

1 **CDIM Guiding Principles**

2

3 **1. Name**

4 The name of the group shall be known as the Clerkship Directors in Internal Medicine
5 (hereinafter referred to as “CDIM”).
6

7 **2. Purpose**

8 CDIM is the organization of individuals responsible for teaching internal medicine to
9 medical students.
10

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

21 **3. Mission**

22
23 CDIM promotes excellence in the education of medical students in internal medicine by
24 developing, implementing, and disseminating ideas for curriculum, evaluation, research,
25 administration, and career development.
26

27 **4. Membership**

28 The AAIM bylaws authorize each founding member in the Alliance to define its own
29 membership criteria.
30

31 Membership in CDIM is offered to departments of internal medicine from qualifying
32 institutions that train medical students in internal medicine. Individuals in key positions
33 related to medical student education as outlined below represent these departments.
34

35 Qualifying institutions are:

- 36 • Liaison Committee on Medical Education (LCME)- or Committee on Accreditation of
37 Canadian Medical Schools (CACMS)-accredited medical schools with a department of
38 internal medicine.
- 39 • Community teaching hospitals with an Accreditation Council for Graduate Medical
40 Education (ACGME)- or Royal College of Physicians and Surgeons of Canada (RCPSC)-

41 accredited internal medicine training program housed in a department of internal
42 medicine.
43

44 Individuals may become a member of CDIM via their department or independent of their
45 department. Departments of internal medicine at institutions outside of the United States,
46 Canada, and the Commonwealth of Puerto Rico may be included by action of the CDIM
47 Council. Whenever possible, these departments should be from an institution approved by a
48 comparable accrediting entity for qualifying institutions. Individuals from an institution
49 without a department of internal medicine must apply for individual membership through the
50 AAIM Membership Committee.

51
52 **Member Categories**

53 *Physician/Non-Physician Educators*

54 Individuals who teach or have responsibility for teaching internal medicine to medical
55 students shall be designated as physician/non-physician educators. Such individuals may
56 include:

- 57 • Internal medicine clerkship director
- 58 • Internal medicine subinternship or acting internship director
- 59 • Chair or director of a department of internal medicine or other designated individual
60 responsible for the internal medicine student programs
- 61 • Directors of courses designed to build fundamental skills in history taking,
62 communication, and physical examination
- 63 • Directors of advanced clinical rotations in internal medicine (i.e., electives)
- 64 • Directors or co-directors of multidisciplinary and/or primary care clerkships;
- 65 • PhD and non-physician educators
- 66 • Persons no longer in the aforementioned categories who retain membership with the
67 consent of their department chair
- 68 • Former officers of the association.

69
70 *Education Administrators*

71 Individuals who do not have responsibility for teaching internal medicine to medical students
72 but support the programs that teach internal medicine to medical students shall be designated
73 as educational administrators. Such individuals may include:

- 74 • Clerkship administrator, coordinator, or other non-physician assistant to medical
75 student programs
- 76 • Others nominated by the department chair who fulfill major support roles for internal
77 medicine student training.

78 There may be an unlimited number of physician/non-physician educators and education
79 administrators from a qualifying institution.

80

81 **5. Meetings**

82 There shall be at least one regular meeting for the benefit of CDIM members annually.
83 Educational programs, workshops, seminars, and virtual programs will be developed through
84 support of the CDIM Council as a benefit to members.
85

86 **6. Governance**

87 CDIM shall be overseen by a council (CDIM Council). The CDIM Council reports to and is
88 delegated its authority by the AAIM Board of Directors. Duly elected officers and
89 councilors shall constitute the CDIM Council. The business and affairs of CDIM shall be
90 managed by the council as outlined in the AAIM bylaws. The officers of the council shall
91 consist of the President, President-Elect, Past President, and Treasurer. There will be nine
92 councilors. In addition, the council shall include the appointed chair(s) of the association's
93 standing committees. There shall not be fewer than thirteen council members (officers and
94 councilors). The council also includes the Chair of the CDIM Clerkship Administrators
95 Advisory Council as an ex officio voting member. No council member may hold more than
96 one office at any one time. The council will meet at least quarterly, either in person or by
97 conference call.
98

99 **A. Officers and their duties**

100

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

108 **President-Elect.** The President-Elect will serve a term of one year and at the end of one
109 year assume the role of president. The President-Elect shall in the absence or incapacity
110 of the President, perform the duties of the President. The President-Elect shall perform
111 other such duties as may be delegated from time to time by the President; and shall
112 otherwise function as a member of the council.
113

114 **Past President.** The Past President will serve a term of one year and shall in the absence
115 or incapacity of the President and President-Elect, perform the duties of the President,
116 and shall perform other such duties as may be delegated from time to time by the
117 President; and shall otherwise function as a member of the council.
118

119 **Treasurer.** The Treasurer will serve a term of three years and shall serve as council
120 representative to the AAIM Finance Committee. The Treasurer's primary roles are to
121 monitor the financial health of AAIM, and advocate for fiscally responsible decision-

122 making for AAIM. The Treasurer presents and advocates for the CDIM initiatives as
123 recommended by the full council. The Treasurer will provide regular reports to the
124 council on the work of the AAIM Finance Committee and the fiscal status of AAIM.
125 The Treasurer will perform other duties as outlined in the Council Treasurer Job
126 Description (Appendix 1).

127 **Other Conditions**

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

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

139 **B. Councilors**

140 CDIM Councilors will be current and active member of CDIM designated as
141 physician/non-physician educators. There shall be a total of nine (9) councilors of
142 which each serve a term of three years.

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

148 **Council Selection**

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

152 **C. Committees**

153 **Nominating Committee and Elections.** The President shall ensure a six (6) member
154 Nominating Committee is appointed at the start of each fiscal year (July 1). The immediate
155 Past President will serve as Chair of the Nominating Committee. The President will select
156 two active members annually to serve on the committee for two years. The outgoing
157

168 nominating committee chair continues to serve as a voting ex-officio member. Only
169 physician/non-physician educators can serve on the nominating committee.

170
171 The Nominating Committee shall propose a slate of candidates consisting of the President-
172 Elect and other council positions that may be eligible for election. All candidates must be
173 current, active members of CDIM. Educational administrator members are not eligible for
174 open officer or councilor positions. Candidates for president-elect and treasurer must have
175 served as a member of council at the time or any time prior to the of nomination.

176
177 The nominating committee is responsible for selecting the recipients for the CDIM Awards
178 for Excellence.

179
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 CDIM.

184
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.

189 190 191 **7. Finances**

192 CDIM is a founding member of AAIM. On an annual basis, a budget will be developed and
193 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 CDIM representative to the AAIM Finance Committee is the current
197 CDIM Treasurer.

198
199 On an annual basis the financial records of AAIM are subject to audit. The audit process is
200 overseen by the AAIM Audit Committee. CDIM shall have at least one representative on the
201 AAIM Audit Committee.

202
203 Members of the Council or CDIM 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 CDIM or AAIM.

206 207 **8. Voting**

- 208
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 CDIM
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.

220

221 **9. Amendments to Guiding Principles**

222

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

225

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

227 B. CDIM Council will review proposed amendments and vote to make recommendation to
228 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.

233

Changes presented to CDIM Council: January 24, 2013

Changes approved by CDIM Council: January 24, 2013

Approved by AAIM Board of Directors: February 11, 2013

Effective date: February 11, 2013

234

235

236

237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278

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:**

280

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:

284

- 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.

302

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

305

306