

## **BYLAWS OF THE ALLIANCE FOR CLINICAL EDUCATION (ACE)**

The purpose of this document is to define the governance for the Alliance for Clinical Education, herein after words referred to as ACE.

The Alliance for Clinical Education's mission is to foster collaboration across specialties to promote excellence in clinical education of medical students.

In support of its mission, ACE will take a national leadership role in promoting:

- the recognition of excellent medical education as the enduring core mission of medical schools with a concomitant commitment of adequate resources
- collaboration, communication, and resource sharing among educators in different clinical disciplines, including a multidisciplinary approach to core competencies for medical students
- innovation in medical student education based on well-designed research, especially as this applies across clinical disciplines
- professional development of clinical medical educators
- service to our constituent organizations, other organizations in academic medicine, clinical medical educators and students as a resource for information, ideas, and advocacy

The Alliance for Clinical Education uses the following values to guide all its operations:

- Collaboration
- Open Communication
- Trust
- Commitment to Personal/Professional Development
- Innovation
- Outcomes Focus

## **Article I. MEMBERSHIP**

**Section 1.01.** We are a consortium of organizations whose members provide major oversight for the clinical education of medical students. These organizations include, but are not limited to, those listed in Appendix A.

**Section 1.02.** Representatives

A minimum of two (2) and up to four (4) representatives from each organization will comprise the General Council. One (1) of these representatives will be designated to be on the Executive Committee of ACE. The organizations shall be responsible for naming representatives and replacements to the ACE General Council and the ACE Executive Committee.

The ACE Executive Committee shall be comprised of the Officers and one (1) representative from each constituent organization, chosen by the constituent organization. Each constituent organization has the right to designate an alternate representative to act on behalf of the designated representative for the purpose of participating in Executive Committee decisions.

**Section 1.03.** Becoming a Member of ACE

Any organization whose mission fits with the mission of ACE may apply for membership. Approval of the application for membership requires a unanimous vote of the Executive Committee.

**Section 1.04.** Active Membership

Voting privileges will be suspended if organizational dues are not paid in full within six (6) months of the deadline, unless agreed upon by the other members of the Council. Membership dues are non-refundable.

**Section 1.05** Membership Termination

For cause, a group's membership may be revoked upon unanimous decision of the other organizations on the Executive Council.

## **Article II. MEETINGS**

**Section 2.01.** Business Meeting

The annual General Council business meeting shall be held once per year at the Association of American Medical Colleges meeting. This meeting is for ACE representatives and those otherwise invited.

**Section 2.02. Notification of Meetings**

The General Council shall be notified of the time and location of the annual business meeting at least thirty (30) days prior to the meeting.

**Section 2.03. Conference Calls**

Quarterly conference calls of the Executive Committee will be scheduled in such a way as to ensure that each group can be represented. If a member of the Executive Committee from a constituent organization is not available, the constituent organization may designate another member of the General Council as their representative. Dates shall be determined by the President of ACE.

**Section 2.04. Presiding Officer**

The President of ACE or his/her designee shall preside over the annual business meeting and conference calls.

Article III. **OFFICERS**

**Section 3.01. President**

A. Term of Office

The term of President is three (3) years. The President-Elect will be elected one (1) year prior to beginning the term of President. His/her term will commence at the end of the annual meeting in that year.

B. Duties

The President or his/her designee shall function as a formal liaison between ACE and constituent organizations, the Association of American Medical Colleges, the Liaison Committee for Medical Education, and any other organization the General Council deems appropriate. The President shall convene the annual meeting, conference calls, and special conference calls. The President will serve as an ex-officio member of the Executive Committee on ACE business, casting votes only in the instance of a tie.

**Section 3.02. Past President**

A. Term of Office

The term of Past President is three (3) years. The Past President will begin this term upon the President assuming office.

B. Duties

The Past President shall advise the President. At the request

of the President the Past President may preside over the annual business meeting and conference calls. The Past President will chair of the Nominating Committee. The Past President will serve as an ex-officio member of the Executive Committee on ACE business.

**Section 3.03. President-Elect**

A. Term of Office

The term of President-Elect is one (1) year. The President-Elect will begin this term at the annual meeting wherein the office is elected.

B. Nomination and Election

The President-Elect shall be nominated from within the General Council. The President-Elect will be elected as outlined by Article V, Section 5.01.

C. Duties

The President-Elect shall complete duties as assigned by the President. The President-Elect shall preside over the annual business meeting and conference calls at the request of the President. The President Elect will serve as an ex-officio member of the Executive Committee on ACE business.

**Section 3.04. Treasurer**

A. Term of Office

The term of Treasurer is three (3) years. The Treasurer will begin this term at the annual meeting wherein the office is elected.

B. Nomination and Election

The Treasurer shall be nominated from within the General Council. The Treasurer shall be elected as outlined by Article V, Section 5.01.

C. Duties

The Treasurer shall complete duties as assigned by the President. The Treasurer shall prepare an annual budget as well as provide quarterly expense reports for the conference calls. The Treasurer will serve as an ex-officio member of the Executive Committee on ACE business.

**Section 3.05. Vacancies**

In the event the President is unable to complete his/her term of service, the Past President shall assume the duties of President until an election can be scheduled. The newly elected President shall assume the duties of President immediately.

In the event that the Treasurer is unable to complete his/her term of service, the President and the Executive Committee will name an individual to carry out these duties until an election can be scheduled.

In the event the President-Elect is unable to assume the Presidency the current President will continue as President until an election can be scheduled.

If the Past President is unable to fulfill his/her duties, the President and the Executive Committee will appoint a chair of the Nominating Committee.

In the case of a vacancy not otherwise considered, the Nominating Committee shall be responsible for preparing a ballot and distributing and tallying the ballots.

Article IV. **COMMITTEES**

**Section 4.01. Executive Committee**

The ACE Executive Committee, as outlined in Article I, Section 1.02, shall have the normal duties of an executive committee and shall advise the President on matters related to ACE. The Executive Committee is authorized to carry out the business of the organization.

**Section 4.02. Nominating Committee**

The Nominating Committee shall consist of the immediate Past President, who serves as the Chair of the Nominating Committee and two members of the General Council from organizations other than that of the Past President who are selected by the President. The Nominating Committee shall be responsible for constructing electoral slates for the President-Elect and Treasurer, preparing a ballot and distributing and tallying of ballots.

**Section 4.03 Standing Committees**

Standing committees will be formed to conduct some of the business of ACE at the discretion of the Executive Committee. Each committee will have a representative from each organization who is appointed by the organization, who may or may not be a

member of the General Council. The chair of the committee must be a member of the General Council or the Executive Committee (with the exception of the President) who is recommended by the President and approved by the Executive Committee. The chair of the committee shall serve for two (2) years and may be reappointed by the Executive Committee.

**Section 4.04.** Ad hoc Committees

The President, upon approval by the Executive Committee, shall appoint any special and/or ad hoc committees as may be deemed necessary to carry out the objective and activities of the organization as mandated by the voting membership.

Article V. **ELECTIONS**

**Section 5.01** Voting for Officers

The General Council will conduct an election for President-Elect and Treasurer. Officers will be elected by a majority vote of Council members. Ballots must be received by the announced deadline to be considered. The results will be announced at the annual meeting.

Each constituent organization will be given four (4) votes that may be cast during any election. If there are fewer than four (4) representatives from an organization, the representatives must caucus before an election to determine how their votes will be cast.

**Section 5.02** Voting for Membership and Bylaws Amendments

The Executive Committee may conduct an election to approve new member organizations and bylaws amendments. All constituent organizations must participate and approval must be unanimous.

**Section 5.03** Regular Conduct of Business

Issues that require a vote that are not otherwise specifically delineated in these By Laws will be determined by a simple majority vote of the Executive Committee representatives or their designee. In the event of a tie vote, the President shall cast the majority vote.

Article VI. **FINANCE**

**Section 6.01** Income

The regular source of income to the organization shall be organizational dues the amount of which will be determined by the General Council.

**Section 6.02** Financial Management

The President and Treasurer will present an annual budget to the General Council at the annual meeting. Additional expenditures will be approved by the Executive Committee.

**Section 6.03** Indemnification

No single member organization, officer or council member will be held liable for debts incurred by the organization.

**Section 6.04** Dissolution

In the case of dissolution of the ACE, all debts will be retired and the remainder will be equally distributed to the member organizations. Dissolution may occur with a two-thirds majority vote of the General Council.

**Section 6.05** Fiscal Year

The ACE fiscal year will run from October 1 through September 30 of the following year.

Article VII. **PARLIAMENTARY AUTHORITY**

**Section 7.01** Robert's Rules of Order (latest edition) shall be the authoritative source for matters not specifically discussed in these Bylaws.

Article VIII. **AMENDMENTS TO BYLAWS**

**Section 8.01** Any member may propose an amendment to the By Laws. This should be presented in writing. When a majority of the member organizations endorse the proposed amendment it will be added to the ballot as defined in Article V, Section 5.02.

## APPENDIX A

A. Organizations: The following organizations are currently members of the Alliance for Clinical Education.

- Association of Directors of Medical Student Education in Psychiatry (ADMSEP)
- Association of Professors of Gynecology and Obstetrics (APGO)
- Association for Surgical Education (ASE)
- Clerkship Directors in Emergency Medicine (CDEM)
- Clerkship Directors in Internal Medicine (CDIM)
- Consortium of Neurology Clerkship Directors/American Academy of Neurology (CNCD)
- Council on Medical Student Education in Pediatrics (COMSEP)
- Society of Teachers of Family Medicine (STFM).

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