



Association of American Medical Colleges Groups Rules and Regulations

I. Authority

- A. Groups. Article X of the AAMC Bylaws allows for the various Association Groups to be operated in accordance with these Rules and Regulations and the individual Group charter. The Board of Directors authorizes the AAMC CEO to form or dissolve a Group.
- B. Charters. The Board of Directors authorizes the AAMC CEO [or designee] to develop a template charter and to approve a charter (“Charter”) for each of the AAMC Groups that shall be consistent these Rules and Regulations.
 - i. A Group Steering Committee shall notify AAMC Staff when a proposed charter or any subsequent amendment is ready to be presented to the AAMC CEO [or designee] for approval.
 - ii. Each Group may implement a Group Procedure Manual to address administrative and organizational matters not otherwise covered in these Groups Rules and Regulations and Charter, subject to the approval of AAMC Staff.

II. Role and Purpose

- A. Role. The role of AAMC Groups shall be advisory to the Association. They shall provide networking and professional development opportunities and disseminate best practices.
- B. Purpose. The purpose of the AAMC Groups shall be consistent with the purpose of the Association: to advance medical education in the context of advancing health related knowledge and the provision of excellent health care.

III. Membership and Participation

- A. Members. Each Charter shall define its Group membership criteria in accordance with its mission and purpose and the AAMC Bylaws Article III.
- B. Voting Privileges. Each Charter shall define the voting privileges of the membership.
- C. Change of Affiliation or Employment. Any member appointed by an institution to serve on a Group, shall serve at the direction of the appointing authority and only so long as affiliated or employed by the appointing authority.
- D. Participants. A Charter may permit participants from non-AAMC member institutions to participate in certain Group activities, subject to any restrictions of the AAMC CEO [or designee].

IV. Steering Committee Officers and Vacancy

- A. Steering Committee Officers. The elected Steering Committee officers shall include: the Chair, who shall preside over the Group; the Chair-Elect, who shall serve as Chair in the

absence of the Chair; and the Immediate Past Chair. Progression from the term as Chair-Elect, Chair, and then Immediate Past Chair shall be automatic.

- i. Officers must be voting members of the Group at time of election. Each Charter may specify additional eligibility requirements.
 - ii. Officers who have left the employ of or affiliation with their AAMC member institution may complete their term only if employed by or affiliated with another AAMC member institution.
 - iii. Each Charter may create additional officer roles.
- B. Length of Term. Each Charter shall set the length of term for Steering Committee Officers. The Chair may not serve consecutive terms as Chair. In the absence of the Chair, the Chair-Elect may complete the remainder of the Chair's existing term and serve their separate and subsequent term as Chair.
- C. Vacancy. If an elected Steering Committee Officer is unable to complete one or more of their terms, the Nominating Committee will make a replacement appointment and such appointment will remain effective until the next election.

V. Committees

- A. Steering Committee. The Steering Committee shall manage the work of the Group. An individual may only hold one office on the Steering Committee at a time.
- B. Nominating Committee. Each Group shall have a Nominating Committee appointed by the Steering Committee and chaired by the Immediate Past Chair or appointee as designated in the Charter. It shall facilitate nominations for the Chair-Elect and other open Steering Committee Officer positions.
- C. Other Committees. The Steering Committee may form or dissolve other standing or ad-hoc committees or working groups.

VI. Role of AAMC Staff

- A. AAMC Staff. AAMC shall designate staff members ("AAMC Staff") to provide leadership and support to each Group. AAMC Staff are responsible for ensuring that the functions of the Group are operated in accordance with the Rules and Regulations and the Charter. AAMC Staff are responsible for maintaining a roster of voting members of the Group.
- B. AAMC Support. Any decision made by a Group Steering Committee is contingent upon, and subject to the availability of, AAMC resources. AAMC Staff shall make all financial decisions on behalf of the Group, including meeting and travel-related expenses.
- C. External Coordination. AAMC Staff must pre-approve all communication with external parties on behalf of the Group or AAMC. Further, AAMC staff must pre-approve all use of the AAMC logo and other branding.

VII. Status of AAMC Groups

- A. No Agency. Participation in an AAMC Group does not constitute or establish an agency, employer/employee, partnership, or fiduciary relationship with the AAMC.
- B. Volunteers. AAMC Group Steering Committee Officers and other members are considered volunteers of the Association and subject to protections as provided in Article XI Sections 1-2 of the AAMC Bylaws.

VIII. Procedure

- A. Meetings. A meeting may be designated as open or closed by the Steering Committee, subject to AAMC approval. Attendance at a closed meeting is limited to Group voting members and persons specifically invited on an as-needed basis.
 - i. A business meeting of the Group shall be held at least annually.
 - ii. A meeting may be conducted in person or by conference call.
 - iii. The order of business at a meeting shall be under the direction of the Chair.
- B. Quorum. One-third of voting members attending a meeting shall constitute a quorum.
- C. Conflict of Interest. A participant must disclose any conflicts of interest to the Steering Committee and AAMC Staff for management.
- D. Antitrust. Group activities shall comply with antitrust laws. Among other things, antitrust laws generally prohibit discussion that may encourage or facilitate members to make any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to inhibit free and fair competition.

IX. Actions and Elections

- A. Actions. Action at any meeting, including committee meetings, shall be by simple majority vote at a meeting at which a quorum is present. The Steering Committee may take an action by consensus.
- B. Elections. AAMC Staff shall conduct and memorialize the elections. An election shall be decided by simple majority of votes cast within the specified timeframe. Each election must be announced in advance and specify the date and time when the balloting shall open and close.
- C. Nominations. Provided the consent of the nominee has been received, nominations for Steering Committee Officer positions shall be publicized in advance.

X. Amendments

The AAMC Board of Directors may amend or repeal these Rules and Regulations.

XI. Date Approved by Board of Directors

February 19, 2020