

1 **AIM Guiding Principles**
2

3 **1. Name**

4 The name of the group shall be known as the Administrators of Internal Medicine
5 (hereinafter referred to as “AIM”).
6

7 **2. Purpose**

8 AIM is dedicated to the improvement of health care delivery, education, and research in
9 departments of internal medicine through professional management.
10

11 AIM is a founding member of the Alliance for Academic Internal Medicine, Inc. (hereinafter
12 referred to as “AAIM” or the “Alliance”). AAIM was originally created as a consortium of
13 five academically focused specialty associations representing departments of internal
14 medicine at medical schools and teaching hospitals in the United States and Canada. In
15 addition to AIM, the founding members of AAIM are the Association of Professors of
16 Medicine, the Association of Program Directors in Internal Medicine, the Association of
17 Specialty Professors, and the Clerkship Directors in Internal Medicine. As the central
18 financial, legal, and regulatory entity, AAIM’s bylaws establish the structure of AIM and
19 supersede any article in these guiding principles where there is a conflict.
20

21 **3. Mission**
22

23 AIM is dedicated to promoting the concept and practice of professional management in
24 Departments of Internal Medicine; providing a forum for discussion of management
25 opportunities and challenges in Departments of Internal Medicine; and providing a
26 mechanism for exchange of information and administrator development.
27

28 AIM, through its officers and council interact with accreditors, certifying bodies, federal and
29 regulatory agencies, and other professional organizations as a means to promote excellence
30 in the management of departments of internal medicine.
31

32 **4. Membership**

33 The AAIM bylaws authorize each founding member in the Alliance to define its own
34 membership criteria.
35

36 Membership in AIM is offered to individuals from qualifying institutions serving in a
37 managerial capacity in a department or division of internal medicine. Managerial capacity is
38 generally defined as a staff member who has exempt employment status and maintains
39 responsibility for a defined area(s) of administration. Position titles for members may
40 include chief administrative officer, director level positions for finance, research
41 administration, clinical practice administration, compliance management, education, human
42 resources, and information technology at the department level and division administrator.

43
44 Qualifying institutions are:

- 45 • Liaison Committee on Medical Education (LCME)- or Committee on Accreditation of
46 Canadian Medical Schools (CACMS)-accredited medical schools with a department of
47 internal medicine.
- 48 • Community teaching hospitals with an Accreditation Council for Graduate Medical
49 Education (ACGME)- or Royal College of Physicians and Surgeons of Canada (RCPSC)-
50 accredited internal medicine training program housed in a department of internal
51 medicine.

52
53 Individuals may become a member of AIM via their department. Whenever possible, these
54 departments should be from an institution approved by a comparable accrediting entity for
55 qualifying institutions.

56
57 The senior administrator will be designated the institutional member representing the
58 department. All other members will be designated as individual members. There shall be
59 only one (1) institutional member per institution; however, there may be an unlimited number
60 of individual members.

61
62 At such time that an active member changes his or her professional responsibilities, and is no
63 longer serving in a managerial capacity within a department of internal medicine, (but
64 remains at a qualifying institution) he or she may maintain their membership in AIM through
65 the member department. If that individual is no longer at a qualifying institution, he or she
66 must re-apply for individual membership.

67 68 **5. Meetings**

69 There shall be at least one regular meeting for the benefit of AIM members annually.
70 Educational programs, workshops, seminars, and virtual programs will be developed through
71 support of the AIM Council as a benefit to members.

72 73 **6. Governance**

74 AIM shall be governed by a council (AIM Council). The AIM Council reports to and is
75 delegated its authority by the AAIM Board of Directors. Duly elected officers and
76 councilors shall constitute the AIM Council. The business and affairs of AIM shall be
77 managed by the council as outlined in the AAIM bylaws. The officers of the council shall

78 consist of the President, President-Elect, Past President, and Treasurer. There will be six
79 councilors (no fewer than two, and no more than four, of either institutional or individual
80 members). In addition, the council shall include the appointed chair(s) of the association's
81 standing committees. There shall not be fewer than ten council members (officers and at-
82 large members). No council member may hold more than one office at any one time. The
83 council will meet at least quarterly, either in person or by conference call.
84

85 **A. Officers and their duties**

86
87 **President.** The President will serve a term of one year and shall engage the council to
88 lead the general direction and promotion of AIM. The President shall preside over the
89 meetings of the council, shall be assisted by the other councilors and may seek aid, as
90 needed, from other individuals. The President may, during the absence of any councilor,
91 and with the exception of voting rights, delegate said councilor's duties to any other
92 councilor on an interim basis.
93

94 **President-Elect.** The President-Elect will serve a term of one year and at the end of one
95 year assume the role of president. The President-Elect shall in the absence or incapacity
96 of the President, perform the duties of the President. The President-Elect shall perform
97 other such duties as may be delegated from time to time by the President; and shall
98 otherwise function as a member of the council.
99

100 **Past President.** The Past President will serve a term of one year and shall in the absence
101 or incapacity of the President and President-Elect, perform the duties of the President,
102 and shall perform other such duties as may be delegated from time to time by the
103 President; and shall otherwise function as a member of the council. The Past President
104 shall also serve as the Chair of the AAIM Compensation Committee.
105

106 **Treasurer.** The Treasurer will serve a term of three years and shall serve as council
107 representative to the AAIM Finance Committee. The Treasurer's primary roles are to
108 monitor the financial health of AAIM, and advocate for fiscally responsible decision-
109 making for AAIM. The Treasurer presents and advocates for the AIM initiatives as
110 recommended by the full council. The Treasurer will provide regular reports to the
111 council on the work of the AAIM Finance Committee and the fiscal status of AAIM.
112 The Treasurer will perform other duties as outlined in the Council Treasurer Job
113 Description (Appendix 1).
114

115 **Other Conditions**

116
117 Should the current President or President-Elect cease to be an administrator in a
118 department of internal medicine, but remains in an academic medicine position, he/she is
119 eligible to complete his/her elected term through Past President, subject to the approval of
120 the council. In such case, the individual is afforded the full rights and privileges of an
121 active member through the duration of his/her elected term.
122

123 Vacancies in any office arising from any cause may be filled by the council by a two-
124 thirds (2/3) vote of the Council. Alternatively, the council may remove any officer at any
125 time by an affirmative vote of the members at a duly called meeting of the membership.
126 The council may remove any councilor at any time by an affirmative vote of (2/3) of the
127 Council.
128

129 **B. Councilors**

130
131 AIM Councilors will be individuals serving in a managerial capacity in a department or
132 division of internal medicine, and must be a current and active member of AIM. There
133 shall be a total of six (6) councilors of which each serve a term of three years and may
134 be elected for a second term for a total of six years on council. Terms do not have to be
135 consecutive.
136

137 If a council member changes membership category which affects the balance of
138 institutional and individual members described in Section 6, that individual is eligible to
139 complete his/her term. The AIM Council is not required to adjust the composition of
140 institutional vs individual members until the next vacancy occurs.
141

142 If an active member serving on the council in any capacity other than President-Elect,
143 President, or Past President leaves their management position within internal medicine,
144 but remains in an academic medicine position, he/she is eligible to complete their term,
145 subject to the approval of the council. In such case, the individual is afforded the full
146 rights and privileges of an active member.
147

148 **Council Selection**

149 An election is held annually for the President-Elect, one institutional member-at-large,
150 and one individual member-at-large. An election is held every third year for Treasurer.
151 Each term is scheduled to begin the first day of the new fiscal year (July 1) following the
152 election.
153
154
155

156 **C. Committees**

157
158 **Nominating Committee and Elections.** The President shall ensure a five (5) member
159 Nominating Committee is appointed at the start of each fiscal year (July 1). The
160 immediate Past President will serve as Chair of the Nominating Committee. The
161 President will select two active members annually to serve on the committee for two
162 years, one of whom must be an institutional member and one an individual member. The
163 Chair may invite the current President-Elect to participate on the committee as a non-
164 voting ex-officio member.
165

166 The Nominating Committee shall propose a slate of candidates consisting of the
167 President-Elect and other council positions that may be eligible for election. All
168 candidates must be current, active members of AIM. Any current, active institutional or

169 individual member may be eligible for the position of President. Both institutional and
170 individual members are eligible for all other council positions.

171
172 **General Committee Participation.** Membership on committees shall be open to all
173 current members. The President, with the advice of the council, may appoint a series of
174 standing and *ad hoc* committees to address issues important to academic internal
175 medicine and related to the mission of AIM.

176
177 The President, with the advice of the officers, will also appoint the chairs of the
178 committees. Terms for committee chairs and members will generally be for two years,
179 unless otherwise directed by the President. The President and council have the option to
180 renew membership on a committee following the completion of a term.

181 182 183 **7. Finances**

184 AIM is a founding member of AAIM. On an annual basis, a budget will be developed and
185 submitted for approval by the AAIM Board of Directors. All requests for non-budgeted
186 expenditures must be submitted to the AAIM Finance Committee for consideration. The
187 AAIM Finance Committee will submit appropriate requests to the AAIM Board of Directors
188 for approval. The AIM representative to the AAIM Finance Committee is the current AIM
189 Treasurer.

190
191 On an annual basis the financial records of AAIM are subject to audit. The audit is overseen
192 by the AAIM Audit Committee. AIM shall have at least one representative on the AAIM
193 Audit Committee.

194
195 Members of the Council or AIM will not be compensated beyond the reimbursement of
196 reasonable expenses for related travel or other business, as outlined in the AAIM Expense
197 Reimbursement Policy, or otherwise gain financially from service in AIM or AAIM.

198 199 **8. Voting**

- 200
- 201 A. All issues requiring a vote of the membership will be conducted by an electronic ballot.
202 The total number of votes received shall constitute a quorum. Nominees for each council
203 position who receive a simple majority of votes will be offered a position on the AIM
204 Council. For a vote taken on any other matter, except as otherwise provided in the
205 Guiding Principles, the matter shall be acted upon affirmatively according to the largest
206 number of votes cast.
 - 207 B. At all meetings of the Council and committees, a simple majority of the Council or
208 committees shall constitute a quorum. If a vote is taken on any matter during a meeting,
209 except as otherwise stipulated in the Guiding Principles, the matter shall be acted on
210 affirmatively following a favorable vote by a simple majority of voting Council or
211 committee members.
- 212

213 **9. Amendments to Guiding Principles**

214
215 Amendments to the guiding principles may be made in accordance with the following
216 procedures:

- 217
- 218 A. Proposed amendments may be offered by any AIM Council member.
 - 219 B. AIM Council will review proposed amendments and vote to make recommendation to
220 the AAIM Board of Directors.
 - 221 C. Proposed amendments will be submitted to the AAIM Board of Directors for review and
222 approval.
 - 223 D. The proposed amendment(s) will be adopted upon the affirmative vote of the AAIM
224 Board of Directors.

225
226

Changes presented to AIM Council:	August 3, 2015
Changes approved by AIM Council:	August 3, 2015
Approved by AAIM Board of Directors:	August 15, 2015
Effective date:	August 15, 2015

227
228

Council Treasurer Job Description

Position Title: Council Treasurer

The Council Treasurer (Treasurer) is elected for a three (3)-year term, or until a successor is elected and qualified. The Treasurer is elected by a majority of members polled by ballot each spring. Actual service may be less than three (3) years if the Treasurer is elected to another position on Council or resigns,

Requirements:

1. Financial management training, experience, or aptitude sufficient to fulfill the responsibilities.
2. Ability and willingness to devote the time necessary to learn and train in order to perform the necessary responsibilities.
3. General understanding of financial accounting for nonprofit organizations, specifically associations.
4. Ability to review materials provided in a timely manner.
5. A willingness to ask questions, even if this challenges staff or financial advisors.

Responsibilities:

1. Submit requests for financial resources to fund Council supported initiatives in accordance with the instructions of the Council in a timely manner.
2. Regularly report to the Council on the work of the AAIM Finance Committee and the financial health of AAIM.
3. Monitor the financial health of AAIM and advocate for fiscally responsible decision-making for AAIM.
4. Support the Executive Vice President and Chief Financial Officer in preparing the annual AAIM budget which the AAIM Finance Committee shall submit to the AAIM Board of Directors for approval.
5. Work with the AAIM Treasurer to develop fiscal policies and financial strategies for recommendation to the AAIM Board of Directors to ensure the financial integrity and sustainability of AAIM.
6. Actively participate in conference calls hosted at defined intervals with the other Council Treasurers to conduct the business of the AAIM Finance Committee.
7. Meet in person once per year with the other Council Treasurers to review and develop an AAIM Finance Committee recommended operating budget for approval by the AAIM Board of Directors.

271 **Duties:**

272

273 The primary purpose of the Treasurer is to serve as liaison to the AAIM Finance committee in
274 addition to advocating for the initiatives supported by Council members. A treasurer has several
275 important duties, including:

276

- 277 ▪ Bank and investment account maintenance – Overseeing the selection of bank(s) and
278 investment of excess funds.
- 279 ▪ Financial transaction oversight – Is knowledgeable about who has access to the AAIM
280 funds, and any outstanding bills or debts owed, as well as monitoring systems for keeping
281 cash flow manageable.
- 282 ▪ Budget development and monitoring.
 - 283 ○ Working with other leaders to develop the annual budget and fiscal philosophy;
 - 284 ○ Throughout the year, comparing actual revenues and expenses to what was
285 budgeted.
- 286 ▪ Financial policies – Ensuring the development, maintenance, and timely review of the
287 organization's financial policies
- 288 ▪ Reports.
 - 289 ○ Working with the Executive Vice President and the Chief Financial Officer to
290 ensure that appropriate financial reports are made available to the Council on a
291 regular basis.
 - 292 ○ Providing regular updates to the Council regarding key financial events, trends,
293 concerns, and assessment of fiscal health.

294

295 These duties are executed with the support and assistance of the Executive Vice President and
296 the financial staff.

297

298