

1 **APDIM Guiding Principles**
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3 **1. Name**

4 The name of the group shall be known as the Association of Program Directors in Internal
5 Medicine (hereinafter referred to as “APDIM”).
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7 **2. Purpose**

8 APDIM is the international organization of accredited internal medicine residency programs.
9 APDIM exists to advance medical education by benefiting and aiding approved institutions
10 located in the United States of America, the Commonwealth of Puerto Rico, and Canada
11 which have internal medicine residency programs. This includes educating, supporting,
12 empowering, and representing internal medicine program directors; supporting program
13 directors in their career development; providing leadership for internal medicine through the
14 development of program directors for the betterment of patients, teachers, and learners;
15 representing the interests of program directors to all bodies whose activities and policies
16 affect programs; and fostering excellence in medical education.
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18 APDIM is a founding member of the Alliance for Academic Internal Medicine, Inc.
19 (hereinafter referred to as “AAIM” or the “Alliance”). AAIM was originally created as a
20 consortium of five academically focused specialty associations representing departments of
21 internal medicine at medical schools and teaching hospitals in the United States and Canada.
22 In addition to APDIM, the founding members of AAIM are the Association of Professors of
23 Medicine, the Association of Specialty Professors, the Clerkship Directors in Internal
24 Medicine, and the Administrators of Internal Medicine. As the central financial, legal, and
25 regulatory entity, AAIM’s bylaws establish the structure of APDIM and supersede any article
26 in these guiding principles where there is a conflict.
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28 **3. Mission**
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30 APDIM is a professional organization designed to support the pursuit of excellence in
31 graduate medical education for internal medicine.
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33 APDIM, through its officers and council, interacts with accreditors, certifying bodies, federal
34 and regulatory agencies, and other professional organizations as a means to promote
35 excellence in the leadership and facilitation of graduate medical education training programs
36 in departments of internal medicine.
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38 **4. Membership**

39 The AAIM bylaws authorize each founding member in the Alliance to define its own
40 membership criteria.

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42 Membership in APDIM is offered to accredited internal medicine residency programs within
43 a department of internal medicine from a qualifying institution. Individuals in key positions
44 in accredited internal medicine residency training programs as outlined below represent these
45 programs.

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47 Qualifying institutions are:

- 48 • Liaison Committee on Medical Education (LCME)- or Committee on Accreditation of
49 Canadian Medical Schools (CACMS)-accredited medical schools with an Accreditation
50 Council for Graduate Medical Education (ACGME)- or Royal College of Physicians and
51 Surgeons of Canada (RCPSC)-accredited internal medicine training program housed in a
52 department of internal medicine.
- 53
54 • Community teaching hospitals with an ACGME- or RCPSC-accredited internal medicine
55 training program housed in a department of internal medicine.
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57 Individuals may become a member of APDIM via their department or independent of their
58 department. Internal medicine residency programs at institutions outside of the United
59 States, Canada, and the Commonwealth of Puerto Rico may be included by action of the
60 APDIM Council. Whenever possible, these programs should be accredited by a comparable
61 accrediting entity for residency training.

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63 Individuals who teach or have responsibility for teaching internal medicine to residents as
64 well as individuals who do not have responsibility for teaching internal medicine to residents
65 but support these residency training programs shall be designated as members. Such
66 individuals may include, but are not limited to:

- 67 • Designated director of the residency training program as listed with the ACGME
68 and RCPSC.
- 69 • Chair of the department of medicine responsible for a training program where there
70 is a separately designated program director.
- 71 • Director of a three-year residency training program in internal medicine that is a
72 component of a program listed with the Residency Review Committee for Internal
73 Medicine as a single program under another program director.
- 74 • Director of any special track (e.g., medicine-pediatrics, primary care, etc.) in the
75 approved residency program.
- 76 • Director of the medical clinics or other key faculty used as an integral part of the
77 approved residency program.
- 78 • Associate or assistant directors of a residency training program.
- 79 • Core faculty in departments of medicine.
- 80 • Residency program administrator or coordinator or assistant.

81 Internal medicine residency programs in the US and Canada that are preparing to start the
82 accreditation process or programs that have started the accreditation process but have not yet
83 gained full accreditation by the ACGME or the RCPCSC may be considered for temporary
84 membership. Upon submission of application, applicants will be considered for membership
85 by the APDIM Council.
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87 **5. Meetings**

88 There shall be at least one regular meeting for the benefit of APDIM members annually.
89 Educational programs, workshops, seminars, and virtual programs will be developed through
90 support of the APDIM Council as a benefit to members.
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92 **6. Governance**

93 APDIM shall be overseen by a council (APDIM Council). The APDIM Council reports to
94 and is delegated its authority by the AAIM Board of Directors. Duly elected officers and
95 councilors shall constitute the APDIM Council. The business and affairs of APDIM shall be
96 managed by the council as outlined in the AAIM bylaws. The officers of the council shall
97 consist of the President, President-Elect, Past President, and Treasurer. There will be nine
98 councilors. There shall not be fewer than 13 council members (officers and councilors). The
99 council also includes the Chair of the APDIM Program Administrators Advisory Council and
100 a representative designated by the Medicine-Pediatrics Program Directors Association as ex
101 officio voting members. No council member may hold more than one office at any one time.
102 The council will meet at least quarterly, either in person or by conference call.
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104 **A. Officers and their duties**

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106 **President.** The President will serve a term of one year and shall engage the council to
107 lead the general direction and promotion of APDIM. The President shall preside over the
108 meetings of the council, shall be assisted by the other councilors and may seek aid, as
109 needed, from other individuals. The President may, during the absence of any councilor,
110 and with the exception of voting rights, delegate said councilor's duties to any other
111 councilor on an interim basis.
112

113 **President-Elect.** The President-Elect will serve a term of one year and at the end of one
114 year assume the role of president. The President-Elect shall in the absence or incapacity
115 of the President, perform the duties of the President. The President-Elect shall perform
116 other such duties as may be delegated from time to time by the President; and shall
117 otherwise function as a member of the council.
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119 **Past President.** The Past President will serve a term of one year and shall in the absence
120 or incapacity of the President and President-Elect, perform the duties of the President,
121 and shall perform other such duties as may be delegated from time to time by the
122 President; and shall otherwise function as a member of the council.

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

Other Conditions

Should the current President or President-Elect cease to be an individual who teaches or has responsibility for teaching internal medicine to residents, but remains in an academic medicine position, he/she is eligible to complete his/her elected term through Past President, subject to the approval of the council. In such case, the individual is afforded the full rights and privileges of an active member through the duration of his/her elected term.

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

B. Councilors

APDIM Councilors will be current and active member of APDIM as outlined in section four. Councilors must be physicians. There will be a total of nine (9) councilors of which each serve a term of three years.

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

Council Selection

An election is held annually for the President-Elect and three councilors. An election is held every third year for Treasurer. Each term is scheduled to begin the first day of the new fiscal year (July 1) following the election.

166 C. Committees

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168 **Nominating Committee and Elections.** The President shall ensure a six (6) member
169 Nominating Committee is appointed at the start of each fiscal year (July 1). The immediate
170 Past President will serve as Chair of the Nominating Committee. The President will select
171 two active members annually to serve on the committee for two years. The outgoing
172 nominating committee chair continues to serve as a voting ex-officio member. Only
173 physicians may serve on the nominating committee.

174
175 The Nominating Committee shall propose a slate of candidates consisting of the President-
176 Elect and other council positions that may be eligible for election. All candidates must be
177 current, active physician members of APDIM. Only physician members are eligible for any
178 open officer or councilor positions.

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180 **General Committee Participation.** Membership on committees shall be open to all current
181 members. The President, with the advice of the council, may appoint a series of standing
182 and *ad hoc* committees to address issues important to academic internal medicine and
183 related to the mission of APDIM.

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

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191 **7. Finances**

192 APDIM is a founding member of AAIM. On an annual basis, a budget will be developed
193 and submitted for approval by the AAIM Board of Directors. All requests for non-budgeted
194 expenditures must be submitted to the AAIM Finance Committee for consideration. The
195 AAIM Finance Committee will submit appropriate requests to the AAIM Board of Directors
196 for approval. The APDIM representative to the AAIM Finance Committee is the current
197 APDIM Treasurer.

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199 On an annual basis the financial records of AAIM are subject to audit. The audit is overseen
200 by the AAIM Audit Committee. APDIM shall have at least one representative on the AAIM
201 Audit Committee.

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203 Members of the Council or APDIM will not be compensated beyond the reimbursement of
204 reasonable expenses for related travel or other business, as outlined in the AAIM Expense
205 Reimbursement Policy, or otherwise gain financially from service in APDIM or AAIM.
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207 **8. Voting**

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209 A. All issues requiring a vote of the membership will be conducted by an electronic ballot.
210 The total number of votes received shall constitute a quorum. Nominees for each council
211 position who receive a simple majority of votes will be offered a position on the APDIM
212 Council. For a vote taken on any other matter, except as otherwise provided in the
213 Guiding Principles, the matter shall be acted upon affirmatively according to the largest
214 number of votes cast.

215 B. At all meetings of the Council and committees, a simple majority of the Council or
216 committees shall constitute a quorum. If a vote is taken on any matter during a meeting,
217 except as otherwise stipulated in the Guiding Principles, the matter shall be acted on
218 affirmatively following a favorable vote by a simple majority of voting Council or
219 committee members.

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221 **9. Amendments to Guiding Principles**

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223 Amendments to the guiding principles may be made in accordance with the following
224 procedures:

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226 A. Proposed amendments may be offered by any APDIM Council member.

227 B. APDIM Council will review proposed amendments and vote to make recommendation
228 to the AAIM Board of Directors.

229 C. Proposed amendments will be submitted to the AAIM Board of Directors for review and
230 approval.

231 D. The proposed amendment(s) will be adopted upon the affirmative vote of the AAIM
232 Board of Directors.

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Changes presented to APDIM Council: January 24, 2013

Changes approved by APDIM Council: January 24, 2013

Approved by AAIM Board of Directors: February 11, 2013

Effective date: February 11, 2013

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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.

279 **Duties:**

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

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

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

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