AIM Guiding Principles

1. Name

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

2. Purpose

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

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

3. Mission

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

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

4. Membership

The AAIM bylaws authorize each founding member in the Alliance to define its own membership criteria.
Membership in AIM is offered to individuals from qualifying institutions serving in a managerial capacity in a department or division of internal medicine. Managerial capacity is generally defined as a staff member who has exempt employment status and maintains responsibility for a defined area(s) of administration. Position titles for members may include chief administrative officer, director level positions for finance, research administration, clinical practice administration, compliance management, education, human resources, and information technology at the department level and division administrator.

Qualifying institutions are:

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

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

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

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

5. Meetings

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

6. Governance

AIM shall be governed by a council (AIM Council). The AIM Council reports to and is delegated its authority by the AAIM Board of Directors. Duly elected officers and councilors shall constitute the AIM Council. The business and affairs of AIM shall be managed by the council as outlined in the AAIM bylaws. The officers of the council shall
consist of the President, President-Elect, Past President, and Treasurer. There will be six
councilors (no fewer than two, and no more than four, of either institutional or individual
members). In addition, the council shall include the appointed chair(s) of the association’s
standing committees. There shall not be fewer than ten council members (officers and at-
large members). No council member may hold more than one office at any one time. The
council will meet at least quarterly, either in person or by conference call.

A. Officers and their duties

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

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

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

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 AIM 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 administrator in a
department of internal medicine, 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

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

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

If an active member serving on the council in any capacity other than President-Elect, President, or Past President leaves their management 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, one institutional member-at-large, and one individual member-at-large. 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.

C. Committees

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

The Nominating Committee shall propose a slate of candidates consisting of the President-Elect and other council positions that may be eligible for election. All candidates must be current, active members of AIM. Any current, active institutional or
individual member may be eligible for the position of President. Both institutional and
individual members are eligible for all other council positions.

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

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

### 7. Finances

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

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

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

### 8. Voting

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

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

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

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

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
Appendix 1

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.
Duties:

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

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

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