

**ASSEMBLY OF OSTEOPATHIC GRADUATE
MEDICAL EDUCATORS (AOGME)**

BYLAWS

Approved October 22, 2018

The purpose of the American Association of Colleges of Osteopathic Medicine (AACOM) is the advancement and enrichment of education in osteopathic medicine and in the osteopathic profession.

The Assembly of Osteopathic Graduate Medical Educators, hereinafter referred to as AOGME, was established as an official internal component of the American Association of Colleges of Osteopathic Medicine, hereinafter referred to as AACOM, and is represented on the AACOM Board by action of the AACOM Board of Deans on November 18, 2017. AOGME was originally founded as an independent nonprofit organization in 1974 as the Association of Osteopathic Directors of Medical Education, and later as the Association of Osteopathic Directors and Medical Educators (AODME). The membership of the AODME voted to transition from an independent organization to an official component of AACOM in May 2017.

1.0 NAME & STRUCTURE

1.1 The name shall be: "Assembly of Osteopathic Graduate Medical Educators" (AOGME).

1.2 AOGME is an Assembly of the American Association of Colleges of Osteopathic Medicine (AACOM), whose governing board is the AACOM Board of Deans.

2.0 PURPOSE

2.1 The purpose of this assembly is described in its mission statement as follows:
"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
- assisting in the development of new community-based GME programs.

3.0 MEMBERSHIP & DUES

3.1 The membership year shall commence on July 1 and end on June 30 of the succeeding year.

3.2 AOGME Membership Categories

3.2a AOGME may establish membership categories consistent with its purpose, AODME traditions and its role as a defined component of AACOM. Such categories may include:

- Active Members who are individuals who hold titles which indicate leadership and/or active involvement in medical education/administration in graduate medical education programs. An active member shall enjoy all

AOGME Bylaws

rights and privileges of the Assembly including the right to vote, serve on committees, and hold elective office.

- Associate Members who are individuals that may be residents and fellows in graduate medical education programs, staff who support GME programs, and individuals who serve in graduate medical education activities and support and promote GME, but are not otherwise qualified for Active Membership. Associate members may serve on committees and councils. Associate members are ineligible to hold an assembly office and have no voting privileges except as specifically described in the By-laws.
- Honorary Members who are individuals who have contributed materially to graduate medical education over an extended period or to an individual who is retired from all administrative and/or clinical practice activities and who has been an Active member of the organization for 3 or more years. Honorary membership is bestowed upon an individual upon the recommendation of the AOGME Board. An Honorary member shall be excused from the payment of dues. Honorary members are ineligible to hold an Assembly office and have no voting privileges.

3.2b Membership will be granted by the action of the AOGME Board.

3.2c Membership dues will be established by action of the AOGME Board to maintain and further the purposes of AOGME. A member's dues may vary depending on each AOGME member's relationship with an existing institutional member of AACOM.

3.3 The membership application process shall be established by the AOGME Board.

3.4 Annual dues amounts shall be established by the AOGME Board annually.

3.5 Membership process and dues decisions by the AOGME Board will be subject to approval by the AACOM governing board.

4.0 MEETINGS

4.1 There shall be an Annual Meeting of the membership of the Assembly, typically at the Annual AACOM Conference. The Annual Meeting shall be held at such time and place as determined by the AOGME Board. The Secretary/Treasurer shall give written notice by mail, email, or other electronic means of the time and place of the Annual Meeting at least thirty (30) days prior to the date of the Annual Meeting. A quorum shall consist of the number of people present or responding to an email or mail ballot. A simple majority (51%) of votes cast or of ballots received is required to pass a motion.

4.2 Special meetings of the Assembly may be called by the Chair, or at the request in writing of twenty percent (20%) of the Active membership. The Secretary/Treasurer shall give at least fourteen (14) days notice of such meeting by mail, email, or other electronic means and such notification shall state the purpose for which the Special Meeting is being called. No other business is to be conducted at such Special Meeting.

AOGME Bylaws

4.3 For any issue requiring a vote of the membership, the Chair will decide if the vote will take place in person at an official meeting, through a mail, email, or electronic ballot, or a combination of the above. For any votes that take place during an official meeting, a quorum shall consist of the number of Active members present at that meeting. For all other votes, a quorum shall consist of the number of Active members submitting a response by the deadline set by the Chair. A simple majority (51%) of votes cast or of ballots received is required to pass a motion.

4.4 All meetings shall be conducted in accordance with these By-laws. In any matter not specifically described herein, the meeting will proceed following the most recent edition of *Robert's Rules of Order Newly Revised*, except where in conflict with AACOM's bylaws.

5.0 BOARD

5.1 The AOGME Board shall consist of the Chair, the Chair-Elect, the Immediate Past-Chair, the Secretary/Treasurer, three (3) At-Large Members who will represent the diversity of the organization, a Representative from the Council on GME Consortia Leaders, and a Representative from the Residents and Fellows Council. A representative from the collegium of fellows may serve as a non-voting member of the board.

5.2 AOGME Board members shall serve a term of two (2) years and may not serve more than three (3) consecutive two-year terms. AOGME Board members may not serve beyond the aforementioned term limits except that the Chair, the Chair-Elect, the Immediate Past-Chair, the Secretary/Treasurer will automatically be continued on the AOGME Board to carry out the terms of their respective elected office. An AOGME Board member filling a vacated position will be eligible for election to three (3) consecutive two-year terms.

5.3 If an AOGME Board member vacancy occurs with more than six months remaining in their term, the unexpired portion of the term shall be filled by action of the AOGME Board until the next election cycle.

5.4 Members of the AOGME Board, after being elected, shall assume their positions on the Board at the Annual Meeting of the Assembly just prior to the election of officers.

5.5 It shall be the duty of the AOGME Board to carry on the business affairs of the Assembly pursuant to the provisions of these Bylaws and with approval of the AACOM Board of Deans.

5.6 The AOGME Board shall meet annually and at such times as determined by the AOGME Board. The Secretary/Treasurer shall give written notice by mail, email, or other electronic means to all AOGME Board members of the date, place and time of all regularly scheduled meetings of the AOGME Board at least fifteen (15) days prior to the meeting.

5.7 Special meetings of the AOGME Board may be called at any time by the Chair or upon written request of at least three (3) AOGME Board members. The Secretary/Treasurer shall give at least 72 hours written notice by mail, email, or other electronic means to the members of the AOGME Board of the date, time and place of such a Special Meeting and the purpose for which the meeting has been called, unless all members of the AOGME Board agree to a shorter notice, and as a first item of business waive the requirement by an affirmative vote of all members present.

AOGME Bylaws

- 5.8 At any meeting of the AOGME Board, a quorum shall consist of at least 51% of the AOGME Board members.
- 5.9 An AOGME Board member may resign at any time by giving written notice to the Chair. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance thereof as determined by the Chair.
- 5.10 An AOGME Board member may be removed either by a two-thirds (2/3) vote of the AOGME Board at any meeting of the AOGME Board at which a quorum is present provided that the AOGME Board member under consideration is provided with a written explanation, at the discretion of the AOGME Board, as to why the AOGME Board member is being removed, and that an opportunity for a hearing before the AOGME Board has been offered; or by a two-thirds (2/3) vote of those who elected the AOGME Board member.
- 5.11 Any incumbent officer who no longer qualifies as an Active member of the Assembly may remain in office until the next election.
- 5.12 The Representative from the Residents and Fellows Council shall be an equal member of the AOGME Board with full voting rights even if that individual is not yet eligible for Active membership in the Assembly. He/she is not eligible to be elected as an officer of the AOGME Board.
- 5.13 In order to allow for a smooth transition of operations, a Transition Board shall be in place at the time of the creation of AOGME. This Transition board will function as the operating board as set up by the AODME bylaws (see Appendix A) until the election of the new AOGME board with the structure described in 5.1 to 5.12 is elected and sworn in at the annual business meeting in the spring of 2019 (at-large members, representative from the Council on GME Consortia Leaders, and a representative from the Residents and Fellows Council) and spring of 2020 (Officers)
- 6.0 **OFFICERS**
- 6.1 The Officers of the Assembly shall be the Chair, Chair -Elect, Immediate Past Chair, Secretary/Treasurer.
- 6.2 The Chair shall serve for a term of two (2) years except when the position becomes vacant before the Annual Meeting when he/she shall serve from that time to the Annual Meeting plus two (2) years. He/she shall preside at all meetings of the Assembly and AOGME Board. He/she shall appoint members to all committees, create ad hoc committees and be a member ex-officio of all committees. The Chair will act as the primary liaison with the AACOM Board of Deans and the AACOM Executive Staff. The AOGME board shall elect alternate representatives if any other members of the AACOM Executive Committee represent the same College Members or their Affiliates as are represented by the Chair of the AOGME
- 6.3 The Chair-Elect shall automatically become the Chair at the completion of the previous Chair's term or if the office of Chair becomes vacant for any reason. The AOGME board shall elect alternate representatives if any other members of the AACOM Executive

AOGME Bylaws

Committee represent the same College Members or their Affiliates as are represented by the Chair of the AOGME

- 6.4 The Chair-Elect shall be elected from the membership of the AOGME Board by the membership of the Assembly at its Annual Meeting in even years, to serve for a term of two (2) years. He/she shall carry out all duties assigned to him/her by the Chair. If a vacancy should occur during the first year in office, a new Chair-elect will be elected from a vote of the membership of the Assembly at its annual meeting during the odd year. If a vacancy should occur during the second year in office, the Chair will call for a special election by electronic ballot. Willing and eligible current AOGME Board members will be included on the ballot and the members of the Assembly will be notified at least 30 days in advance of the voting deadline. The candidate with a plurality of votes shall be declared elected. If there is only one eligible and interested candidate, the Assembly will be asked to vote to approve the election. In this case, the candidate must receive 51% of votes cast in the affirmative. The new Chair-Elect will automatically become the Chair at the next even year Annual meeting.
- 6.5 The Immediate Past Chair will serve as a member of the AOGME Board. He/she shall carry out all duties assigned to him/her by the Chair.
- 6.6 The Secretary/Treasurer shall be elected from the Active membership of the Assembly by the membership, at its Annual Meeting in even years, to serve for a term of two (2) years. He/she shall make and preserve all records and proceedings of all meetings of the Assembly and the AOGME Board. He/she shall manage and report on the funds of the Assembly as directed by the AOGME Board in coordination with AACOM policies and procedures. He/she shall perform other such duties as may be assigned by the Chair or AOGME Board. If a vacancy should occur, then the AOGME Board shall fill the unexpired term until the next regular election.
- 6.7 In order to allow for a smooth transition of operations, a Transition Board with officers shall be in place at the time of the creation of AOGME. The officers will be determined as set up by the AODME bylaws (see Appendix A) with the officers continuing on their positions until the election of the new AOGME board with the structure described in 5.1 to 5.12 is elected and sworn in at the annual business meeting in the spring of 2019 (at-large members, representative from the Council on GME Consortia Leaders, and a representative from the Residents and Fellows Council) and spring of 2020 (Officers).

AOGME Bylaws

7.0 ELECTIONS

- 7.1 In order to maintain continuity of the AOGME Board, the Chair-elect and Secretary/Treasurer shall be elected by a vote of the membership in even years and the three (3) Members-at-Large will be elected by a vote of the membership in odd years. The Representatives from the Council on GME Consortia Leaders and the Residents and Fellows Council will be elected by the members of their respective Councils in even years.
- 7.2 The AOGME Board shall publish a slate of qualified candidates to be voted upon for all vacant positions at least thirty (30) days prior to the Annual Meeting. Additional nominations may be made in writing to the Secretary/Treasurer at least fifteen (15) days prior to the Annual Meeting.
- 7.3 Voting shall occur at the Annual Meeting, and the candidate for each Officer position receiving a majority of the votes cast shall be declared elected and shall take office. When there is only one candidate for a given office, the ballot may be cast by appropriate motion and voice vote.

8.0 COMMITTEES

- 8.1 AOGME shall establish committees necessary to conduct AOGME business and these could include: Membership, Conference, Communications, Education, and other ad hoc committees as needed.
- 8.2 Ad hoc committees may be appointed by the Chair, as the need arises.
- 8.3 A majority of the membership of any committee shall constitute a quorum.

9.0 COLLEGIUM OF FELLOWS AND COUNCILS OF THE ASSEMBLY

- 9.1 The Collegium of Fellows consists of members who are honored by the award of Fellow in recognition of long and meritorious service to AOGME and/or the AODME. The Collegium of Fellows will determine rules and regulations, eligibility and application procedures for the Collegium with approval of the AOGME Board. The status of Fellow shall be awarded for life, and when awarded, the recipient is entitled to use the initials FAOGME following his/her name and degree, whenever appropriate. Those awarded Fellowship prior to 2018 may continue to use the initials FAODME if they so choose. A representative from the collegium may serve as a non-voting member of the board.
- 9.2 The Council of GME Consortia Leaders (formerly known as the OPTI Council) shall consist of members who hold leadership positions in GME Consortia. The Council was founded in 2012 to facilitate discussion, information sharing, and collaboration between leaders of GME Consortia and to serve as a voice for these consortia across the profession. The Council will determine its own rules and regulations with approval of the AOGME Board. The Council will elect one of its members to serve a two (2) year position on the AOGME Board.

AOGME Bylaws

- 9.3 The Residents and Fellows Council shall consist of Active and Associate members currently employed as postgraduate trainees in graduate medical education programs. The Residents and Fellows Council is a platform for residents and fellows to communicate and exchange ideas with each other and to represent their concerns, suggestions, and expectations to the AOGME and AACOM. The Council will determine its own rules and regulations with approval of the AOGME Board. The Council will elect one of its members to serve a two (2) year position on the AOGME Board.
- 9.4 The names of the above Councils may be changed by vote of the Council membership. The AOGME Executive Board will make editorial changes to the Bylaws to reflect these changes.

10.0 OPERATION AND RELATIONSHIP

- 10.1 The AOGME shall develop plans and proposed budgets for its operations, in accordance with AACOM policies.
- 10.2 As an AACOM established entity, all members and officers of any AACOM entity, including Councils, Committees, and groups shall be subject to the AACOM Code of Conduct and Behavior. The American Association of Colleges of Osteopathic Medicine (AACOM) is dedicated to maintaining the highest standards of integrity, honesty, and ethical conduct. Through policies and actions, including its Code of Ethics, AACOM seeks to foster a reputation reflective of the Association's mission and values. AACOM's Council members are expected to conduct all Association business honestly, ethically, and with integrity. This includes, among other things, being truthful in communications with each other, the public, governmental agencies, and those with which the Association does business, and complying with all applicable laws and regulations.

11.0 AMENDMENTS

- 11.1 These Bylaws may be amended by a vote of two-thirds (2/3) of the voting members present at any Annual Meeting of the Assembly, provided that written notice of such amendment, the text thereof, and the reasons therefore are mailed and/or electronic means are used to all members of the Assembly at least thirty (30) days prior to the meeting at which action is to be taken. The Bylaws also may be amended by a vote of two-thirds (2/3) of members responding to an email or a mail ballot provided that the text thereof and the reasons therefore are mailed to all members of the Assembly at least thirty (30) days prior to the deadline for response. 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.
- 11.2 These Bylaws and any amendments thereto shall be subject to review and approval by the AACOM Board of Deans.