consult with AMSA chapter heads, AMA-MSS representatives and other student leaders on issues likely to be of mutual interest, everyone's best interest is ultimately served.

#### E. Responsibilities and Privileges of OSR Members:

##### 1. Publications:

Upon designation as the institutional representative, the OSR member's name is added to the AAMC mailing list. The student will then regularly receive the President's

Weekly Activities Report, from which one can acquire at least a partial education about the activities of Congress in the health and medical education arenas; all other AAMC activities of importance are also covered in this newsletter. Published eleven times per year is COTH which contains highly informative summaries of issues of special concern to members of the AAMC Council of Teaching Hospitals; students also find much of interest here. Published twice a year is the STudent Affairs Reporter (STAR) devoted to areas under the jurisdiction of student affairs, admissions and financial aid deans. Copies of the Annotated Student Affairs Bibliography are distributed every other year and a handbook titled The Role of Students in the Accreditation of U.S. Medical Education Programs is available to OSR members at schools with upcoming LCME site visits.

On the "responsibility" side, OSR representatives receive periodic notifications from the AAMC President of the need to organize letter-writing campaigns to influence Congress and, occasionally, officials of the Department of Health and Human Services. Quick action is usually required. A different type of publication which depends on the initiative of individual representatives is OSR Report (on the average published twice per year); each issue is sent in sufficient quantities to distribute one copy to each student at each school.

In another category are the minutes of the quarterly Administrative Board and annual Business Meeting; these summaries are the primary mechanisms by which OSR members keep informed of the progress of OSR projects and activities. When projects are completed, products are usually shared with student affairs deans as well as with OSR members. The most notable examples in recent years are: due process guidelines, directory of application information on extramural electives, model residency program evaluation form, and bibliography of Spanish educational resources.

A general comment is in order here, that is, a reminder of the importance of keeping AAMC Division of Student Programs informed of address changes. Many representatives choose

to have their OSR mail delivered to their school address or to the Office of Student Affairs in order to alleviate this potential necessity; this decision also eliminates a trip to the post office to pick up a heavy box of OSR Reports.

## 2. Communications at the local level:

In addition to reading AAMC/OSR publications and taking appropriate steps regarding them, OSR members should also share with their student council or government, if not with the whole student body, reports of OSR activities. How representatives go about this depends to a great extent on local interest and on the level of organization of the student government. The most frequently used methods of transmitting information appear to be newsletters to the student body and direct reports at student government or class meetings. Also used quite often are articles in school newspapers and in-person announcements to the classes. Other methods include bulletin board postings in the student lounge area and establishment of an OSR file in the student affairs office. Several OSR members have also reported that setting up an OSR-staffed table at Orientation proves an effective way of informing incoming students on a multitude of issues, including OSR.

The relationship between the AAMC and students currently enrolled in medical school is dependent on the willingness of OSR representatives to become involved. You are the link. AAMC provides you with information about what's going on in medical education and what Congress needs to be informed about. You in turn encourage your peers to respond or act, as the case may be. Occasionally, you may become discouraged by their apparent apathy and acquiescence to the status-quo. But, if you become involved in OSR, you can rely on support for your activities from other OSR members; together you have the potential to form a powerful network. Not only do you as an individual benefit by extending your knowledge and contacts, but so does medical education to the extent that informed students accept their responsibilities to speak out and work for positive change.

RULES AND REGULATIONS OF THE  
ORGANIZATION OF STUDENT REPRESENTATIVES

THE ASSOCIATION OF AMERICAN MEDICAL COLLEGES

ADOPTED BY THE ORGANIZATION OF STUDENT REPRESENTATIVES  
October 28, 1971

APPROVED BY THE COUNCIL OF DEANS  
October 29, 1971

The Organization of Student Representatives was established with the adoption of the Association of American Medical Colleges Bylaw Revisions of February 13, 1971.

Section 1. Name

The name of the organization shall be the Organization of Student Representatives of the Association of American Medical Colleges.

Section 2. Purpose

The purpose of this Organization shall be 1.) to provide a means by which medical student views on matters of concern to the Association may find expression; 2.) to provide a mechanism for medical student participation in the governance of the affairs of the Association; 3.) to provide a mechanism for the interchange of ideas and perceptions among medical students and between them and others concerned with medical education; and 4.) to provide a vehicle for the student members' action on issues and ideas that affect the multi-faceted aspects of health care.

Section 3. Membership

A. Members of the Organization of Student Representatives shall be representatives designated in accordance with the AAMC Bylaws by each institutional member that is a member of the Council of Deans, selected from the student body of each such member by a process appropriate to the governance of that institution. The selection should facilitate representative student input. Each such member must be certified by the dean of the institution to the Chairman of the Council of Deans.

B. Each member of the Organization of Student Representatives shall be entitled to cast one vote at meetings of the Organization.

C. Each school shall choose the term of office of its Organization of Student Representatives member in its own manner.

D. Each institution having a member of the Organization of Student Representatives may select one or more alternate members, who may attend meetings of the Organization but may not vote. The selection of an alternate member should facilitate representative student input.

#### Section-4. Officers and Administrative Board

A. The officers of the Organization of Student Representatives shall be as follows:

1. The Chairperson, whose duties it shall be to (a) preside at all meetings of the Organization; (b) coordinate the affairs of the Organization, in cooperation with staff of the Association; (c) serve as ex officio member of all committees of the Organization; (d) communicate all actions and recommendations adopted by the Organization of Student Representatives to the Chairman of the Council of Deans; and (e) represent the Organization on the Executive Council of the Association.

2. The Chairperson-Elect, whose duties it shall be to preside or otherwise serve in the absence of the Chairperson.

3. Four Regional Chairpersons, one from each of the four regions, which shall be congruent with the regions of the Council of Deans.

4. Representatives-at-Large elected by the membership in a number sufficient to bring the number of members on the Administrative Board to ten or to a total equal to ten percent of the Organization of Student Representatives membership, whichever is greater.

B. Officers other than the Chairperson shall be elected at each annual meeting of the Organization and shall assume office at the conclusion of the annual meeting of the Association. The Chairperson shall assume office as provided in Section 6. Regional Chairpersons shall be elected by regional caucus. The term of office of all officers shall be one year. Each officer must be a member of the Organization of Student Representatives throughout his/her entire term of office, and no two officers may be representatives of the same institutional member. Any officer who ceases to be a member of the Organization must resign from the Administrative Board at that time. Vacant positions on the Administrative Board shall remain

unfilled until the annual meeting, except as provided for in Section 6.

C. Officers shall be elected by majority vote, and the voting shall be by ballot.

D. Presence at the Annual Meeting shall be a requisite for eligibility for election to office. At the time of election, each candidate for office must be a member of the Organization of Student Representatives or must have been designated to become a member of the OSR at the conclusion of the annual meeting. In addition, each candidate for office must be an undergraduate medical student at the time of assuming office. If it becomes necessary to elect a Chairperson, candidates for the office of Chairperson shall in addition have attended a previous meeting of the Organization, except in the event that no one satisfying this condition seeks the office of Chairperson, in which case this additional criterion shall be waived.

E. Nomination for office may take place by two procedures: (1) submitting the name and curriculum vitae of the nominee to the Association thirty days in advance of the annual meeting or (2) from the floor at the annual meeting, a seconding motion being required for each nomination so made.

F. National officers may be recalled by a two-thirds vote of those present and voting at any regular or special meeting of the Organization. Regional officers may be recalled by a two-thirds vote of those present and voting at any regional meeting.

G. There shall be an Administrative Board composed of the Chairperson, the Chairperson-Elect, the Regional Chairpersons, the Representatives-at-Large, and as a non-voting member, the immediate-past-chairperson of the Organization.

H. The Administrative Board shall be the executive committee to manage the affairs of the Organization of Student Representatives and to take any necessary interim action on behalf of the Organization that is required. It shall also serve as the Organization of Student Representatives Committee on Committees and Committee on Resolutions.

#### Section 5. Representation on the AAMC Assembly

The Organization of Student Representatives is authorized a number of seats on the AAMC Assembly equal to 10 percent of the Organization of Student Representatives membership, the number of seats to be determined annually. Representatives

of the Organization of Student Representatives to the Assembly shall include only current, official OSR members and shall be determined by the following priority:

- 1) The Chairperson of the Organization of Student Representatives;
- 2) The Chairperson-Elect of the Organization of Student Representatives;
- 3) Other members of the Administrative Board of the Organization;
- 4) Other members of the Organization designated by the Chairperson as necessary.

#### Section 6. Succession

A. The Chairperson-Elect shall automatically assume the office of Chairperson at the conclusion of the annual meeting of the Association unless the Chairperson-Elect receives a vote of no confidence from the Administrative Board at the last regularly-scheduled meeting prior to the annual business meeting of the OSR or is recalled by the Organization as specified in Section 4.F. If the Chairperson-Elect receives a vote of no confidence or otherwise resigns from office, the next Chairperson shall be elected in accordance with the procedures established in Section 4.

B. If the Chairperson of the Organization is for any reason unable to complete the term of office, the Chairperson-Elect shall assume the position of Chairperson for the remainder of the term. Further succession to the office of Chairperson, if necessary, shall be determined by a vote of the remaining members of the Administrative Board.

#### Section 7. Meetings, Quorums, and Parliamentary Procedure

A. Regular meetings of the Organization of Student Representatives shall be held in conjunction with the AAMC Annual Meeting.

B. Special meetings may be called by the Chairperson upon majority vote of the Administrative Board provided there be given at least 30 days notice to each member of the Organization.

C. Regional meetings, with the approval of the Association, may be held between annual meetings.

D. A simple majority of the voting members shall constitute a quorum at regular meetings, special meetings, regional meetings, and Administrative Board meetings.

E. Formal actions may result by two mechanisms: (1) by a majority of those present and voting at meetings at which a quorum is present and (2) when four of four regional meetings have passed an identical motion by a majority of those present and voting.

F. All official members have the privilege of the floor at regular meetings, special meetings, and Administrative Board meetings. The Chairperson of each meeting may at his or her discretion extend this privilege to others in attendance.

G. Resolutions for consideration at any meeting of the Organization, including regional meetings, must be submitted to the Association thirty days in advance of the meeting. This rule may be waived for a particular resolution by a two-thirds vote of those present and voting at the meeting.

H. The minutes of regular meetings and Administrative Board meetings shall be taken and within thirty days distributed to members of the Organization.

I. Where parliamentary procedure is at issue, Roberts Rules of Order (latest edition) shall prevail, except where in conflict with Association Bylaws.

J. All Organization of Student Representatives meetings shall be open unless an executive session is announced by the Chairperson.

#### Section 8. Students Serving on AAMC Committees

Students serving on AAMC Committees should keep the Chairperson informed of their activities.

#### Section 9. Operation and Relationships

A. The Organization of Student Representatives shall report to the Council of Deans of the AAMC and shall be represented on the Executive Council of the AAMC by the Chairperson of the Organization of Student Representatives.

B. Creation of standing committees and any major actions shall be subject to review and approval by the Chairman of the Council of Deans of the AAMC.

#### Section 10. Amendment of Rules and Regulations

These Rules and Regulations may be altered, repealed, or amended, by a two-thirds vote of the voting members present and voting at any annual meeting of the membership of the Organization of Student Representatives for which 30 days prior written notice of the Rules and Regulations change has been given to each member of the Organization of Student Representatives.



GUIDELINES FOR THE  
ORGANIZATION OF STUDENT REPRESENTATIVES  
ADOPTED AT THE COUNCIL OF DEANS MEETING  
May 20, 1971

This document indicates those matters mandated by the Association Bylaws in italics and those adopted as Guidelines in roman.

#### ORGANIZATION

*There shall be an Organization of Student Representatives which shall be related to the Council of Deans and which shall operate in a manner consistent with the Rules and Regulations approved by the Council of Deans. (Part III.)*

#### COMPOSITION

*The OSR shall be comprised of one representative from each Institutional Member and Provisional Member of the COD, chosen from the student body of each such member. (Part III.)*

#### SELECTION

A medical student representative from each participating Institutional Member and Provisional Member of the COD shall be selected by a process which will facilitate representative student input and be appropriate to the governance of the institution. The dean of each participating institution shall file a description of the process of selection with the Chairman of the COD and shall certify to him annually the name of the student so selected.

#### MEETINGS

*Annual Meeting*      *The OSR shall meet at least once a year at the time and place of the COD Annual Meeting in conjunction with said meeting. (Part III.)*

To facilitate the smooth working of the organizational interrelationships, the above shall be interpreted to require that the Annual Meeting of the OSR be held during the period of the Association's Annual Meeting, not simultaneously with the COD meeting. This meeting will be scheduled in advance of the COD meeting at a time which will permit the attendance of interested or designated deans.

## ACTIVITIES

*The OSR will:*

- \* Elect a Chairman and a Chairman-Elect.
- \* Recommend to the COD the Organization's representatives to the Assembly.  
(10% of OSR Membership)
- \* Recommend student members of appropriate committees of the Association.
- \* Consider other matters of particular interest to the students of Institutional Members.
- \* Report all actions taken and recommendations made to the Chairman of the COD.  
(Part. III.)

## RELATIONSHIP TO COD

The Chairman and Chairman-Elect of the OSR are invited to attend the COD meetings to make such reports as requested of them by the COD Chairman, to act as resource persons to express the concerns of students when invited, and to inform themselves of the concerns of the deans.

## RELATIONSHIP TO THE EXECUTIVE COUNCIL

*The Chairman of the OSR shall be an ex officio member of the Executive Council with voting rights.  
(Part IV, Sec. 2)*

## RELATIONSHIP TO THE ASSEMBLY

*The Institutional Members and Provisional Institutional Members that have admitted their first class shall be represented in the Assembly by the members of the COD and a number of the OSR equivalent to 10 percent of the members of the Association having representatives in the OSR.*

*Each such representative (to the Assembly) shall have the privilege of the floor in all discussions and shall be entitled to vote at all meetings. (Part IV. Sec. 4)*

*The Chairman of the Assembly may accept the written statement of the Chairman of the COD reporting the names of individuals who will vote in the Assembly as representatives chosen by the OSR. (Part IV. Sec. 3)*

## COMMITTEES

*One representative of the OSR to the Assembly shall be appointed by the Chairman of the Assembly to sit on the Resolutions Committee. (Part VII. Sec. 1)*

The Chairman of the COD will nominate student members to appropriate committees of the Association upon receipt of the recommendations of the OSR.

## RULES AND REGULATIONS

The OSR shall draw up a set of Rules and Regulations, consistent with these guidelines and the Bylaws of the AAMC, governing its internal organization and procedures. The Rules and Regulations shall be consonant with the goals and objectives of the COD.

The initial meeting of the OSR shall be organized by the Committee chosen at the October, 1970, meeting of the Association to carry forward the formation of the OSR and shall be chaired by the Chairman of that group.

## FINANCES

At its May 20 meeting, the COD voted to recommend to the Executive Council that the finances of the OSR be handle in the following manner:

- \* The Association will meet the cost of the travel required for authorized student participation in Association committee activities, i.e., Executive Council, Administrative Board, and designated committee meetings.
- \* Staffing expenses will be allocated by the President by administrative action.
- \* Other costs associated with student participation will be individually arranged at the institutional level.
- \* The participating institutions shall incur no additional institutional assessment to the Association upon the initiation of this proposal. Expenses incurred by the Association in support of this organization will be met within currently budgeted funds or from appropriate external sources.

# ASSOCIATION OF AMERICAN MEDICAL COLLEGES'

## BYLAWS

### I. MEMBERSHIP

Section 1. There shall be the following classes of members, each of which that has the right to vote shall be (a) an organization described in Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any subsequent Federal tax laws), and (b) an organization described in Section 509 (a) (1) or (2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any subsequent Federal tax laws), and each of which shall also meet (c) the qualifications set forth in the Articles of Incorporation and these Bylaws, and (d) other criteria established by the Executive Council for each class of membership:

- A. Institutional Members - Institutional Members shall be medical schools and colleges of the United States.
- B. Affiliate Institutional Members - Affiliate Institutional Members shall be medical schools and colleges of Canada and other countries.
- C. Graduate Affiliate Institutional Members - Graduate Affiliate Institutional Members shall be those graduate schools in the United States and Canada closely related to one or more medical schools which are institutional members.
- D. Provisional Institutional Members - Provisional Institutional Members shall be newly developing medical schools and colleges of the United States.
- E. Provisional Affiliate Institutional Members - Provisional Affiliate Institutional Members shall be newly developing medical schools and colleges in Canada and other countries.
- F. Provisional Graduate Affiliate Institutional Members - Provisional Graduate Affiliate Institutional Members shall be newly developing graduate schools in the United States and Canada that are closely related to an accredited university that has a medical school.

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- G. Academic Society Members - Academic Society Members shall be organizations active in the United States in the professional field of medicine and biomedical sciences.
  - H. Teaching Hospital Members - Teaching Hospital Members shall be teaching hospitals in the United States.
  - I. Corresponding Members - Corresponding Members shall be hospitals involved in medical education in the United States or Canada which do not meet the criteria established by the Executive Council for any other class of membership listed in this section.

Section 2. There shall also be the following classes of honorary members who shall meet the criteria therefore established by the Executive Council:

- A. Emeritus Members - Emeritus Members shall be those retired individuals who have been active in the affairs of the Association prior to retirement.
- B. Distinguished Service Members - Distinguished Service Members shall be persons who have been actively involved in the affairs of the Association and who no longer serve as AAMC representatives of any members described under Section 1.
- C. Individual Members - Individual Members shall be persons who have demonstrated a serious interest in medical education.
- D. Sustaining and Contributing Members - Sustaining and Contributing Members shall be persons or corporations who have demonstrated over a period of years a serious interest in medical education.

Section 3. Election to membership:

- A. All Classes of members shall be elected by the Assembly by a majority vote on recommendation of the Executive Council.
- B. All institutional members will be recommended by the Council of Deans to the Executive Council.
- C. Academic society members will be recommended by the Council of Academic Societies to the Executive Council.

- D. Teaching hospital members will be recommended by the Council of Teaching Hospitals to the Executive Council.
- E. Distinguished service members will be recommended to the Executive Council by either the Council of Deans, Council of Academic Societies or Council of Teaching Hospitals.
- F. Corresponding Members will be recommended to the Executive Council by the Council of Teaching Hospitals.

Section 4. Revocation of Membership - A member with any class of membership may have his membership revoked by a two-thirds affirmative vote of the Assembly on recommendation with justification by the Executive Council; provided that the Executive Council shall have given the members written notice of the proposed revocation prior to the Assembly at which such a vote is taken.

Section 5. Resignation - A member with any class of membership may resign upon notice given in writing to the Executive Council. However, any such resignation shall not be effective until the end of the fiscal year in which it is given.

## II. COUNCILS

Section 1. There shall be the following Councils of the Association each of which shall be governed by an Administrative Board and each of which shall be organized and operated in a manner consistent with rules and regulations approved by the Executive Council:

- A. Council of Deans - The Council of Deans shall consist of the Dean or the equivalent academic officer of each institutional member and each provisional institutional member that has admitted its first class of students.
- B. Council of Academic Societies - The Council of Academic Societies shall consist of two representatives from each academic society member who shall be designated by each such member for a term of two years.
- C. Council of Teaching Hospitals - The Council of Teaching Hospitals shall consist of one representative from each teaching hospital member who shall be designated annually by each such member.

### III. ORGANIZATION OF STUDENT REPRESENTATIVES

There shall be an Organization of Student Representatives related to the Council of Deans, operated in a manner consistent with rules and regulations approved by the Council of Deans and comprised of one representative of each institutional member that is a member of the Council of Deans chosen from the student body of each such member. Institutional members whose representatives serve on the Organization of Student Representatives Administrative Board may designate two representatives on the Organization of Student Representatives, provided that only one representative of any institutional member may vote in any meeting. The Organization of Student Representatives shall meet at least once each year at the time and place of the annual meeting of the Council of Deans in conjunction with said meeting to elect a Chairperson, a Chairperson-elect, and other officers, to recommend student members of committees of the Association, to recommend to the Council of Deans the Organization's representatives to the Assembly, and to consider other matters of particular interest to students of institutional members. All actions taken and recommendations made by the Organization of Student Representatives shall be reported to the Chairman of the Council of Deans.

### IV. MEETINGS OF MEMBERS AND COUNCILS

Section 1. Meetings of members of the Association shall be known as the Assembly. An annual Assembly shall be held at such time in each October or November and at such place as the Executive Council may designate.

Section 2. Special meetings of the Assembly may be called for any purpose by the Chairman, by a majority of the voting members of the Executive Council, or by twenty voting members of the Association.

Section 3. All meetings of the Assembly shall be held at such place in Illinois, the District of Columbia or elsewhere as may be designated in the notice of the meeting. Written or printed notice stating the place, day and hour of the meeting and, in case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than five nor more than forty days before the date of the meeting, either personally or by mail, by or at the direction of the Chairman or persons calling the meeting, to each member



entitled to vote at such meeting.

Section 4. The Institutional Members and Provisional Institutional Members that have admitted their first class shall be represented in the Assembly by the members of the Council of Deans and a number of members of the Organization of Student Representatives equivalent to 10 percent of the members of the Association having representatives in said Organization. Each of such representatives of Institutional Members and Provisional Institutional Members that have admitted their first class shall have the privileges of the floor in all discussions and shall be entitled to vote at all meetings. The Council of Academic Societies and the Council of Teaching Hospitals each shall designate a number of their respective members as members of the Assembly, each of whom shall have one vote in the Assembly, the number from each Council not to exceed one-half the number of members of the Council of Deans entitled to vote. All other members shall have the privileges of the floor in all discussions but not be entitled to vote at any meeting.

Section 5. A representative of each voting member shall cast its vote. A Chairman may accept the written statement of the Dean of an institutional member, or provisional institutional member, that he or some other person has been properly designated to vote on behalf of the institution, and may accept the written statement of the respective Chairmen of the Council of Academic Societies and the Council of Teaching Hospitals designating the names of individuals who will vote on behalf of each member society or hospital. The Chairman may accept the written statement of the Chairman of the Council of Deans reporting the names of the individuals who will vote as the representatives chosen by the Organization of Student Representatives.

Section 6. One-third of the voting members of the Association shall constitute a quorum at the Assembly. Except as otherwise provided herein, action at any meeting shall be by majority vote at a meeting at which a quorum is present, provided that if less than quorum be present at any meeting, a majority of those present may adjourn the meeting from time to time without further notice.

Section 7. Each Council of the Association shall meet at least once each year at such time and place as shall be determined by its bylaws and designated in the notice thereof for the purpose of electing members of the Administrative Board and officers.

Section 8. Regional meetings of each Council may be held in each

of the geographical regions established by the Executive Council for the purpose of identifying, defining and discussing issues relating to medical education and in order to make recommendations for further action at the national level. Such meetings of each Council shall be held at such time and place as determined in accordance with procedures approved by the Executive Council.

Section 9. No action of the Association shall be construed as committing any member to the Association's position on any issue.

Section 10. Robert's Rules of Order, latest edition, shall govern all meetings.

## V. OFFICERS

The officers of the Association shall be those elected by the Assembly and those appointed by the Executive Council.

Section 1. The elected officers shall be a Chairman, who shall preside over the Assembly and shall serve as Chairman of the Executive Council, and a Chairman-Elect, who shall serve as Chairman in the absence of the Chairman. The Chairman-Elect shall be elected at the annual meeting of the Assembly, to serve in that office for one year, and shall then be installed as Chairman for a one-year term in the course of the annual meeting of the Assembly the year after he has been elected. If the Chairman dies, resigns, or for any other reason ceases to act, the Chairman-Elect shall thereby become Chairman and shall serve for the remainder of that term and the next term.

Section 2. The officers appointed by the Executive Council shall be a President, who shall be the Chief Executive Officer, a Vice President, a Secretary and a Treasurer, who shall be appointed from among the Executive Council members. The Executive Council may appoint one or more additional officers on nomination by the President.

Section 3. The elected officers shall have such duties as are implied by their title or are assigned to them by the Assembly. The appointed officers shall have such duties as are implied by their titles or are assigned to them by the Executive Council.

## VI. EXECUTIVE COUNCIL

Section 1. The Executive Council is the Board of Directors of the Association and shall manage its affairs. The Executive Council shall have charge of the property and financial affairs

of the Association and shall perform such duties as are prescribed by law and the Bylaws. It shall carry out the policies established at the meetings of the Assembly and take necessary interim action for the Association and carry out duties and functions delegated to it by the Assembly. It shall set educational standards and criteria as prerequisites for the elections of members of the Association, it shall consider applications for membership and it shall report its findings and recommendations with respect thereto to the Assembly.

Section 2. The Executive Council shall consist of fifteen members elected by the Assembly and ex officio, the Chairman, Chairman-Elect, President, the Chairman of each of the three councils created by these Bylaws, and the Chairman and Chairman-Elect of the Organization of Student Representatives, all of whom shall be voting members. Of the fifteen members of the Executive Council elected by the Assembly, three shall be members of the Council of Academic Societies, three shall be members of the Council of Teaching Hospitals; eight shall be members of the Council of Deans, and one shall be a Distinguished Service Member. The elected members of the Executive Council shall be elected by the Assembly at its annual meeting, each to serve for three years or until the election and installation of his successor. Each shall be eligible for reelection for one additional consecutive term of three years. Each shall be elected by majority vote and may be removed by a vote of two-thirds of the members of the Assembly present and voting.

Section 3. At least one elected member of the Executive Council shall be from each of the regions of the Association.

Section 4. The annual meeting of the Executive Council shall be held within one hundred twenty (120) days after the annual meeting of the Assembly at such time and place as the Chairman shall determine.

Section 5. Special meetings of the Council may be called by the Chairman or any two (2) Council members, and written notice of all Council meetings, unless waived, shall be mailed to each Council member at his home or usual business address not later than the tenth business day before the meeting.

Section 6. A quorum of the Council shall be a majority of the voting Council members.

Section 7. In the event of a vacancy on the Executive Council, the remaining members of the Council may appoint a successor to complete the unexpired term. Appointed members may not serve

more than two consecutive full terms on the Council following appointment to an unexpired term. The Council is authorized at its own discretion to leave a vacancy unfilled until the next annual meeting of the Assembly.

## VII. COMMITTEES

Section 1. The Chairman shall appoint from the Assembly a Resolutions Committee which shall be comprised of at least one representative from each Council of the Association and from the Organization of Student Representatives. The Resolutions Committee shall present resolutions to the Assembly for action by it. No resolution shall be considered for presentation by the Resolutions Committee unless it shall have been received at the principal office of the Association at least fourteen days prior to the meeting at which it is to be considered. Additional resolutions may be considered by the Assembly upon a two-thirds vote of the members of the Assembly present and voting.

Section 2. The Executive Council shall appoint the Chairman and a Nominating Committee of not less than four nor more than six additional members, including the Chairman of the Nominating Committee of each of the Councils provided in Paragraph II. The Nominating Committee so appointed will report to the Assembly at its annual meeting one nominee for each officer and member of the Executive Council to be elected. Additional nominees for any officer or member of the Executive Council may be made by the representative of any member of the Assembly. Election shall be by a majority of the Assembly members present and voting.

Section 3. The Executive Council, by resolution adopted by the vote of a majority of the voting Council members in office, may designate an Executive Committee to act during intervals between meetings of the Council, consisting of the Chairman, the Chairman-Elect, the treasurer, the President, and three or more other Council members, which committee, to the extent provided in the resolution, shall have and exercise the authority of the Council in the management of the Association. At all times the Executive Committee shall include at least one member of each of the Councils provided in Paragraph II hereof. The designation of such a committee and the delegation to it of authority shall not relieve the Council, or any members of the Council, of any responsibility imposed upon them by law.

Section 4. The Executive Council may appoint and dissolve from time to time such standing or ad hoc committees as it deems advisable, and each committee shall exercise such powers and

perform such duties as may be conferred upon it by the Executive Council subject to its continuing direction and control. The Chairman will appoint members of the committees with appropriate consultation with the Executive Council.

## VIII. GENERAL PROVISIONS

Section 1. Whenever any notice whatever is required to be given under the provisions of these Bylaws, a waiver thereof in writing signed by the persons entitled to such a notice, whether equivalent to the giving of such notice.

Section 2. The Council may adopt a seal for the Association but no seal shall be necessary to take or to evidence any Association action.

Section 3. The fiscal year of the Association shall be from each July 1 to June 30.

Section 4. The annual dues of each class of members shall be in such amounts as shall be recommended by the Executive Council and established by the Assembly. The Executive Council shall consult with the respective administrative boards of the Council of Deans, the Council of Academic Societies and the Council of Teaching Hospitals in arriving at its recommendations

Section 5. Any action that may be taken at a meeting of members or of the Executive Council may be taken without a meeting if a consent in writing setting forth the action so taken is signed by all members of the Association entitled to vote with respect to the subject matter thereof, or by all members of the Executive Council as the case may be.

Section 6. No part of the net earnings of the Association shall inure to the benefit of or be distributable to its members or members of the Executive Council, officers, or private individuals, except that the Association may pay reasonable compensation for services rendered and make payment and distributions in furtherance of its purposes. No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Association shall not carry on any activities not permitted to be carried on (a) by an organization exempt from Federal income tax under Section 501 (a) as

an organization described in Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 7. Upon dissolution of the corporation, the Executive Council shall, after paying or making provision for the payment of all of the liabilities of the Association (including provision of a reasonable separation pay for its employees), dispose of all of the assets of the Association among such non-profit organizations having similar aims and objectives as shall qualify as exempt organizations described in Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

Section 8. These Bylaws may be amended by a two-thirds vote of the voting members present and voting at any duly called meeting of the Assembly, provided that the substance of the proposed amendment is included with the notice of the meeting. Amendments to the Bylaws may be proposed by the Executive Council or by the written sponsorship of ten voting members, provided that the proposed amendment shall have been received by the Secretary at least forty-five days prior to the meeting at which it is to be considered.