The AOGME’s Residents and Fellows Council
Operating Policies/Bylaws

Approved October 22, 2018

Mission
The Assembly of Osteopathic Graduate Medical Educators [The AOGME]’s mission is "to strengthen and develop the medical education continuum in accordance with the osteopathic philosophy by:
• Supporting leadership and professional development for those engaged in graduate medical education (GME)
• Fostering excellence in the clinical learning environment; and
• Recruiting and assisting residency programs to attain Osteopathic Recognition”

Purpose
The purpose of The AOGME’s Residents and Fellows Council [The Council] is to assist The AOGME in accomplishing its mission by increasing resident and fellow involvement. The role of The Council is to plan strategically toward the future, and advocate for and champion AOGME/AACOM’s mission.

Membership of The Council
The Council is comprised of members who are osteopathic residents and fellows and allopathic residents in programs with osteopathic recognition. Diversity across the continuum including but not limited to race, sex, ethnicity, gender, backgrounds, interests, and medical/surgical specialties is strongly encouraged. Membership in The Council is achieved by submitting an application. Individuals interested in becoming members of The Council can submit a membership application to The Council at any time.

Role and Authority of Members of The Council
All members of The Council are equal voting members. Members of The Council are encouraged to serve on committees to support the implementation of the Strategic Plan. Individual members of The Council are not authorized to make a commitment on behalf of The Council, The AOGME, or AACOM.

Membership Dues
During the inaugural year of The Council, membership dues will be waived by The AOGME. This single section of the bylaws can be amended at any time by majority vote of The Council’s Board as agreed upon with the AOGME/AACOM Board of Trustees.

Executive Board
The Council will be led by an elected group of leaders from within The Council, which will be called The Executive Board [The Board]. The Board will determine by majority vote the creation of individual committees as needed to meet the goals outlined in the Strategic Plan, and vote on other topics as appropriate. The Board will direct The Council toward the implementation of the Strategic Plan. All positions within The Board will be elected by majority vote of The Council.
annually at the annual AACOM/AOGME meeting. All positions of The Board are equal voting members within The Board.

Chair
The Chair will be the leader of The Board. The Chair is responsible for ensuring all other Board members fulfill their duties as outlined. The Chair will be the official liaison to The AOGME and attend all AOGME board meetings. In the event a member of The Board becomes unable to perform their tasks as outlined or resigns from their position, the Chair will appoint a member of The Council as an interim until the next annual election cycle. In the event of a tie during a majority decision vote of either The Council or The Board, The Chair will make an executive decision regarding the outcome of the vote.

Past Chair
The Past Chair will provide historical perspective for meetings and governance of The Council. Attend AOGME meetings with The Chair for perspective and guidance. The Past Chair may serve even after completion of graduate medical education or fellowship training.

Vice Chair
The Vice Chair will support the Chair in a joint effort to support the implementation of the Strategic Plan. The Vice Chair will become Chair if the Chair resigns or becomes unable to complete his or her duties for any reason. The Vice Chair will keep order during all meetings of The Council and The Board using the guidelines outlined in the Operating Policies/Bylaws.

Secretary
The Secretary will take official notes at all meetings of The Council and meetings of The Board. The Council meetings notes will be available within 1 month after the conclusion of the meeting. Meeting minutes from The Board’s prior meeting will be internally reviewed at the start of each official meeting of The Board. The Treasurer will oversee all aspect relating to the financial health and stability of The Council.

Policy Committee Chair
The Policy Committee Chair will facilitate communications between AACOM Government Relations (GR) and act as the official liaison between The Council and GR, and consult with GR on an as-needed basis.

Membership and Recruitment Committee Chair
The Membership and Recruitment Committee Chair will be an official liaison to AACOM’s Council of Osteopathic Student Government Presidents and the Student Osteopathic Medical Association, and initiate projects aimed at recruiting and maintaining membership within The Council. The Membership and Recruitment Committee Chair will oversee the creation of activities and events that promote the goals outlined in the Strategic Plan. Membership and Recruitment Committee Chair will oversee the creation of specialized programming at leadership retreats and educational events.

Code of Conduct
By submitting a membership application to The Council, applicants agree to adhere to the following Code of Conduct if selected for membership. Members agree to follow this Code of Conduct throughout the duration of their membership within The Council and/or as a member of The Board.

Members of The Council and The Board will:

- Act with honesty and integrity.
- Support in a positive manner all actions taken by The Board even when the individual member of The Council holds a minority position on such actions. Members recognize that decisions of The Council can be made only by a majority vote at a meeting with The Council, or a meeting with Board Members, and respect the majority decisions that result from these meetings, while retaining the right to seek changes through ethical and constructive channels;
- Participate in (1) the annual strategic planning meetings, (2) self-evaluation programs for The Council and The Board, and (3) development workshops, seminars, and other educational events that enhance the skills of members of The Council.
- Keep confidential information confidential. Members will seek clarification regarding the need for confidentiality if it is not readily apparent.
- Exercise individual authority as a member of The Council only when acting in a meeting with The Council or as delegated by The Council or The Board.
- Work with and respect the opinions of all members who serve The Council. Personal prejudices will be left out of all of The Council’s discussions.
- Always act for the good of the organization and represent the interests of all people served by The Council and The AOGME.
- Represent The Council in a positive and supportive manner at all times.
- Observe the parliamentary procedures and display courteous conduct during participation in all meetings.
- Refrain from intruding on administrative issues that are the responsibility of The Board and/or The AOGME, except to monitor the progress towards meeting goals as outlined by the Strategic Plan.
- Accept responsibility for providing oversight of the financial condition of The Council if within the purview members’ individually assigned roles.
- Avoid acting in a way that represents a conflict of interest between the member’s inclusion on The Council and the member’s personal or professional life, even if those actions appear to provide a benefit for The Council or The AOGME. This includes not using connections or influence within The Council for the advantage of members’ family, friends, and business associates. If such a conflict does arise, members of The Council will declare that conflict of interest publically and refrain from voting on matters in which there is a conflict of interest.
- Abide by The Council’s Operating Procedures/Bylaws.

**Board Member Responsibilities and Expectations**

- Identify ways to support The AOGME’s mission.
- Support the implementation of The Council’s Strategic Plan and oversee an annual review and/or update to the Strategic Plan.
- Ensure effective organizational planning.
- Track progress toward meeting the goals defined by the Strategic Plan.
• Provide for the availability of, and oversee the effective management of resources.
• Approve and monitor The Council’s programs and services including subgroups, task forces, committees, etc.
• Assess The Board’s performance through internal review.
• Fulfill the roles and responsibilities of board members described above.
• Attend either by phone or in person at least 75% of all of The Council’s and Board Members’ meetings.
• Serve on committees.
• Attend The Council’s retreats and other development activities as appropriate.
• Review the agenda and supporting materials prior to all meetings.
• Remain informed about The AOGME’s mission, services, and policies.
• Promote AOGME within the community.
• Provide support and advice for other members of The Board and The Council.

Process for Selecting Board Members
The Council will elect by majority vote Board Members each year at the annual AACOM/AOGME meeting. Candidates will submit an application to serve on The Board three months prior to the annual AACOM/AOGME meeting. The application will include a CV and letter of intent Candidate applications will be made public and available to The Council for review 1 month prior to the meeting. The vote will take place at the annual meeting as designed by The Chair.

Conduct During Council Meetings
While the council will operate informally, formal action will be taken in accordance with the procedures in the Modern Rules of Order. Any breach of the Code of Conduct will be formally reviewed by The Board, and outcomes will be determined on a case-by-case basis.

Discussion of Motions
All discussion shall follow the Modern Rules of Order. The Vice Chair has the responsibility for following and enforcing the Modern Rules of Order.

Voting Practices
The voting process will follow the Modern Rules of Order. Each member in attendance at a meeting of The Council may cast one vote.

Review of Operating Procedures
The Council shall annually review the Operating Procedures/Bylaws, and revise as needed. Proposed changes must first be approved by The Board and submitted to the council for review at least 1 month prior to the Annual Meeting. The changes will be debated, amended, and voted on by majority vote of The Council at the Annual Meeting. Technical or editorial changes to the Bylaws may be approved by the AOGME Board without a vote of the membership with subsequent notification to the membership.
Review of The Strategic Plan
The Board will annually review the Strategic Plan, and revise as needed. If a member of The Council wants to suggest a change in strategic direction, they may submit a formal resolution to be reviewed and voted on by The Board. The Board reserves the right to either approve, reject, or submit the resolution to The Council for debate and final approval.

Self-Evaluation of The Council
The Council shall conduct a self-evaluation annually using a survey, interviews, or other tools. The results of the self-evaluation should be prepared in written form and discussed with The Council. The Council’s responses and or decisions based on the self-evaluation will be summarized in meeting minutes.

Formal Complaints or Requests
Formal complaints and/or requests of any nature can be submitted in writing to The Board at any time, and will be reviewed by The Board at the next official meeting of The Board. The Board will determine a response to the formal complaint that may be communicated in the form of a telephone call, in-person meeting, or written correspondence (electronic or paper). The Board will make every effort to respond to formal complaints in a timely manner.

Communications/Media Inquires
No member of The Council or The Board will act as an official spokesperson for The AOGME or AACOM. Exceptions can be made on a case-by-case basis and granted by leadership at AACOM and/or AOGME. If a member of The Council or The Board is contacted by a representative from the media for an interview or other information, the member should immediately direct inquires to the respective spokespeople at AACOM or The AOGME as the situation dictates.

Legal Council
All legal issues and conflict of interest policy should follow AACOM’s policies and procedures. Communications with legal counsel will be through The AOGME Executive Director. The Council will have a conflict of interest policy and process for disclosure of conflicts of interest. The Council should monitor its adherence to the conflict of interest policy annually.