



Universal SGIM Regional Bylaws

Proposed September 2016

Approved by each region between September 2016 and April 2017

1. **Definition and Membership.** There are 7 regions of the Society of General Internal Medicine (SGIM). Members of each region are comprised of those SGIM members that reside in the geographic distribution of the regions as defined below.
 - a. California: California and Hawaii
 - b. New England: Massachusetts, Rhode Island, Connecticut, Vermont, Maine, New Hampshire
 - c. Mid-Atlantic: New York, New Jersey, Delaware, Maryland, Pennsylvania, District of Columbia, Puerto Rico
 - d. Northwest: Alaska, Idaho, Montana, Oregon, Washington
 - e. Midwest: North Dakota, South Dakota, Minnesota, Nebraska, Oklahoma, Kansas, Iowa, Missouri, Wisconsin, Illinois, Indiana, Michigan, Ohio
 - f. Southern: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia, West Virginia
 - g. Mountain West: Arizona, Colorado, Nevada, New Mexico, Utah, Wyoming

International Members

International members will be able to join the region that is most geographically accessible to them in order to participate in regional activities.

2. Purpose

- a. To hold an annual regional meeting that includes an educational program and/or scientific program and a regional business meeting.
- b. To provide meeting attendees the opportunity to learn about SGIM, present scholarship, network, and develop/enhance their scholarship and skills in General Internal Medicine.
- c. To promote recruitment of new members to SGIM and to promote involvement of members in regional and national SGIM activities
- d. To promote career development in the areas of education, clinical practice, research and scholarship, and program administration
- e. To foster peer networking and mentorship among SGIM members at the

regional level

- f. To facilitate alignment and implementation of regional and national organizations of SGIM.

3. Governance

Each region will be governed by an elected Regional Council with the following positions

- a. President: The President leads the strategic initiatives of the region. They serve as the contact person between the region and national organization and as the regional representative to the Board of Regional Leadership (BRL). The President will chair the regional executive committee and chair the annual business meeting. The President assumes offices at the time of the Annual Regional Meeting. The office requires a three year commitment – one year as elect, one year as president, and one year as immediate past-president.
- b. President-Elect. The President elect serves on the regional executive committee. They assume office at the time of the Annual Regional Meeting and will assume the duties of the President the following year. The term of office as President Elect spans from one annual regional meeting to the next, approximately 1 year immediately preceding the term as president. The President-Elect has the responsibility to begin to work with the SGIM staff to determine the city and venue for the Regional meeting that they will be planning when they assume the duties of President.
- c. Past-President. The Past-President advises the present President, serves on the Executive Committee, and oversees the regional election process. The term spans from one annual regional meeting to the next, approximately 1 year immediately following the term as president.
- d. Regional Membership Chair. The Membership Chair is responsible for strategic planning towards a healthy rate of growth of membership and participation in regional meetings. The Membership Chair is invited to be a member of the National Membership Committee during their term. The National Membership Committee is a core committee of SGIM. The Regional Membership Chair will work with the National Membership Committee to monitor regional membership, participation at regional meetings, and regional participation in national meetings. The term is 2 years: 1 year as membership chair elect and 1 year as membership chair.
- e. Secretary Treasurer. The Secretary Treasurer will be responsible for working with the National SGIM Staff to review and prepare financial reports pertaining to the regional meeting and regional activities in accordance with the regional financial plan. The regional budgets will be submitted to and reviewed with the National SGIM finance committee on

an annual basis. The term is 2 years; 1 year as regional secretary treasurer chair elect and 1 year as regional secretary treasurer chair.

4. Role of the Board of Regional Leadership

The goal of the Board of Regional Leadership (BRL) is to promote best practices, information exchange, academic collaboration, trainee engagement, and consistent strategic planning between and among the Regions and with the SGIM Council. The BRL is comprised of the presidents of the seven regions and is chaired by a Council appointed designee. The BRL Chair is an ex officio non-voting Council member serving a two year term.

5. Additional Appointed Positions

In addition to the elected council members, some regions may choose to have additional appointed leadership positions such as a regional meeting chair, other members of the regional planning committee, a resident council member, or a council member at large. The meeting chair would work with the Regional Leadership Council including the Secretary Treasurer to ensure that the strategic goals and financial strategy of the meeting is specified as stated in the Regional Financial Plan.

6. Elections

A nominating committee will be formed by the Immediate Past-President and include 3 or more members of the region. Nominations will be sought from the full membership of the region. The nominating committee will select 2 candidates for each position. If 2 candidates are not available, 1 candidate will be able to run unopposed.

- a. The slate of candidates will be sent to the regional voting membership at least 60 days prior to the Annual Regional Meeting. Votes must be received at least 30 days prior to the meeting.
- b. Council members (President-elect, Regional Membership Chair, and Secretary Treasurer) shall be elected by a plurality of votes cast for each individual office or position.

7. The Regional Annual Meeting

- a. The regional society shall have an annual meeting
- b. The content of the meeting will be determined by the regional leadership but should include a business meeting and content in the domains of education, scholarship, and career development that advance the goals of the regions.
- c. Decisions about the venue and location of the annual meeting should be part of a regional strategic plan with the goal of a revenue positive or neutral meeting. Revenue to support the venue and other costs of the meeting are generated from submission fees and attendance fees for the regional meeting. Additional revenues to support the

meeting may be sought by regional leadership in accordance with the policies of national SGIM.

- d. The regional leadership will work collaboratively with national SGIM staff to select the dates, city and venue for the meeting. The goals are to have at least 2 weeks between regional meetings and at least 4 weeks between a regional meeting and the national SGIM annual meeting. The National Executive Committee will provide oversight to ensure that the regional meeting schedule allows for adequate staffing of both regional and national meetings.

8. Dues

There are no regional dues. The dues for membership to SGIM shall be managed and established annually by national SGIM. Failure to pay the annual dues for national SGIM will result in non-member status.

9. Administration of Funds

- a. The national SGIM shall maintain a bank account that includes the regional funds and from which the regions will receive and disburse funds for their activities. Funds shall be used to support the Annual Regional Meeting, to conduct regional activities, and for other purposes in direct support of regional business as determined by the regional officers. The President will work with the Secretary Treasurer to provide a financial report to the Regional Council at the Annual Regional Meeting and to the Finance Committee of the National Council of SGIM.
- b. In accordance with the Regional Financial Plan, regions should maintain at least 25% of the expenditures of regional meetings (average over past 3 years) as reserves in order to cover potential revenue negative meetings.
- c. In accordance with the Regional Financial Plan, the regions will support the costs of the national Society's abstract review and management system for the regional meetings.

10. Amendments

Proposed amendments to the Bylaws shall first be submitted to the Board of Regional Leadership for approval and recommendations. The recommendations will then be submitted to National SGIM Council for recommendations and approval.

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