

AMERICAN COLLEGE OF EMERGENCY PHYSICIANS
Section of American Association of
Women Emergency Physicians

Operational Guidelines

The Section of American Association of Women Emergency Physicians (AAWEP) is chartered by the Board of Directors (“the Board”) of the American College of Emergency Physicians (“the College”) to provide a forum in which members of AAWEP can share information, receive and give counsel and serve as a resource to others interested in the concerns and issues of female emergency physicians.

Because sections are considered a subcategory of membership of the College, 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 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 American Association of Women Emergency Physicians Section.

2 Purpose

The section provides a broad-based network of support, guidance, and education in personal and professional leadership skills, especially for women emergency physicians, residents, and medical students.

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 professional advancement and leadership skills of female emergency physicians.
- 3.2 To promote mentoring opportunities and mutual support for female emergency physicians, including providing positive role models for medical students.
- 3.3 To provide an opportunity for female emergency physicians to meet, interact and network with each other and with supportive male members.
- 3.4 To develop and present educational programs that may be of particular importance or pertinence to female emergency physicians.
- 3.5 To prepare and distribute an interesting, educational and informative newsletter for members of the section at a minimum of every six months.
- 3.6 To serve as a resource to the College president, Board of Directors, College committees and ACEP members on issues relating to female emergency physicians.

- 3.7 To develop a roster of public relations and legislative expertise of female emergency physicians.
- 3.8 To provide a pathway for professional leadership development within the organization.

4 Membership

- 4.1 The membership of the AAWEP section shall consist of ACEP members who are interested in promoting and enhancing the careers of women in emergency medicine, 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 four officers of the section: chair, chair-elect, immediate past chair, and secretary.
- 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*. An officer shall be limited to two consecutive terms in the same office. This does not preclude the member from serving in the same office under the same rules at a future time.
- 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 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.

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 councillor will serve as the ACEP section affairs liaison. 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. The section officers shall be familiar with the "Policy on Sections of Membership" and understand how sections relate to the College and their responsibilities for communication with the ACEP Board of Directors.

- 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 Board of Directors meetings at the chair's own expense; and the chair will receive minutes of meetings of the Board, Council, Steering Committee, etc., of the College.
- 7.1.3 Shall keep the Board of Directors and executive director informed of section activities via copies of correspondence, agenda, minutes of meetings, etc.
- 7.1.4 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 shall be submitted two months prior to Scientific Assembly.
- 7.1.5 Shall submit to the Board of Directors for approval all section plans, goals, objectives, budgets and meetings before they are implemented by the section.
- 7.1.6 Shall preside at the annual meeting of the section and at any other meetings of the section. If absent, the chair shall assign this function to the chair-elect.
- 7.1.7 Shall appoint chairmen and members to any standing and special committees of the section to carry out section activities.
- 7.1.8 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.
- 7.1.9 Shall be a member *ex officio* of all standing and special committees of the section.
- 7.1.10 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.
- 7.1.11 Shall appoint or serve as editor of the section newsletter.
- 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 duties for the section as designated by the chair.
 - 7.2.3 Shall serve as chair in the absence, resignation, disability, 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 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.

8 **Resident Representatives**

- 8.1 Shall elect two residents to serve two-year terms at the annual meeting of the section.
- 8.2 Shall have duties as assigned by the Chair, including interfacing with the EMRA, Emergency Medicine Residency Association.
- 8.3 Shall be given the opportunity to report to the section in its newsletter and/or other communication vehicles to provide a unique perspective and level of knowledge affecting resident women in the emergency physician field.

9 **Councillor**

- 9.1 The section shall elect a councillor and an alternate councillor to represent the section to the Council of the College (“the Council”). Term of office is two years with a limit of two consecutive terms, with the alternate councillor becoming the councillor at the end of his/her one or two terms. If he/she cannot serve as councillor, the section shall elect a member to fill both positions and resume normal progression from alternate councillor to councillor.
- 9.2 Duties of the councillor and alternate councillor:
 - 9.2.1 Shall represent the section at the Council meeting.
 - 9.2.2 Will have the duties, obligations, and privileges as designated by the Bylaws and procedures adopted by the Council.
 - 9.2.3 Will 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.

9.2.4 Will bring resolutions to the Council from the section, if any are developed.

10 Standing and Special Committees

10.1 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 appointed for a term of two years.

10.2 The section chair shall appoint special committees when indicated.

11 Meetings

The annual meeting of the section will be held during the annual *Scientific Assembly* of the College:

11.1 This annual meeting will be open to all members of the College, with voting limited to section members.

11.2 Additional meetings may be held during other national ACEP meetings as called by the chair, or as requested by 2/3 of the voting section members, with a minimum of 30-days notice.

11.3 At their own expense, sections may hold special meetings at other ACEP functions.

11.4 Sections may seek outside funding support for their meeting as long as it is not in conflict with the College's fundraising activities associated with *Scientific Assembly*.

12 Dues

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

13 Additional Funding for Activities

13.1 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.

13.2 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.

13.3 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.

14 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.

15 Voting

15.1 Voting on any issue, except amendments to these Operational Guidelines, 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.

15.2 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.

15.2.1 Voting by E-mail

Snap Survey software 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.

15.2.2 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.

16 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 or the section will follow the procedures for voting by e-mail or U.S. mail.

Adopted amendments will be reviewed by the Section Executive Committee and the Board of Directors of the College. 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 ACEP Board of Directors
April 2013