

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)-accredited medical schools, Committee on Accreditation of Canadian Medical Schools (CACMS)-accredited medical schools, or Commission on Osteopathic College Accreditation (COCA)-accredited medical schools/colleges 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.

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 and Audit 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 and Audit 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. Election to Council

An annual call for nominations shall be distributed to current members for nominations for open council positions, which will usually include councilors (three), president-elect, and treasurer (every three years). All candidates must be current members of AIM who have been members for at least three years and have attended two Alliance conferences in the last four years. Only physician members are eligible for any open officer or councilor positions. Members who have previously served on the council may not be re-nominated. To be nominated to serve as an officer (president-elect or treasurer), a member must have served on the council within five years prior to nomination.

Chaired by the immediate past president, the council shall propose a slate of candidates for council positions that may be eligible for election. The slate shall be distributed electronically to members and candidates selected by majority selection of voting members.

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 funds for AIM initiatives must be submitted to the AAIM Finance and Audit Committee for consideration. The AAIM Finance and Audit Committee will submit appropriate requests to the AAIM Board of Directors for approval. The AIM representative to the AAIM Finance and Audit Committee is the AIM Treasurer.

On an annual basis, the financial records of AAIM are subject to audit. The audit is overseen by the AAIM Finance and 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.

Effective Date:

July 1, 2022

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 and Audit 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 and Audit 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 and Audit Committee.
7. Meet in person once per year with the other Council Treasurers to review and develop an AAIM Finance and Audit 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 and Audit 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.