

ARTICLES OF ASSOCIATION BYLAWS OF THE **SOCIETY OF DIRECTORS OF** **RESEARCH IN MEDICAL EDUCATION** (4/10/04)

Article I. Name

The name of this organization shall be the Society of Directors of Research in Medical Education (the “Society” or “SDRME”).

Article II. Purpose

The purpose of the Society is to provide leadership in medical education by:

1. Promoting the conduct and dissemination of research in medical education
2. Promoting the growth and development of offices of medical education
3. Encouraging communication, mutual support and continuing professional development among directors of offices of medical education
4. Maintaining appropriate interaction with other groups involved in medical education
5. Providing a resource of expertise in medical education for the membership, for medical schools and for other organizations
6. Notwithstanding the foregoing, the Society is organized exclusively for charitable, religious, educational, and/or scientific purposes under Section 501(c)(3) of the Internal Revenue Code of 1986

Article III. Membership criteria

A. *Regular members*

1. Regular membership is open only to the Director or designee of the Director of a Unit or division in an accredited allopathic or osteopathic medical school in the United States or Canada, which has the central responsibility for educational research in that school (a “Unit”). ~~in an accredited allopathic or osteopathic medical school in the United States or Canada~~. The Unit must have institutional scope and it must possess a recognizable, coherent organizational identity within the institution. In addition to its research role, the Unit may have additional responsibilities in Faculty development, promotion of educational change, recognition and assessment of teaching, or similar matters.
2. No more than one individual from each medical school may be a regular member of the Society. In the event that there is more than one individual from any one medical school seeking membership, the executive committee will, after consultation with the Dean or Associate Dean of that School, decide which office Director is eligible for membership. Membership is based on the institution meeting the stated criteria outlined in Section 1. A change of Directors only, with no organizational change, does not require a new application for membership. Members of SDRME who leave their unit of medical education and become director of another unit must apply for membership.

3. The Membership Committee will process membership applications from prospective members and make recommendations in this regard to the Executive Committee. New membership must be approved by a two-thirds majority of the Executive Committee. Membership will be considered by the Executive Committee three times each year; at the annual Summer Meeting, at the Fall meeting and at the Executive Meeting in early Spring. If membership documents are completed by a prospective member between the Executive meeting and the annual Summer Meeting, and that member has expressed interest in attending the Summer meeting, they may be permitted to do so subject to the approval by the Membership Committee and unanimous agreement by the Executive Committee.
4. Regular members shall pay ~~annual~~the fees and dues set by the Executive Committee.
5. Non-payment of fees and dues for two consecutive periods ~~years~~ from the date of initial issuance of dues statement will result in termination of membership.
6. If, for any reason, the member or the Unit that they direct fails to meet the criteria outlined in section 1 above, membership will terminate one calendar year later.

B. Emeritus members

1. A member of the Society ~~of Directors of Research in Medical Education~~ who has distinguished him/herself through meritorious service, may be considered for emeritus status. This title must be recommended after the director has left his or her position in the medical education Unit and will normally be granted only to those who have been a regular member of SDRME for at least 10 years.
2. Recommendations for emeritus status in SDRME will be submitted to the Society by the Executive Committee following a review of the candidate's status by the Membership Committee, who will also have the responsibility of keeping track of those members who may be eligible for emeritus status. Approval of emeritus membership will be decided by a majority vote of the members of SDRME at either the annual or the fall meeting of the Society.
3. Emeritus members will continue to receive communications from the Society as well as the option to attend meetings of the Society. Emeritus directors will not have voting privileges, will not hold office, and will not pay dues for membership in the Society.

C. Ex-Officio Members

1. The SDRME President and President (or other appropriate senior official) of an organization with which the Society wishes to establish a continuing relationship will identify a representative of that organization who will be invited to become an ex-officio member of SDRME upon a 2/3 vote of the Executive Committee.

D. International Affiliate Members

1. Individuals responsible for medical education research in medical schools outside North America may become an SDRME international affiliate member.
2. Criteria for acceptance of international affiliate members are that they have an active leadership role in medical education and have obtained the support of the appropriate administrative leader within

their institution. Applicants are not subject to formal review by the Membership Committee; rather, acceptance is based upon a review by the International Membership Committee.

3. The annual fee for international affiliate members will be set by the Executive Committee.
4. International affiliate members are non-voting members who cannot hold office.
5. International affiliate members will receive all SDRME postings and are encouraged to participate in all SDRME activities.

Article IV. Standing Committees and Task Groups

There shall be standing committees as deemed necessary by the membership or by the Executive Committee. Task groups may be established on an *ad hoc* basis as necessary to carry out explicit and time-limited objectives of the organization. Standing committees shall include:

A. *Executive Committee*

1. There shall be an Executive Committee responsible for conducting the business of the Society in the interim between meetings in accordance with general policies determined by the membership. Duties of the Executive Committee shall include the following: responsibility for the programs of the annual and fall meetings of the Society, approval of new members as provided for by Article III of these [Articles, bylaws](#), election of Society officers (see below), appointment of chairs and membership of standing committees as provided for below, responsibility for the financial affairs of the Society under the leadership of the Society treasurer ([including the amount and frequency of membership fees and dues](#)), responsibility for liaison with other organizations, and oversight of other Society activities deemed consonant with the Society's purpose.
2. The Executive Committee shall be comprised of six (6) individuals elected by the members for three year terms at staggered intervals, so that, two individuals are elected each calendar year. Each member shall be limited to no more than 2 consecutive terms on the committee. The election will be conducted by 1 ballot, with a period of no less than two weeks in which ballots are to be returned. The election shall be conducted in the spring with the new Committee assuming responsibility as the last item of business at the annual meeting to be held in the late spring or summer. Newly elected members may participate (without vote) in any meeting of the Executive Committee held during the annual meeting in which they are installed.
3. Officers of the Executive Committee shall be the President, President-elect, Past President, Secretary, and Treasurer.
4. The Executive Committee shall annually select from among its members a President, a President-elect, a Secretary, a Treasurer, and other such officers as are deemed necessary for conducting the business of the Society.
5. The term of office of the Society President shall not exceed two years.
6. In the event that a member is elected to the office of president-elect and that member has only a year remaining in his/her term, that term will automatically be extended by one year to allow transition to

the Office of President. It is noted and accepted that this arrangement has the potential of increasing the membership of the Executive Committee from six to seven from time to time.

7. Each officer will transfer Society files to his/her successor.

B. Membership Committee

The President shall appoint a Membership Committee of four (4) members including a Chair, drawn from the different GEA regions, promptly after the annual meeting. Its duty shall be to process applications from prospective members and to present all such processed applications to the Executive Committee at its regular meetings. Terms of appointment shall be staggered with the duration of the term lasting three years.

C. Nominating Committee

A Nominating Committee composed of three (3) members, including a chair, shall be appointed by the President of the Executive Committee promptly following the annual meeting. The chair of this committee will be selected from the members who served on the Nominating Committee in the prior year, to ensure continuity. No member shall serve for more than three consecutive years. Terms of the appointment shall be staggered with the duration of the term lasting three years. Duties will include the identification of candidates for each open office from a list of eligible individuals. Input from the members will be systematically collected prior to the preparation of the slate of candidates. Procedures for conducting the election appear in the Society policy manual.

D. International Committee

1. An International Committee of three or more members shall be appointed by the President who will also appoint a Chair. Terms of appointment shall be staggered with the duration of the term lasting three years.
2. The goal of the committee is to foster international collaboration on research and development in medical education by:
 - a. establishing the involvement of directors of medical education units outside North America in the activities of the SDRME via their membership as International affiliate members.
 - b. promoting and being advocates for sabbatical and other forms of faculty exchange opportunities with medical schools and organizations outside North America.
 - c. initiating, co-sponsoring, and planning international meetings or other activities on medical education topics such as research, evaluation, faculty development, etc.
 - d. promoting SDRME member and international affiliate member involvement in planning, implementing, monitoring, and evaluating other-country or multi-country projects in medical education.

E. Invited Review Committee

The President shall appoint an Invited Review Committee of three (3) members, including a chair. Its duty shall be to distribute the call for the Invited Review Paper Proposals and select an Invited Review for funding. The Proposal Selection and Review Process Guidelines will guide the committee's work. Terms of appointment shall be staggered with the duration of the term lasting three years.

F. Communications Committee

The President shall appoint a Communications Committee. The duty of the committee shall be to provide technical expertise or counsel gained through practical experience in support of the different electronic systems used to communicate among members and committees. The committee responsibilities include maintenance and enhancement of the resources to facilitate communication among members and committee work, especially the Executive Committee. These resources include but are not limited to the organizational website, group communications systems and communications archival systems.

Article V. Society Documents

A. Periodic Survey

There shall be a periodic survey of Medical Education Research Units overseen by the Executive Committee. The results of the survey shall be reported to the membership of the Society.

B. Procedures Manual

There shall be a Procedures Manual that describes Society procedures for conducting all business. It is to be maintained by the Secretary.

C. Other documents

1. The Treasurer shall produce at each Society meeting a financial statement of the Society.
2. The Secretary shall take minutes of Society meetings and distribute them to the membership.
3. There shall be a Society history, maintained by the Executive Committee or its designee.

Article VI. Meetings

A. Annual meeting

There shall be an annual meeting in the spring or summer of each year at a site determined by the Executive Committee.

B. Fall Meeting

There shall also be an additional meeting simultaneous with the annual meeting of the Association of American Medical Colleges.

C. Quorum

A quorum shall consist of no less than 25% of the regular members.

D. Qualifications for attendance

Meetings are open to all regular, ex-officio, emeritus, and international members. The Executive Committee may invite other individuals with an interest in the Society to attend as guests.

E. *Informal Meetings*

Unless otherwise provided by law, any action required to be taken at a meeting of the members or a committee, or any other action which may be taken at a meeting of the members or a committee, may be taken without a meeting if the consent in writing, setting forth the action so taken, shall be signed by all of the members or committee members entitled to vote with respect to the subject matter thereof.

Article VII. Amendments

A. *Ballot*

This Articles Bylaws may be amended by a ballot. Two-thirds vote of the members responding will be required for approval. A minimum of two weeks will be allowed after distribution of proposed revisions for votes to be received.

B. *Initiation of an amendment*

An amendment may be initiated in writing by:

1. The Executive Committee
2. Any regular member

Article VIII. No Inurement / Prohibited Activities.

No part of the net earnings of the Society shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons, except that the Society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the Society as set forth in these Articles. No substantial part of the activities of the Society shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Society shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on the behalf of any candidate for public office. Notwithstanding any other provision of these Articles, the Society shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986, or corresponding section of any future federal tax code.

Article IX. Dissolution.

Upon the dissolution of the Society, the Members shall, after paying or making provision for the payment of all liabilities of the Society, dispose of all assets of the Society exclusively for the purposes of the Society in

such manner, or to such charitable, educational, religious, literary, or scientific purposes as shall at the time qualify as exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue law) as the Members, but majority vote, shall determine. Any of such assets not so disposed of shall be disposed of by the circuit court of Pulaski County, Arkansas exclusively for such purposes or to such organization or organizations, as said court shall determine.

CERTIFICATION OF ADOPTION

The foregoing Articles of the Society have been duly adopted this ____ day of _____, 2004 by the Members of the Society.

IN TESTIMONY THEREOF, witness the hand of the undersigned as Secretary of the Society on such date.

_____, Secretary