



2016-17 Section Manual

The information in this file is provided for quick reference by section chairs, staff liaisons, and anyone interested in sections. If you do not find the information you need or if you would like additional information about any of this material, please contact [Maude Surprenant Hancock](#), sections manager.

The function of sections is to:

1. Provide a forum for the exchange of information between members and the College.
2. Provide a means for the College to utilize the expertise of an identifiable group of members on specific issues.
3. Provide a forum for members with a special interest to speak as a unified group to the leadership of the College.
4. Provide a route to policy development.
5. Coordinate activities with other organizations involved in emergency medicine at the invitation of the President and/or Board of Directors.
6. Advance and publicize legislative issues related to emergency medicine.
7. Provide a pathway for professional leadership development within the organization.

There are 35 sections and over 18,000 section members.

Section Membership Dues

Section dues are \$40 for regular members.

Emergency medicine resident members, medical students, and individuals in fellowship training programs receive a free section membership in the Young Physicians Section, may join another section of their choice for free and join additional sections for only \$20 each.

Candidate members and members in their first year of regular membership following residency graduation receive complimentary membership in the Young Physicians Section.

Section Subscriptions for Non-Members

In October 2011, the ACEP Board of Directors agreed to offer Section Subscriptions to non-ACEP members. Each section determined whether or not to open its section to a non-member subscription.

The Board voted to permit non-members to participate in sections in response to inquiries over the years from members and leaders of several sections about allowing non-ACEP members to participate in sections as non-voting members. Members of these sections interact and work closely with respected partners, such as nurses, PAs and EMTs, etc., who cannot join ACEP, but provide value to section discussions and work products. These non-ACEP members often hold key roles and positions that can be influential in developing policies, guidelines and other clinical and practice resources.

The Section Subscription package includes the e-newsletter and access to the section web site and its e-list for a \$50 annual fee.

For more information on section subscriptions, visit www.acep.org/sections.

Section Operational Guidelines & *ACEP Policy on Sections of Membership*

Each section has Operational Guidelines which are detailed outlines of the section's objectives and processes. The operational guidelines are on posted on each section's web page.

Section officers and staff liaisons are encouraged to become familiar with their section's operational guidelines and the *ACEP Policy on Sections of Membership*. To view the policy, click on the bookmark in this manual.

The sample operational guidelines in this manual are used by sections as a guide when developing or revising guidelines.

Section Officers

Typically the officers of the section include the chair, the chair-elect, the immediate past-chair, and the secretary. The responsibilities and duties of each section's officers are defined in the section's operational guidelines.

Review your section's guidelines by clicking on the section name listed [here](#). On the section site, under the Administration tab, click on Operational Guidelines.

The following staff and members are available to work with section officers and answer questions as they arise:

Staff Liaison
Sections Manager
Board Liaison
Immediate Past Chair
Associate Executive Director, Membership and Education Division

Board Liaison

A member of the Board of Directors is designated by the incoming president to serve as a liaison for each section of membership.

Duties of the Board liaison include:

- Reviews section objectives and projects in light of the College's strategic plan.
- Assists the section chair and staff in guiding the section through College processes.
- Assists the section chair in understanding current College policy and making policy recommendations.
- Recognizes actions inconsistent with College policies and redirects efforts.
- Participates in section conference calls and meetings.
- Provides advice on recommendations as they are developed.
- Encourages section chairs to present issues to the Board for consideration.
- Works with the section to be certain that issues being brought to the Board of Directors are developed appropriately.
- Communicates with the president, as necessary, before each Board meeting to review Board discussions or action on section recommendations.
- Contacts the section chair at least quarterly to review section activities.
- Reviews the section newsletter copy for potential problems.

Section Staff Liaisons

Each section is assigned a staff liaison, the duties of the staff liaison include:

- Provides background and guidance to the section officers to facilitate completion of section objectives.
- Prepares reports on items that require action by the Board of Directors, keeping in mind that all policy issues, plans, goals, and objectives must receive advance approval from the Board.
- Assists the section chair in preparing the Board liaison to address issues being brought to the Board of Directors.
- Works with the section newsletter editor to ensure timely production of the section newsletters.
- Submits section newsletter copy to Board liaison for review and approval.
- Communicates with the section chair on a monthly basis.
- Communicates with appropriate staff on issues impacting committees and other sections.
- Works with section leaders as specified in the guidelines for applying for additional funds for section projects.
- Schedules and participates in section meetings and conference calls, and includes those members designated by the section chair and the Board liaison.
- Mails or e-mails meeting agendas and background material to participants two weeks prior to the call if possible.
- Provides meeting minutes to the section chair for approval within 21 working days of a meeting or conference call, and provides the approved minutes to the sections manager within 30 days.
- Prepares the first draft and otherwise assists the section chair in timely preparation and submission of the annual report.
- Attends the section's annual meeting (held in conjunction with ACEP's *Scientific Assembly*).
- Maintains files of all section activities.

Section Budgets

Each section has a separate budget within the College's overall budget. Each section is budgeted for:

- 1 Staff liaison labor hours. (See duties of the Staff Liaison)
- 2 Expenses for section annual meetings during ACEP's *Scientific Assembly*. Meeting expenses include: rooms; standard audio visual equipment; non-alcoholic beverages, ribbons for section members; and signs.
- 3 Discretionary funds, 15% of dues collected during the previous year.
- 4 Expenses for four conference calls with section leaders.

Additional Funding for Section Activities

There are three mechanisms for increasing section funds:

1. Sections may apply for: an allocation of 15% of its total dues collected during the previous year; **or** a one-time per project voluntary special assessment.
2. Sections may raise funds from outside entities such as corporations. All such fundraising must be approved in advance by the College and meet the criteria established by the College.
3. Sections may apply for a Section Grant.

The three funding mechanisms are summarized below. For more information, contact your section staff liaison or sections manager.

- **Allocation of 15% of total dues collected per section during previous year**

An amount equal to 15% of total dues from the previous year can be budgeted to support special section projects or activities. Section members can work with their section staff liaison to: 1) secure approval of the section chair; 2) ensure the request meets the criteria for how the funds can be spent; and 3) submit a special project budget request to the sections manager.

- **One-time per project voluntary special assessment**

A one-time voluntary special assessment can be requested for a specific project and would be in effect for a period not to exceed 12 months. There are no restrictions on the activities this mechanism can fund, but the request for funding must include: 1) approval of the section chair; 2) a detailed description of the project; 3) a time line and proposed budget for the requested funds; and 4) the project must have approval of a majority of the section membership.

- **Section Grant Program**

Click on the Section Grant Program bookmark for information.

- **Fund-raising from Outside Sources**

All efforts on the part of a section to raise funds from outside entities such as corporations must be approved in advance by the College and meet the criteria established by the College. Contact your section liaison or the sections manager for more information.

Outside funding can be used for:

- Travel for a speaker
- Reception during annual meeting
- Lunch for meeting attendees
- Honorarium for a speaker

Section Meetings

- Section meeting information is announced on the ACEP *Scientific Assembly* web site and on-site program.
- Meeting space will be provided during ACEP's *Scientific Assembly* at the request of the section chair.
- Ribbons for section members with the name of the appropriate section will be provided.
- The section chair is responsible for establishing the section meeting agenda. See the sample meeting agenda.
- If the section meets or has a conference call, minutes must be taken and submitted to the sections manager. Sample section meeting minutes are provided for your reference.
- The staff liaison or section secretary is responsible for drafting minutes within 21 working days of the meeting or conference call and routing them to the section chair for approval. The section chair should approve the minutes (with or without revisions) within 5 working days. The approved minutes should be posted to the section web site 30 days after the meeting or conference call.

Conference Calls

- Well-planned conference calls can be as productive as meetings and usually cost less.
- The staff liaison will set up the call to include those members designated by the section chair and the Board liaison.
- The staff liaison should notify the sections manager if more than four calls are needed during any given section year.
- The staff liaison should e-mail an agenda and background material to conference call participants two weeks prior to the call, if possible.
- After the conference call, the chair and staff liaison should confer to review action to be taken and appropriate assignments to be made.
- The staff liaison prepares minutes for approval by the chair and posts them to the section micro site.

Section Newsletters

Members have identified section newsletters as one of the most valuable benefits of membership in a section. Every section is required to produce at least two and no more than four newsletters per section year which starts with the section's annual meeting during ACEP's *Scientific Assembly*.

Guidelines for Newsletter Editors

- Each section newsletter editor is responsible for timely development and submission of newsletter content to the staff liaison.
- Review and edit the articles submitted by the members of your section. Write any other articles you wish to include. Check the consistency of style and grammar among the articles so that the newsletter is a cohesive document.
- Submit articles to your staff liaison in Microsoft Word format via e-mail.
- The copy you submit should be final with any approvals needed from authors and the section chair. Written permission from the author and/or publisher must be obtained prior to reprinting any text or image previously published in whole or in part.
- Provide a title for your newsletter. One easy way to engage more members and get them to open the e-Newsletter and read its great content is to have a subject line worthy of reaction. A short phrase summarizing the theme of your newsletter or something thought-provoking that one of the articles addresses are good starting points.

Procedures for Staff Liaisons

1. Obtain approved, final copy from the newsletter editor by the established deadline. While you may certainly offer assistance with content, it is not the section liaison's responsibility to write the newsletter.
2. Newsletter editors should submit edited copy to you. However, if you feel changes are necessary, make them and review them with the editor. The staff liaison should also edit the copy for College standards.
3. Submit copy to the Board liaison for approval. If you feel that there are some sensitive issues included in some articles, point this out to the Board liaison.
4. Submit the text in electronic format along with a Newsletter Production Request to the sections manager. The sections manager will post the final copy to the section micro site and send the e-newsletter to the active section members.

Practical Tips for Newsletter Editors

Copyright Release Agreement

- Each author of a section newsletter article must submit a copyright assignment agreement before the article is published.

- A link to the online Copyright Assignment Agreement form is located on the first page of each section's web site, or under the Newsletters menu.
- Section officers can fill out one form to cover all the articles they submit in one year. Under Title of Article, indicate: "All newsletter articles I submit in the 2016-17 section year".

Setting a Production Schedule

- Each section is required to produce two newsletters per section year. Many sections produce three to four newsletters each year.
- Without firm deadlines, section leaders can easily find themselves more than halfway through the section year (typically October to October- the start of the section year coincides with the section's annual meeting during ACEP's *Scientific Assembly*) without having produced a single newsletter.

The following points should guide the production schedule:

- The first newsletter should come quickly after ACEP's *Scientific Assembly* and can serve to announce new officers and plans for the year.
- The holiday season will make article submission difficult, and the second newsletter should come just after the winter holidays.
- For many sections, the third newsletter comes at about the right time for the call for nominations for the next year's section officer candidates.
- For many sections, the fourth newsletter includes section officer candidate biographies/personal statements in anticipation of elections for the next year's section officers. The fourth newsletter must come out early enough to permit proper voting procedures.
- Authors need time to write their articles. Pleasant reminder e-mails should be sent to authors 1 month, 2 weeks, 1 week, and 2 days before their deadlines or until the author has made their submission.
- Editors should leave themselves sufficient time to edit submissions from authors (or write a replacement article if an author is unable to keep their commitment) prior to the deadline for submission of the newsletter to the staff liaison.
- **Newsletters always take longer than expected to produce.**

Production Schedule

Below are suggested deadlines for the sections that wish to produce 4 newsletters per year. If your section chooses to produce a pre-ACEP conference newsletter, the 4th due date is a hard deadline. Throughout the year, every effort will be made to publish the newsletters on the section micro site and distribute them to the section members within 7 business days of receipt.

Newsletter editors should allow enough time to put all the articles together into a cohesive newsletter and for staff and Board liaisons to review and approve the newsletter. This can take up to 2 weeks. The below schedule can be used as a guide, except for the pre-ACEP newsletter which **must** be submitted to the Sections Manager by the date specified for each section below.

	To Staff Liaison for Review	To Sections Manager for Distribution
1 st Newsletter submitted by	November 15, 2016	December 1, 2016
2 nd Newsletter submitted by	February 15, 2017	March 1, 2017
3 rd Newsletter submitted by	May 15, 2017	June 1, 2017
Pre-ACEP17 Newsletter submitted by	See breakdown below	See breakdown below

Pre-ACEP17 Newsletter Deadlines by Section

All newsletters **must** be submitted for formatting to the Sections Manager by the date specified for each section below. Newsletters submitted after September 26, 2017 may not be processed prior to ACEP17.

August 22, 2017 to Staff Liaison | September 5, 2017 to Sections Manager

AAWEP	Critical Care Medicine	Cruise Ship Medicine
EM Research	Event Medicine	Forensic Medicine
Geriatric EM	Trauma & Injury Prevention	Wellness

August 29, 2017 to Staff Liaison | September 12, 2017 to Sections Manager

EM Practice Management & Health Policy	EM Workforce	EMS-Prehospital
Emergency Ultrasound	International	QIPS
Sports Medicine	Tactical EM	Wilderness Medicine

September 5, 2017 to Staff Liaison | September 19, 2017 to Sections Manager

Careers in EM	Democratic Group Practice	Disaster Medicine
Emergency Telemedicine	Pain Management	Palliative Medicine
Pediatric EM	Toxicology	Young Physicians

September 12, 2017 to Staff Liaison | September 26, 2017 to Sections Manager

Air Medical	Dual Training	EM Informatics
Freestanding Emergency Centers	Medical Directors	Medical Humanities
Observation Medicine	Rural EM	Undersea and Hyperbaric Medicine

Newsletter Content

The content of a section newsletter is the responsibility of the section leadership. There are several tips for encouraging busy physicians to write for the section newsletter:

- Have an established expert in a field write an article on their topic.
- Compliment a lecturer by asking them to write an article that summarizes their lecture.
- Note to potential authors that writing for the newsletter is often a path to eventual section leadership.
- Have someone write an article about an important national meeting or event that they attended.

Instead of being a blank slate each time, several types of articles can serve as core features that occur in every newsletter. Examples of these include:

- From the Chair – a report written by the chair of the section giving updates on section activities, commentary on current events that are of interest to section members, or other information that the chair wishes to share with the section membership.
- From the Chair-elect – a report written by the chair-elect of the section. Similar to the “From the Chair” report.
- Clinical Update – a review of a clinical topic with a discussion of the supporting literature that is of particular interest to the section membership.
- Committee Update – a report from the appropriate ACEP committee associated with the section on current activities of the committee.
- Journal Club – a critical discussion of current literature that is of particular interest to the section membership.
- FDA Warnings – an update on governmental actions that would be of particular interest to the section membership.
- Tricks of the Trade – brief descriptions of clinical “pearls” that would be of special interest to the section membership.
- Grant Update – an update on the progress that has been made on a section grant.
- Trending Web Sites – a listing and description of Web sites that may be of significant interest to section members.
- Book Review – a critical review of a textbook that may be of particular interest to the section members.
- Member Profile – an article about a section member who has made great achievements, has had significant life events (eg, a well-known member of the section dies), or has had experiences that would be of interest to section members.
- Reprints – an exact duplication of an article that has been published previously (requires permission of the owner of the article – usually an organization or publishing company and not the author). One of the most convenient sources of reprints is another ACEP section newsletter.

Improper Newsletter Content

The following content is inappropriate for ACEP section newsletters:

- Advertisements for meetings and publications that compete with ACEP
- Product endorsements
- Job listings

Writing for the Newsletter

Many times sections have difficulty establishing a stable of authors who reliably produce multiple articles for the newsletter. The responsibility for producing the newsletter belongs to the section leadership who often write the bulk of the newsletter content. The following are tips for producing multiple articles throughout the year:

- Keep the newsletter in mind throughout the year and look for topics that may be of interest to the section members.
- Keep a folder where ideas, papers, news articles, etc. can be kept and sorted later to facilitate production of the newsletter articles.
- Write articles when time permits and ideas arise. Unless the article is very time-sensitive, having a small number of articles in reserve can help when there is a shortage of articles for one of the newsletters.

- Make reprint requests several weeks before they are needed. This always takes longer than initially expected.
- Search Web sites including the Centers for Disease Control and Prevention, the World Health Organization, other emergency medicine organizations, PubMed, and the ACEP Web site (www.acep.org) for ideas and articles that could be reprinted.
- Coordinate your activities with your ACEP staff liaison.

Section E-lists

The section e-lists allow all members of a specific section to receive and send messages to the entire section. Members must use the email address ACEP has on file to send an email to the e-list. The e-list system uses email address to verify individual membership in the section.

E-List FAQs

Q1: Which email address does ACEP have on file and can I change it?

A1: Yes. If you would like to receive or send messages from another email address you may update it and manage your ACEP communication preferences by going to www.acep.org/myacep.

1. In the right navigation menu, under My Profile, you can specify up to 2 email addresses. Billing and Membership is for membership renewal notices and Communications is for section newsletters, e-lists and other ACEP communications.
2. Under My Account, you can subscribe/unsubscribe to specific types of communications; EM Today, ACEP Educational Meetings, Advocacy updates, etc.

You can also contact ACEP Member Care via email: membership@acep.org or telephone: (800) 798-1822 ext.5 Monday - Friday 8am - 5pm (Central) to make changes to your profile.

Q2: I sent a message to the section e-list, but I did not receive a copy, did it go through?

A: If you did not receive a copy of the message in your inbox, it most likely did not send. There are a few possible reasons. Here are the most common ones:

1. Your message is too large. Is there an attachment? Try reducing the size of the attachment. Messages, including attachments, cannot exceed 1000KB.
2. Has your section membership lapsed? This can happen when for instance your physician group renews your ACEP membership, but does not pay for your section membership(s). You can check on the status of your section membership(s) here: www.acep.org/myacep.
3. Are you using an email account/address other than the one ACEP has on file? Because the e-list is limited to section members, you must use the email address associated with your ACEP membership record. That email address can be changed at any time. Go to: www.acep.org/myacep and follow the instructions under Q1 above.

If none of these scenarios apply, please contact your staff liaison to troubleshoot further.

Q3: My section e-list is very active and I receive multiple emails a day. Can I receive one daily digest of all contributions to that e-list?

A: Yes! Section members and subscribers may receive a Daily Digest of the posts to a specific section e-list as opposed to receiving an email every time a message is contributed. By default, all section members receive messages as they are contributed.

Members must call or email ACEP Member Care to have changes made to their e-list messages delivery options. membership@acep.org | (800) 798-1822 ext.5 Monday - Friday 8am - 5pm (Central Time).

E-List Guidelines

Section e-lists provide an opportunity for members to collaborate on a variety of issues. The following guidelines and disclaimer pertain to all section e-list users.

1. E-list messages should be limited to section business or issues and medically related issues.
2. E-lists are resources provided by ACEP to facilitate the work of sections and should not be used to promote meetings, publications, etc. that compete with ACEP.
3. Individuals who post derogatory (ad hominem), inflammatory, or profane messages are subject to removal from the e-list.
4. Solicitations posted on e-lists (e.g., to recruit membership in sections) should be kept to a minimum.
5. Courtesy (e.g., "thank you") and personal replies should be directed to the sender only.

ACEP Listserv Disclaimer and Guidelines

The American College of Emergency Physicians (ACEP) developed and sponsors this forum. It is a private forum for the use of ACEP members in ACEP Sections and may be used only with ACEP's permission in accordance with the terms set forth below. Postings to the list are not confidential.

By use of this list, participants agree:

1. The forum will not be used for improper, objectionable or illegal purposes or in a manner that violates ACEP's Code of Ethics for Emergency Physicians.
2. To indemnify, defend, and hold harmless ACEP and its directors, officers, members, employees and agents against all loss, expense, damage, including attorney fees and related costs, litigation and threatened litigation arising out of or related to the participant's use of the forum.
3. Improper conduct on ACEP's listserv may result in disciplinary measures including loss of access to the forum and an action to terminate participant's ACEP membership.

Information obtained through the list is not to be construed as professional advice, legal or otherwise, from ACEP. Moreover, information obtained through this list does not necessarily represent the views, position or policy of the ACEP.

Section Grant Program

Click here for complete information about the [2017 Section Grant Program](#), or contact [Maude Surprenant Hancock](#) or your staff liaison.

Section Grant Criteria for Evaluation 2016-17

Proposed projects will be evaluated for funding based on the degree to which they satisfy the following criteria:

1. Meets member or section needs.
2. Educates the public.
3. Furthers the advancement of emergency medicine.
4. Dues paying members of a validly chartered ACEP section must be involved in submitting the Letter of Intent.
5. The project must not already be completed.
6. The project must not be individual research. Consider submitting individual research proposals to the [Emergency Medicine Foundation](#). Deadline is January 16, 2017.
7. The project must demonstrate a time commitment from members of the section(s).
The bulk of the work must be done by section members. Projects funded under the Section Grant Program should be completed within 18 months of written notification of the grant. Sections should design projects with this work period in mind.
8. Budget must be realistic in scope, planning and expense.
Sections must work with their staff liaison in developing a realistic budget.
9. ACEP Staff time must be realistic in scope, planning and expense.
Sections must work with their staff liaison in providing a realistic estimate of ACEP staff time required to complete the project. The bulk of the work must be done by section members and staff time should be kept to a minimum.
10. Outcome product must be clearly identified and will be owned by national ACEP.
Funded sections agree that all patents and copyrights arising from section grant projects will be owned by national ACEP. All project participants who contribute intellectual property to a section grant are required to complete and agree to the terms of ACEP's Conflict of Interest and Copyright Assignment Agreement. The sales and distribution of products arising from a section grant are the right of national ACEP.
11. Projects must not duplicate programs and products offered or being developed by state chapters or national ACEP.
12. The Sections Subcommittee will consider the submitting section's past performance with projects funded by section grants, if applicable, as one of the evaluation criteria.

13. A list of benefits to individual sections or emergency medicine must be submitted with the application and will be considered as one of the evaluation criteria.
14. Applications for non-individual research projects must be accompanied by IRB/AUC approval if applicable, sources of errors or barriers to completion, and sample size as appropriate. This information will be considered as part of the evaluation criteria.
15. CV of project coordinator must be submitted with the grant application and will be considered as one of the evaluation criteria.
16. The project coordinator must be a section member and a member of ACEP.
17. The Letter of Intent and Final Application must be reviewed, approved, and signed by the section chair and staff liaison.
18. Funding will **not** be granted for:
 - Individual research;
 - Individual travel expenses;
 - Stipends or honorariums for members;
 - Equipment purchases;
 - Non-ACEP administrative assistance;
 - Incentives for answering surveys.
19. Surveys* of the general membership must be approved in advance by the Board.

*Note that ACEP owns a survey tool which can be used at no cost. Contact your staff liaison for details. Keep in mind that the response rate for surveys of the ACEP membership is generally low.

Cross-section applications

Collaborative efforts between sections are encouraged. When appropriate, sections with proposed grant projects that could benefit from other sections' expertise should seek their collaboration and submit joint applications.

Multiple applications submitted by one section

Sections that prepare multiple applications must have their Section Chair prioritize/rank the applications in order of importance for the section at the time of submission. This will help the Sections Subcommittee in their evaluation.

Questions and Advice

If you have questions or concerns about your proposal, the Sections Subcommittee offers mentorship throughout the grant application process. Contact your staff liaison for details.

**2016–17
Section Grant Schedule**

January 30, 2017*	Deadline for submission of draft Letters of Intent to staff liaison for review and approval
February 13, 2017*	Deadline for submission of final Letters of Intent (approved by chair and staff liaison) to Sections Manager
April 5, 2017	Section Chair and Project Coordinator notified of results of the Letter of Intent review
May 8, 2017*	Deadline for submission of Final Applications to staff liaison for review and approval
May 17, 2017*	Deadline for submission of Final Applications (approved by chair and staff liaison) to Sections Manager
June 28-29, 2017	Board reviews recommendation for grant funding
June 30, 2017	Sections notified of awards

*Deadline for submissions is 11:59pm CST.

Section Awards Program

Sections of membership play an important role within the American College of Emergency Physicians. To recognize those sections and their leaders that make exceptional efforts to meet the needs of their members and the College, five awards have been created.

- The Outstanding Web Page, Service to Section and Service to College awards are based on section activities held from August 1, 2016 to July 31, 2017.
- The Promoting Section Membership and Outstanding Newsletter awards are based on the previous section year's activities; November 1, 2015 - October 31, 2016.
- These awards may be given annually to deserving sections, and a section may receive the same award multiple times. These awards will be announced in appropriate College publications and presented to the section leader at ACEP's *Scientific Assembly*.
- With the exception of the Outstanding Newsletter and Promoting Section Membership Awards, interested sections will submit an application for each award for which they feel deserving. Applications are available at <http://www.acep.org/sections/>. Award categories include:

Outstanding Section Web Page

This award is based on the following criteria:

- Number of unique visitors to the sections' Web pages from August 1, 2016 to July 31, 2017, as provided by ACEP's web analytics tools.
- Benefit provided to members of the section.
- Assistance to the College in meeting strategic objectives.

Service to Section (*based on activities held from August 1, 2016 to July 31, 2017*)

This award is based on the following criteria:

- Participation in the Section Grant Process
- Educational offerings at ACEP's *Scientific Assembly* or other similar venues
- Unique avenues to provide membership benefits

Service to the College (*based on activities held from August 1, 2016 to July 31, 2017*)

This award is based on the following criteria:

- Assistance to related College committee(s) to meet objectives
- Development of a policy statement, PREP or white paper
- Product development
- Assistance to the College in meeting strategic objectives

Promoting Section Membership

This award is based on the highest percentage of free resident members enrolled in the section and overall increase in membership from November 1, 2015 to October 31, 2016. Sections receiving "automatic" members will not be eligible for this award.

Outstanding Newsletter

This award is based on the number of newsletters published from November 1, 2015 to October 31, 2016, the quality of the content, and the number of stories in each newsletter.

AMERICAN COLLEGE OF EMERGENCY PHYSICIANS
Policy Development by Sections of Membership

Approved by the ACEP Board of Directors September 11, 2001

Sections may be assigned the task of developing a policy and/or participating in the sunset review process.

Sections may develop policy statements or information papers that address issues of concern to the section. To facilitate that process, the Board of Directors adopted the procedures listed below for sections to follow. If you have questions, you are encouraged to contact your staff liaison.

I. Section Developed College Policy Statement

- A. Section member or Board of Directors initiates policy idea for consideration by the section in an area of interest.
 1. Section or Section Steering Committee votes to explore development of College policy.
 2. Receive direction or seek Board of Directors input and approval for policy development.
 - a. Submit key issues to the Board of Directors as a discussion item.
 - b. The Board liaison and/or section chair will discuss key issues with the Board.
 - c. The key issues may be revised following Board input and approval.
 3. All related College policy statements, Policy Resource, and Education Papers (PREPs) and information papers will be provided to the Board liaison and section chair to avoid redundancy and to avoid potential conflict.
 4. Section officers and/or section steering committee creates preliminary policy draft.
 5. Preliminary draft is reviewed by the Board liaison.
 6. Section members should be informed that the policy statement is being drafted and their input solicited.
 7. Preliminary draft is taken to the Board as a discussion item.
 8. Preliminary draft revisions are made and the revised draft is taken to the Board either as a discussion or action item, per the discretion of the Board liaison or the section chair.
 9. Existing policy statement/draft conflict
 - a. If there is a contradiction or conflict between current College policy statement/statements and the draft statement, one of the following will occur:
 - i. The Board will review the draft and current policy statement and may elect to adopt the draft as the new policy statement, with or without revisions, removing the current policy statement.
 - ii. The Board will review the draft and current policy statement and may elect to maintain the current policy statement, with or without revisions, rejecting the draft.
 - iii. The Board will review the draft and the current policy statement and may elect to substitute portions of the current statement for portions of the drafts, or the Board may refer the draft and current policy statement to a related committee or section for further input. This may be particularly helpful with policy statements regarding clinical issues, which may require particular expertise in the area being discussed.

II. Section Information Paper

- A. Section information papers reflect information of particular interest to the section and may not reflect a policy emphasis of the College.
- B. College information papers are based on factual information only and avoid all personal opinion. Section information papers will follow this same process and format.
 - 1. A draft should be submitted to the Board liaison and the section chair for review and input. The section's Board liaison will edit opinions from the information paper prior to circulation. Full section input should be solicited prior to Board review of the draft paper.
 - 2. The draft is submitted as a discussion item to the Board.
 - 3. After review and approval by the Board, the section information paper will be distributed to section members only unless the Board authorizes a request for a wider circulation and larger target audience.

ACEP Liaison Process

- The College currently maintains active liaison relationships with approximately 40 other organizations.
- When a liaison relationship relates specifically to section activities, section members may be recommended for that appointed position by the appropriate section chair.
- The liaison representative should be invited by the section chair to attend the organizational section meeting during ACEP's *Scientific Assembly* and should be copied on appropriate section correspondence throughout the year.
- Copies of activity reports submitted by the liaison representative will be automatically distributed to the section chair and staff liaison. Recommendations based on these reports should be forwarded to the executive offices manager within 10 days.

Forming a New Section

1. Members who want to form a new section should notify Maude Surprenant Hancock (mhancock@acep.org), ACEP's Sections Manager.
2. Information about forming a section will be e-mailed to the section originator.
3. The originator will e-mail Maude Surprenant Hancock: 1) prospective section objectives; 2) description of the subject area that will be addressed by the section; 3) description of how the establishment of a section will further the College's ability to meet its objectives; and 4) proposed first-year activities.
4. The originator will ask members interested in joining the proposed section to indicate their support for the section by either filling out an online petition: <http://www.acep.org/Membership-top-banner/Petitions-for-New-ACEP-Sections/> or by e-mailing Maude Surprenant Hancock at mhancock@acep.org. A sample e-mail supporting the formation of a section is provided below. The section originator will work ACEP's Sections Manager to create the online petition. Supporters will be informed by the originator of the 4 items listed under point #3 above as well as the section dues structure and that by signing the petition they are indicating their intent to become dues-paying members of the proposed section **in addition to their regular membership ACEP dues**. Dues are \$40 for regular members. Emergency medicine resident members, medical students, and individuals in a fellowship training program receive a complimentary section membership in the Young Physicians Section, may join another section of their choice for free and join additional sections for only \$20 each.
5. After the Sections Manager receives 100 names or more, the names of interested members, the proposed section objectives, and proposed first-year activities will be submitted to the Board for approval.
6. If the Board approves these materials by a 2/3 vote, the section is chartered. The Board will use the following criteria when reviewing a section charter:
 - a. The objectives of the section will assist and be consistent with furthering and supporting the stated mission, values, objectives, or policies of the College.
 - b. The objectives of the section will be related to the clinical or administrative practice of emergency medicine.
 - c. Qualifications for section membership will not be based on sex, age, race, or religion.
 - d. Membership in a section cannot be limited by geography or employment by a single entity.
 - e. Sections may not duplicate chapters or membership categories that currently exist.
7. Upon approval by the Board of Directors, each member who has e-mailed his/her interest in joining the section will receive an invoice for section dues.

8. The section becomes operational when 100 members have remitted section dues.
9. If the section fails to enlist 100 dues-paying members within one year following the Board of Directors' approval, the charter for that section will be revoked.
10. The president of the College will assign a member of the Board of Directors to serve as a liaison to the section and the executive director will appoint a staff liaison.
11. The section originator will act as the section chair until the next annual *Scientific Assembly*.
12. The originator/chair will appoint interim leadership for the section, including a newsletter editor who will serve until the section can meet and hold elections.
13. The section will submit draft operational guidelines to their staff liaison for review and submission to the Board of Directors. Sections are encouraged to follow the template in this Manual.

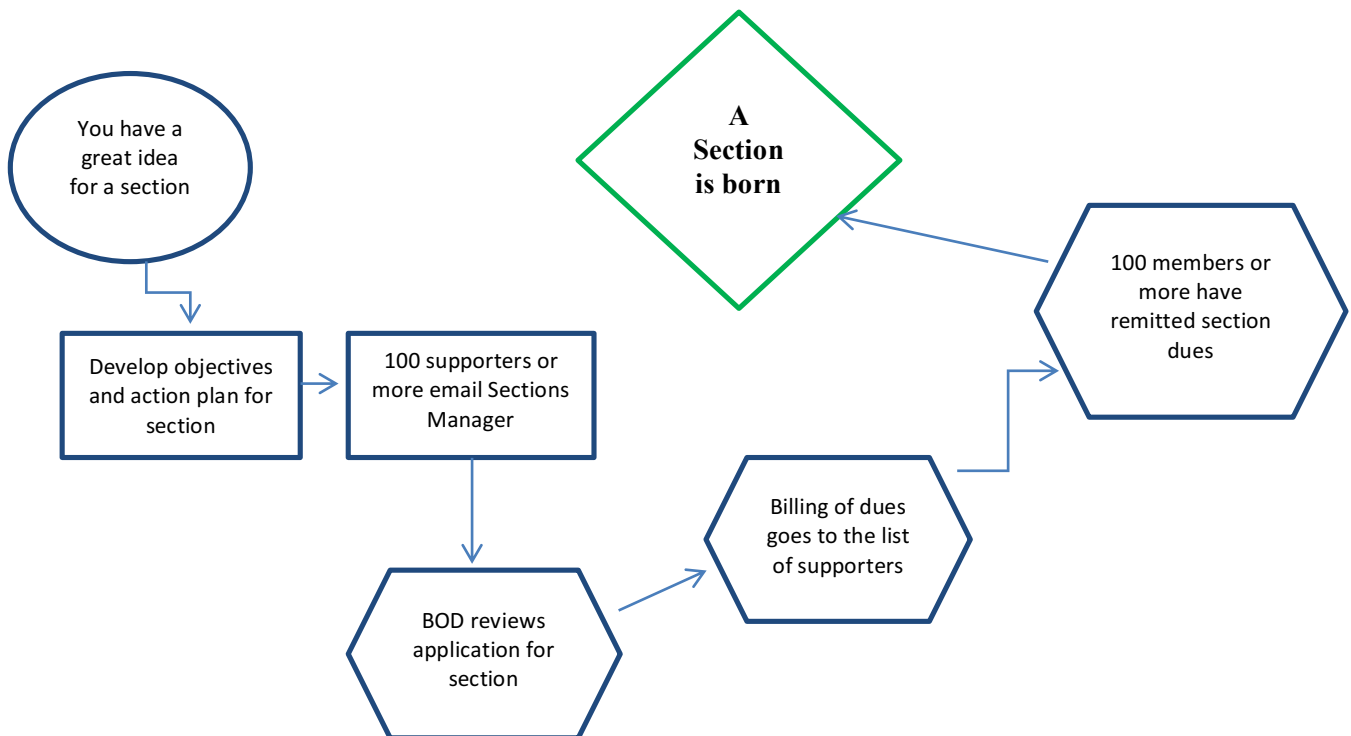
Sample Email from Interested Member

From: joesmith@anyhospital.com
 To: mhancock@acep.org

I am a member in good standing of the American College of Emergency Physicians and support the formation of the ACEP Section: [Insert proposed name of Section]. I intend to become a dues-paying member of the proposed new section. Thanks,

Joe Smith, MD, FACEP
 Any Hospital
 Any city, ST, ZIP
 ACEP Member ID

Forming an ACEP Section



AMERICAN COLLEGE OF EMERGENCY PHYSICIANS

Policy on Sections of Membership

Function

The American College of Emergency Physicians has established a mechanism for members of the College who have a special interest in forming a section of membership. The following are functions of a section of membership:

1. A forum for the exchange of information between members and the College.
2. A means for the College to utilize the expertise of an identifiable group of members on specific issues.
3. A forum for members with a special interest to speak as a unified group to the leadership of the College.
5. A route to policy development.
5. To coordinate activities with other organizations involved in emergency medicine at the invitation of the President and/or Board of Directors.
6. To advance and publicize legislative issues related to emergency medicine.
7. To provide a pathway for professional leadership development within the organization.

Authority

Parliamentary Authority: National ACEP Bylaws, Council Standing Rules, and the Section Manual.

Bylaws: ARTICLE VII — SECTIONS
Section 1 — Sections of Membership

Upon the petition of 100 or more members of the College, the Board of Directors may charter a section of membership of the College. Minimum dues and procedures to be followed by a section of membership shall be determined by the Board of Directors.

Council Standing Rules
Councillor Allocation for Sections of Membership

To be eligible to seat a credentialed councillor, a section must have 100 dues-paying members, or the minimum number established by the Board of Directors, on December 31 preceding the annual meeting. Section councillors must be certified by the section by notifying the Council secretary at least 60 days before the annual meeting.

Task and Objectives Defined in the Section Manual

The designated authority/authorities appointed by the president will be tasked to meet specific objectives. They are:

1. To monitor and enforce compliance with the Policy on Sections of Membership.
2. Manage and review the section grant application's program; make final recommendations to the Board of Directors, and monitor the progress of awarded grants.

3. May provide leadership development and training through an educational leadership session during ACEP's *Scientific Assembly* or some other appropriate event.
4. May provide a section leader training session during the *Leadership & Advocacy Conference* to enhance section membership.
5. To facilitate the development of new sections and perform a final review with a recommendation to the Board regarding new section petitions.
6. To monitor section membership numbers and notify the designated authority or the Board of Directors when a section is no longer in numeric compliance.
7. To monitor the submission of each section chair's Annual Report.
8. To provide a mechanism for sections to make their recommendations of courses to the appropriate authority responsible for ACEP's *Scientific Assembly* and other educational activities of the College.
9. To provide appropriate mentoring and leadership development of section members.
10. To monitor and facilitate the timely publication of section newsletters with at least one newsletter each six months.
11. To monitor and facilitate the appropriate use and conformity with College policy in the use of communication vehicles not limited to the e-list, the newsletter, and the ACEP Website.
12. To plan and manage the section awards program including, but not limited to the awards of "Outstanding Section Newsletter", "Outstanding Section Web Page", "Service to College", "Service to Section," and awards for the most growth (numerically and by percent) of a section.
13. Facilitate support for each section's Annual Meeting including the publication of the meetings minutes and the election of officers per the operational guidelines.
14. Facilitate support for the development and submission to the Board of Directors of policies and PREPS for consideration.
15. Provide a mechanism for a section to provide a request to the designated authority appointed by the President to consider an external relationship or liaison appointment.

The parliamentary authority for all proceedings of the section shall be the parliamentary authority approved for use for proceedings of the College. However, should conflicts or inconsistencies arise between the parliamentary authority and this instrument, this instrument shall govern.

Description

Sections are a subcategory of national ACEP membership. As such, sections are part of national ACEP and do not have separate bylaws or formal incorporation documents. Sections shall establish operational guidelines that delineate the procedures that will be utilized in operating the section. These guidelines must be approved by the Board of Directors.

Establishing a Section of Membership

Upon formal petition of 100 or more members of the College, the designated authority appointed by the President will help facilitate development of the section and submit a recommendation to the Board of Directors regarding the petition. The Board of Directors may then charter a section of membership.

The recommendation will include: 1) the petition; 2) prospective section objectives; 3) description of the subject area that will be addressed by the section; 4) description of how the establishment of a section will further the College's ability to meet its objectives; and 5) proposed first-year activities. The petition shall contain the names of the 100 members, who have agreed by their signature on the petition, to establish a section of membership with the understanding that they will be assessed a basic dues amount. A petition shall be accompanied by a document outlining the proposed objectives of the section, a description of the subject area which will be addressed by the section, a statement of how the establishment of the section will further the College's ability to meet its objectives, and a statement of proposed first-year activities of the section. The Board of Directors, at their discretion, may make an exception to change the number required for a section from 100 to any number it deems appropriate. The petition must designate who originated the petition.

The Board of Directors will approve a charter for a section, by 2/3 vote. The designated authority appointed by the President will use the following criteria when reviewing a section charter:

1. The objectives of the section will assist and be consistent with furthering and supporting the stated mission, values, objectives, or policies of the College.
2. The objectives of the section will be related to the clinical or administrative practice of emergency medicine.
3. Qualifications for section membership will not be based on sex, age, race, or religion.
4. Membership in a section cannot be limited by geography or employment by a single entity.
5. Sections may not duplicate chapters or membership categories that currently exist.

Upon approval of the Board of Directors, petitioning members will be notified of the decision. Along with this notification, each member will be sent an invoice for the dues amount. Since members will retain the same membership renewal date, the bill will reflect a prorated amount. Upon receipt of the dues payment, the member will be considered a member of the section. Services for the section will begin when 100 members or the minimum number of petitioners set by the Board have paid their section dues.

When an approved section fails to attain the required 100 dues-paying members during the period of one year following the Board of Directors approval date, the charter for that section will be revoked. Section dues paid by those members will be credited toward their membership renewal. In order for the section to be reconsidered for a charter, a new petition containing the names of 100 members who have agreed by their e-mail message to the sections manager to establish a section of membership with the understanding that they will be assessed a basic dues amount, will need to be considered by the Board of Directors.

In the event two or more existing sections agree to merge, the officers of each section must survey their members to determine their interest in such a merger. If a majority of respondents in each section are in favor of a merger, the officers of the individual sections should develop objectives for the new section. The section leaders must then submit a recommendation to the Board of Directors for a merger of the sections.

The Board sets minimum dues for activities supported by the College.

The following mechanisms for increasing project funds are available to sections: 1) an allocation of 15% of total dues collected per section during the previous year; 2) a one-time per project voluntary special assessment; 3) expanded criteria for evaluating Section Grant proposals; and 4) fund-raising from outside sources.

Procedures

Each section of membership will be subject to the following procedures:

1. The individual who originated the petition will be the section chair until the next annual *Scientific Assembly*. Thereafter, each section will elect a section chair utilizing a section nominating committee.
2. A section chair will be elected for one year or for the term specified in the section's operational guidelines. The cycle will coincide with the dates of the annual *Scientific Assembly*. However, the first section chair will serve from the time the section reaches the official membership total required by the Board of Directors until the second annual meeting of the section. Section chairs may be re-elected for a second consecutive term.
3. The section chair may be appointed by the College president to serve as a voting member of a College committee. The section chair and section members may apply through the usual College process for membership on any College committee. Section membership and section activities will be the criteria by which such appointments will be made.
4. Section chairs are invited to attend Board of Directors meetings at their own expense. Section chairs will receive all minutes of Board, Council, and Steering Committee meetings, etc.
5. Sections will have input into ACEP policy, meetings, and products through College planning processes and normal committee participation.
6. Sections may develop policy statements or information papers for consideration by the College utilizing the process established by the Board of Directors.
7. Requests for additional services beyond the basic member benefits package must be directed to the executive director.
8. The section will appoint a member to be responsible for the development of the section newsletter.
9. The section chair is responsible for keeping the College informed of section activities via copies of agendas and minutes, which will be posted on the College's Web site.
10. All efforts on the part of a section to raise funds outside of dues mechanisms must be approved in advance by the College and meet the criteria established by the College.
11. Rules governing use of the ACEP name and logo, approved by the Board of Directors, will apply to all uses of the section name and the ACEP name and logo. Use of the section name on any publication, correspondence, or for any other purpose, must always clearly indicate that the section is a subcategory of national ACEP membership. In addition, use of section initials should always be preceded by ACEP.

Benefits of Section Membership

The College will make available to all sections certain basic services. These services will include the following:

1. Publication of an electronic newsletter up to four times per year.
2. Notice of meetings in promotional literature, provided the request is made by the chair at least 90 days in advance of the publication date.
3. Meeting space will be made available during the annual *Scientific Assembly* and other national meetings upon request of the section chair, provided the request is made by the chair at least 6 months in advance of the meeting.
4. A national ACEP staff member will provide staff support for each section.

Maintenance of a Section

Each section must at all times function in accordance with the goals and objectives of the College and assure that the best interest of the College is always maintained. The following will be required of each section based on their operational guidelines and reviewed by the designated authority appointed by the President on an annual basis. Sections found in non-compliance with these requirements may be placed on probation in accordance with the procedures in the charter suspension-revocation section of this policy:

1. Sections must have an annual meeting at which time officers of the section will be elected.
2. Sections must produce at least one newsletter every six months.
3. The section chair will submit an annual report to the College president and executive director. This shall consist of a list of achievements and activities of the past year and goals and objectives for the coming year.
4. Minutes of all meetings of the section will be posted on the College's Web site.
5. The Board must approve all major section plans, goals, objectives, budgets, and meetings before they can be implemented by the newly chartered section.
6. Any printed material will be reviewed by the College prior to its release.
7. The president of the College will assign a Board member to each section to serve as a liaison between that section and the Board.
8. The president is the formal College spokesperson and is responsible for communicating College positions. The section chair must realize that section publications and activities will be perceived by others as representing the opinions of the College. While the president may delegate functions to the section chair, the section chair is not empowered to commit College resources or support positions of other organizations.

Policies and positions of other organizations that the section wishes to support should be forwarded for consideration by the Board of Directors, which has final authority for policy decisions.

Each section must maintain a critical mass of at least 100 members to remain in good standing. If the Board has approved a special section with less than 100 members, it must maintain that approved number to remain in good standing. If the membership level of a section falls below 100 members or the Board-approved number for the section, the following will occur:

1. The designated authority appointed by the President would notify the section chair, in writing, that the membership requirement is not being met.
2. At that time, the section will enter a probationary status. During this time, the section will be entitled to the usual basic services, including a quarterly newsletter, promotional literature, and meeting space during the annual *Scientific Assembly*.
3. If the section membership again exceeds the required number of members within one year from probationary status, the probationary period will expire, and the designated authority appointed by the President will notify the section chair that the section has returned to good standing.
4. If, within one year, the section fails to increase its membership to 100 members (or the number approved by the Board), the section may petition the designated authority appointed by the President for special review of their activities. The petition shall include a delineation of the

benefits provided by the section, and an action plan to increase section membership to the required minimum. The designated authority appointed by the President will review the plan and provide recommendations to the Board of Directors. The designated authority appointed by the President may recommend to the Board that the section be given an additional year to come into compliance or that the section's charter should be revoked. Sections remaining out of compliance may petition for review on an annual basis.

Charter Suspension-Revocation

The designated authority appointed by the President will review each section on an annual basis and based on this review may recommend charter suspension or revocation to the Board of Directors in accordance with the procedures in this policy.

The charter of any section may be suspended or revoked by the Board of Directors when any of the following occur:

1. The actions of the section are deemed to be in conflict with the Bylaws or the Policy on Sections of Membership.
2. The section fails to comply with all the requirements of the Bylaws, the Policy on Sections of Membership, or with any lawful requirement of the College.
3. The actions of the section are determined not to be in accordance with the goals, objectives, or in the best interest of the College.

Adopted by the Board of Directors January 1989

Amended: May 1990; January 1992; June 1992; October 1993; June 1996; July 2001; June 2002; April 2008

Sample Meeting Agenda

AMERICAN COLLEGE OF EMERGENCY PHYSICIANS

Wilderness Medicine Section Annual Meeting

Sunday, October 16
2:00 PM – 4:00 PM
Mandalay Bay Convention Center
Islander Ballroom I

Agenda

1. Welcome and Introductions - 2:00pm
2. Review and Approval of 2015 meeting minutes - 2:05pm
3. Councilor Report - 2:05pm
4. Board Liaison Report and Simulated/Artificial Outdoor Setting “Exhibit” Concept at ACEP17 – 2:10pm
5. Wilderness Medicine Photo Contest Results - 2:15pm
6. Roundtable Discussions – 2:20pm
7. Committee Chair Reports – 3:00pm
8. Election of Officers – 3:20pm
9. Elections for Committee Chairs – 3:30pm
10. Section Goals / Activities for 2016-17 – 3:45pm
(Refer to the 2015 minutes for the list of committees and objectives)

Sample Meeting Minutes

AMERICAN COLLEGE OF EMERGENCY PHYSICIANS

**Sports Medicine Section
Annual Meeting
Monday October 17, 2016
9:00 am-10:30am**

Las Vegas, NV

Participants

Participants in all or part of the meeting were: Moira Davenport, MD, Chair; Chris Guyer, MD, FACEP, Secretary; Jeffrey Feden, MD, FACEP, Immediate Past Chair; Chris Gee, MD, MPH, FACEP, Councillor; Jolie Holschen, MD, FACEP Alternate Councillor; Melissa Leber, MD, FACEP; Jordan Komm, MD; Nic Phillips, MD; PJ Bourke; Edward Amores, MD, FACEP; Aaron Rodriguez; Doug Shaw; Ross Mathiasen, MD; Chris Hogrefe, MD, FACEP; Michael Khazalpour, MD; William Denq, MD; Ben Oshlag, MD; Erika Nuber, MD; Nathan Butler, DO; AJ Monseau, MD, FACEP; Jason Wilson, MD, FACEP; Jim Ellis, MD; Andy Perron, MD, FACEP.

Others participating: Darrin Scheid, CAE, ACEP Senior Marketing Manager

Major Points Discussed

Meeting called to order 9:05 am.

Introductions by Dr. Davenport and self-introductions by those in attendance.

The meeting minutes from the October 27, 2015 meeting were unanimously approved.

Dr. Davenport announced newly elected Section Officers: Chair-Elect AJ Monseau, MD, FACEP; Alternate Councillor William Denq, MD and Secretary Chris Guyer, MD, FACEP.

Dr. Davenport discussed Section membership and indicated that updated section membership numbers were not immediately available.

Updates

Dr Gee indicated that there were no specific Council meeting updates that pertained specifically to the Sports Medicine Section.

New Business

At the ABEM summer 2016 Board of Directors meeting, and the Board decided to allow a lapse in EM certification for ABEM Sports Medicine diplomates as long as they continued to meet certain ABEM MOC requirements: Professionalism and Professional Standing, Lifelong Learning and Self-Assessment, and Improvement in Medical Practice. In other words, under specific circumstances, continued certification in Emergency Medicine is not necessary to maintain subspecialty certification in Sports Medicine. The American Board of Family Medicine and ABEM share the philosophy that any form of continued certification requires a maintenance of certification (MOC) program. Since there is no MOC program for physicians who are certified in the subspecialty of Sports Medicine, an ABEM diplomate with subspecialty certification in Sports Medicine will need to meet the requirements of the ABEM MOC Program in order to maintain subspecialty certification. The key difference is that taking the Concert Examination is no longer required.

Dr. Guyer provided an overview of updates from the AMSSM 2016 Emergency Medicine Interest Group meeting. Members can join the EMIG listserv if interested. AMSSM members are also participating in the virtual mentorship program. Opportunities are available to participate in AMSSM committees, research committees and review, and instructional course lectures. Current fellows suggested the need for resources on job search

Physical exam videos were developed by Dr. Chow. They will be available on the ACEP Sports Section web site once ACEP's Technology Services department has completed building the web site.

EMRA Sports Section met after the Sports Section meeting the minutes are attached.

Member asked if there were any board review resources on web site. None are currently. Participants discussed useful resources including the review course in Minneapolis, AMSSM question book and provided a discussion about their impression of board question topics.

Members discussed NATA position statement on field equipment removal. Jim Ellis talked about his involvement in the decision process. This will likely be a recommendation, not a mandate. An educational opportunity exists in resident education. Members felt there was limited knowledge by practicing physicians to perform equipment removal. Dr. Davenport suggested a proposal to CORD to include equipment removal skills in EM curriculum. Drs. Monseau and Ellis also offered to have their videos of these skills available to members on the ACEP Sports Medicine Section web site.

Dr. Guyer suggested that the section propose development of a Sports Medicine skills lab for future meetings.

Dr. Khazalpour discussed issues facing residents and fellows. He is currently at FM program that has never had an Emergency Medicine graduate and had difficulty establishing a role in Emergency Medicine in the program.

Members discussed resources for fellowship applicants with links to program information on the EMRA, AMSSM, and SAEM web sites.

The meeting adjourned at 9:36am

Sample Annual Report

AMERICAN COLLEGE OF EMERGENCY PHYSICIANS

Section of Medical Humanities 2015-2016 Annual Report

Officers for 2015-2016:

Chair	Jay M. Baruch, MD, FACEP
Secretary	Peter J. Paganussi, MD, FACEP
Newsletter Editor	Peter J. Paganussi, MD, FACEP
Councillor	David P. Sklar, MD, FACEP
Alternate Councillor	Seth C. Hawkins, MD, FACEP
Board Liaison	Hans R. House, MD, FACEP

Newsletter

Two newsletters were produced and posted online to section members in January and September 2016. The next newsletter is planned for winter 2016.

Facebook page

A section Facebook page was created in March 2014. Several section members and the section liaison are page managers, posting written articles and art and music pieces by section members as well as general announcements pertaining to the medical humanities. A Twitter account was created in November 2015 to increase the section's social media presence.

2016 ACEP 16 Meeting Summary

The eleventh "Open Mic" Night was held at *ACEP16*; a corporate sponsor, Hagan Barron Intermediaries (HBI), was again secured for this event. We are planning a new type of event for next year, a "story slam" that will involve participation from other interested sections. The tenth annual Writing Award was given this year; next year's award process will begin in June 2017. The fourth Visual Arts Award was given this year; next year's award process will begin in June 2017.

Section Grant

The section was awarded a grant to complete their online medical humanities curriculum, "Medical Humanities at the Bedside." The template and frameworks for 4 modules have been created, along with the working groups. The goal is to "go live" in July 2017 on the section's microsite, with presentation at ACEP17.

2016-2017 Activities as Related to Section Objectives

The section plans to pursue various projects including increasing membership, soliciting submissions for the annual Writing Award and Visual Arts Award, and expanding the Facebook page and other forms of social media to widen our visibility and encourage more people to join the section. The working groups will continue their progress on the medical humanities curriculum for the section grant.

Sample Request for Reprint

The following is a template for requesting permission to reprint an article in an ACEP section newsletter. Sometimes there is a cost for this permission (ACEP does not currently have funds available to purchase reprints.).

Dear Publisher:

We request permission to use your _____. (authors, article name, publication name, year, volume, pages)

The article will be reproduced in the ACEP Section of _____ (e.g., pediatric emergency medicine, disaster medicine, rural medicine, etc.) newsletter.

I appreciate your attention to this request. If you have any further questions, you can contact me at _____ or by e-mail at _____.

Sincerely,

Your Name
Section of _____ Newsletter Editor

Sample Operational Guidelines

AMERICAN COLLEGE OF EMERGENCY PHYSICIANS

SECTION OF [insert section name] OPERATIONAL GUIDELINES

The Section of [insert section name] is chartered by the Board of Directors (“the Board”) of the American College of Emergency Physicians (College) to provide a forum in which members of the College with special interests in [insert section name] medicine can develop a knowledge base, share information, receive and give counsel, and serve as a resource to others interested in this area of emergency medicine.

Because sections are considered a subcategory of College membership, sections will not have separate bylaws or formal incorporation documents, and their existence and operations shall be subject to the terms and conditions stated in the Policy on Sections of Membership, as adopted and/or amended by the Board.

These operational guidelines have been drawn up to facilitate operation of the section. They shall conform to the Bylaws of the College, and the activities of the section to the decisions of the Board. Projects in the areas of education, internal governance, legislation, or public relations shall be undertaken only with the advice and consent of the Board. The activities of the section shall be intimately coordinated with those of the College.

1 Name

The name of this section shall be the Section of [insert section name].

2 Purpose

[Customize to make specific to your section’s purpose and objectives.]

3 Objectives

In addition to the general objectives of the College as set forth in the Bylaws, the objectives of this section shall be:

- 3.1 To promote the development of the specialty of emergency medicine across the world and [insert purpose of section].
- 3.2 To promote collegiality and cooperation among the physicians who practice emergency medicine. [Customize to make specific to your section’s purpose and objectives.]
- 3.3 To provide an opportunity for physicians interested in emergency medicine to meet, interact, and network.
- 3.4 To develop and present educational programs on the many facets of emergency medicine.
- 3.5 To prepare and distribute an interesting, educational, and informative newsletter for members of the section.
- 3.6 To serve as a resource to the College president, Board of Directors, College committees, and ACEP members on issues relating to emergency medicine.
- 3.7 To coordinate activities with other organizations involved in emergency medicine at the invitation of the President and/or Board of Directors.
- 3.8 To advance and publicize legislative issues related to emergency medicine.
- 3.9 To provide a pathway for professional leadership development within the organization.

4 Membership

4.1 The membership of the Section of [insert section name] shall consist of physicians who are interested in [insert focus of section], who are interested in contributing toward the objectives of the section, and who fulfill membership requirements as defined in the ACEP Bylaws. Section members may vote on section matters and be officers of the section.

5 Nominating Committee

5.1 The make-up of the Nominating Committee will be determined by the section leadership. See Section 9.1, Standing and Special Committees.

6 Section Executive Committee

6.1 The governing body of the section shall be composed of not less than four officers of the section. Some sections include the chair, chair-elect, immediate past chair, and secretary in the executive committee. [Sections should insert the named positions of their Executive Committee.]

6.2 Nominees for officers shall be members of the section presented by the section's Nominating Committee to the section membership through its newsletter or through the section e-list at least 30 days prior to the section's annual meeting, which will be held in conjunction with the College's annual *Scientific Assembly*. If elections are held during the annual meeting, nominations from the floor will also be accepted at the time of the section annual meeting. If elections are held via e-mail or U.S. mail, write-in candidates will be accepted.

6.3 The election cycle of the section's officers will be every two years, and will coincide with the dates of the *Scientific Assembly*.

6.4 Unless otherwise scheduled via e-mail or U.S. mail ballot, the election of officers shall be by a majority vote of the Section members present and voting at the annual meeting. The election of officers shall be by a majority vote of the section members present and voting at the annual meeting. The section will elect a chair-elect and a secretary. If the current chair-elect cannot serve as chair, the section will also elect a chair. [Sections insert if there are other positions elected during this same cycle.]

7 Officers

The officers of the section shall be at a minimum the chair, the chair-elect, the immediate past-chair, secretary, councillor, and alternate councillor. The officers shall be members of the section and serve for a term of two years. Following the chair's term of two years, there will be an additional two-year term designated as immediate past-chair. Officers may not serve more than two consecutive terms.

7.1 Duties of the chair of the section:

7.1.1 May be appointed by the College president to serve as a voting member of a related College committee if one exists.

7.1.2 May attend ACEP Board of Directors meetings at his/her own expense.

7.1.3 From time-to-time, section leaders may be asked by the President to attend the Board meetings of other entities. In this case, their expenses will be paid by the College.

7.1.4 Shall keep the Board of Directors and executive director informed of section activities via copies of correspondence, agenda, minutes of meetings, etc.

7.1.5 Shall submit an annual report to the College president and executive director, which consists of a list of achievements and activities of the past year and goals and objectives for the coming year.

- 7.1.6 Shall submit to the Board of Directors an informational summary of all section plans, goals, objectives, budgets, and meetings.
 - 7.1.7 Shall preside at the annual meeting of the section and at any other meetings of the section. If absent, the chair-elect will assume the functions of the chair.
 - 7.1.8 Shall appoint chairperson and members to any standing and special committees of the section to carry out section activities.
 - 7.1.9 Shall have the privilege of recommending to the President the appointment of section members to committees of the College or section members representing the interests of the College with external organizations.
 - 7.1.10 Shall be an ex officio member of all standing and special committees of the section.
 - 7.1.11 Shall review all Section Grant proposals developed by their section members. Those developed section grant proposals that are determined to be appropriate for submission are then signed and submitted to the appropriate committee or task force assigned to manage the Section Grant Program.
- 7.2 Duties of the chair-elect:
- 7.2.1 Shall serve as an officer of the section.
 - 7.2.2 Shall assist the chair in section duties as designated by the chair.
 - 7.2.3 Shall serve as chair in the absence, resignation, or death of the chair.
- 7.3 Duties of the immediate past-chair:
- 7.3.1 Shall serve as an officer of the section.
 - 7.3.2 Shall serve as chair of the Section Nominating Committee.
 - 7.3.3 Shall assist the chair in their duties for the section as designated by the chair.
- 7.4 Duties of the secretary:
- 7.4.1 Shall take the minutes of the annual meeting of the section and submit to the appropriate section communication vehicle.
 - 7.4.2 Shall provide the Board of Directors the names of the elected section officers.
 - 7.4.3 Shall assist the section chair in the preparation of an annual meeting and the chair of other committees of the section, as requested.
 - 7.4.4 Shall distribute to the membership via the section newsletter or other communications vehicle.
 - 7.4.4.1 The minutes of the annual meeting of the section.
 - 7.4.4.2 Such information as shall from time to time be of interest to members of the section.
 - 7.4.5 Shall notify members regarding their appointment to any committees of the section and shall send copies of such notification to the executive director of the College.

- 7.4.6 Shall give due notice of all meetings of the section and the Section Executive Committee to the membership of the section and the Board of Directors of the College.
- 7.4.7 Shall serve as editor of the section newsletter. [Sections insert the unique circumstances of their section organization whereby a member(s) other than the secretary serves as the newsletter editor, webmaster, or e-list coordinator.]
- 7.4.8 Shall carry out such other duties as are assigned by the chair of the section and the Board of Directors of the College.
- 7.5 Duties of Other Identified Officers
[Define duties below.]

8 Councillor

- 8.1 The section shall elect a councillor and an alternate councillor(s) to represent the section to the Council of the College (Council). Term of office is two years, with the alternate councillor(s) becoming the councillor at the end of his/her two-year term. If he/she cannot serve as councillor, the section shall elect a member to fill both positions and resume normal progression from alternate councillor(s) to councillor.
- 8.2 Duties of the councillor and alternate councillor(s):
 - 8.2.1 Shall represent the section at the Council meeting.
 - 8.2.2 Shall have duties, obligations, and privileges as designated by the Bylaws and procedures adopted by the Council.
 - 8.2.3 Shall keep the section informed of all Council activities before, during, and between sessions and report to the section, in its newsletter and/or other communication vehicles, all important matters considered.
 - 8.2.4 Shall bring any resolutions that are developed to the Council from the section.

9 Standing and Special Committees

- 9.1 The chair shall appoint a Nominating Committee as a standing committee and designate the immediate past-chair to serve as chair. In addition to the immediate past-chair, the Nominating Committee shall consist of at least three members.
- 9.2 The section chair shall appoint special committees when indicated.

10 Meetings

The annual meeting of the section will be held during the annual *Scientific Assembly* of the College and may consist of two portions:

- 10.1 A professional program open to all members of the College, professionals, paraprofessionals, and guests invited by the section.
- 10.2 A business meeting open to all members of the College with voting limited to section members.
- 10.3 At their own expense, sections may hold special meetings at other ACEP functions.
- 10.4 Sections may seek outside funding support for their meeting as long as it is not in conflict with the College's fund raising activities associated with Scientific Assembly.

11 Dues

The dues for the Section are established by the Board of Directors of the College.

12 Additional Funding for Activities

- 12.1 To increase its funds, the Section may apply for: 1) An allocation of 15% of its total dues collected during the previous year; or 2) A one-time per project voluntary special assessment.
- 12.2 The Section may raise funds from outside entities such as corporations. All such fundraising must be approved in advance by the College and meet the criteria established by the College.
- 12.3 The Section may apply for a Section Grant. Projects can be funded which benefit individual sections as well as advance emergency medicine and educate the public.

13 Parliamentary Authority

The parliamentary authority for all proceedings of the section shall be the parliamentary authority approved for use for proceedings of the College. However, should conflicts or inconsistencies arise between the parliamentary authority and this instrument, this instrument shall govern.

14 Voting

- 14.1 Voting on any issue, except amendments to these Operational Guidelines, the rules for which are set forth in Section 15.2, may be accomplished either during the annual meeting, or via a mail ballot. Mail ballots can be electronic and/or U. S. mail. The Chair shall determine which method is appropriate for each item coming before the Section.
- 14.2 For e-mail and U.S. mail ballots, the voting membership will be defined as the section membership on the date the ballot is sent. The majority of dues paying section members (based on the number of dues paying members on the day the ballot is sent) must approve any item in order for the item to be approved.

For e-mail and U.S. mail ballots, write-in candidates will be accepted.

14.2.1 Voting by E-mail

Survey software selected by ACEP will be used to e-mail the ballots and to tally the results.

Two e-mail notices will be sent, seven days apart, to all section members regarding the upcoming ballot.

Seven days after the second notification email, the ballot will be e-mailed once to all section members with a due date for return by e-mail in 10 days.

14.2.2 Voting by U.S. Mail

Mail ballots shall be distributed to members through the section newsletter or the section e-list a minimum of thirty (30) days prior to the voting deadline. The ballot will also be sent once via U.S. mail to all section members with a due date for return in 10 days. Executed mail ballots will be forwarded to by e-mail or U.S. mail to the section staff liaison.

15 Amendments

Any member of the section membership may originate a proposed change in these section operational guidelines. Proposed amendments to the operational guidelines must be submitted in writing [by the approved communication vehicle] to the chair in care of the section's staff liaison at the College at least ninety (90) days prior to the scheduled annual meeting.

Proposed amendments will be published in the section newsletter or e-mailed via the section e-list immediately preceding the annual meeting of the section, and will be placed on the agenda of the section annual meeting. Any proposed amendment must be approved by two-thirds of the members present and voting during the annual meeting.

The Section Executive Committee and the Board of Directors of the College will review adopted amendments. Amendments approved by the Board of Directors of the College will be published in the section newsletter preceding the next annual meeting of the section.

Approved by the ACEP Board of Directors April 2008
Sections 14 and 15 amended by ACEP General Counsel April 2016