



BYLAWS  
OF THE  
INTERNATIONAL FEDERATION  
FOR  
EMERGENCY MEDICINE

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BY LAWS OF THE INTERNATIONAL FEDERATION FOR EMERGENCY MEDICINE

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**ARTICLE I: NAME AND DEFINITION**

The International Federation for Emergency Medicine (hereafter IFEM) is an international association composed of national emergency medicine organizations that are members of the IFEM as defined by these bylaws. IFEM represents a coordinating consortium of these organizations.

These bylaws represent the “Regulations” as defined in the Constitution and outline the general operational guidelines and policies for the IFEM.

**ARTICLE II: MISSION AND GOALS**

The mission of the IFEM is to “promote at an international level interchange, understanding and cooperation among physicians practicing emergency medicine”.

IFEM should aim to be recognized as the international voice for quality emergency medical care. The IFEM will carry out its activities as outlined in these bylaws.

Goals of the IFEM, outlined in its Charter, are to:

1. exchange information on topics of international interest;
2. provide a mechanism for international collaborative research;
3. provide a mechanism for international elective opportunities for trainees in emergency medicine programs;
4. provide an avenue for international sabbatical and exchange opportunities for practitioners of emergency medicine;
5. act as a forum for common problems and approaches to solving problems specific to emergency medicine;
6. offer advice and guidance to emergency medicine practitioners worldwide in the formation of national associations and training and certification programs;
7. provide a network system of centers to facilitate international cooperation in the event of national or manmade disasters;
8. organize an international conference on topics of interest in emergency medicine, and
9. act as a resource in the development of emergency medical services.

Additionally, IFEM aims to:

10. promote unrestricted access to emergency healthcare throughout the world;
11. promote and further develop emergency medicine as a unique and specified body of knowledge in all countries;
12. advance public education and awareness of the science and practice of emergency medicine;
13. promote at an international level interchange, understanding and cooperation among physicians practicing emergency medicine;
14. be recognized as the international voice for quality emergency medical care;
15. promote excellence in healthcare services and cultivate and encourage high principles of practice, ethics and professional integrity in relation to emergency medicine care, medicine practice, education, assessment, training and research;
16. promote and encourage the study, research and advancement of the science and practice of emergency medicine;
17. facilitate the advancement of specialist education and training in emergency medicine through the conduct of projects and research;
18. establish the status of ‘Fellowship’ and to confer on appropriately qualified individuals (as determined by criteria set by the Board) to that status;
19. establish the IFEM Humanitarian Award and to confer on appropriately qualified individuals (as determined by criteria set by the Board) that Award;

20. foster and promote cooperation and association with organizations which have objectives similar to the Company internationally;
21. provide authoritative advice, information and opinion to other professional organizations, to governments and to the general public in relation to emergency medicine;
22. monitor issues affecting the interests of the Company and to take all such actions as may be deemed necessary for the protection of those interests;
23. hold or sponsor meetings, lectures, seminars, symposia or conferences, to promote understanding in medicine and related subjects;
24. provide support for public education programs related to emergency medicine, and
25. provide policy recommendations on international, public and governmental issues related to emergency medicine.

IFEM supports and endorses the following principles:

1. All countries should provide unrestricted access to emergency healthcare.
2. Emergency medicine encompasses a unique and specified body of knowledge and should be recognized as a distinct independent medical specialty in all countries.

## **ARTICLE III: MEMBERSHIP**

### **Section 1: Eligibility**

Any national emergency medicine professional association or organization that represents emergency medicine physicians in that country is eligible for consideration of membership in the IFEM. Each country may be represented by only one (1) voting national emergency medicine organization in IFEM.

### **Section 2: Categories of Membership**

The categories of membership in IFEM are:

#### **2.1 Founding Member**

This category applies to the four (4) founding member associations (the Australasian College for Emergency Medicine, The American College of Emergency Physicians, The British Association for Emergency Medicine (known as the College of Emergency Medicine as of 2008), and the Canadian Association of Emergency Physicians). Each of these four associations will have one (1) Assembly representative, each appointee will have one (1) full vote.

#### **2.2 Full Member**

A Full Member of the IFEM will be the leading national emergency medicine organization for physicians in a country in which emergency medicine is officially recognized as a medical specialty and where there also exists at least one (1) recognized training program in emergency medicine. A Full Member will appoint one (1) representative to the Assembly; this representative will have one (1) full vote. Full Members are eligible to apply for consideration for the right to host the IFEM's biennial conference, ICEM.

#### **2.3 Affiliate Member**

An Affiliate Member may be any national emergency medicine organization for physicians practicing emergency medicine in a country where the specialty of emergency medicine is not yet officially recognized or residency equivalent training programs in emergency medicine do not yet exist. An Affiliate Member may also be any additional national emergency medicine organization for physicians practicing emergency medicine from a

country already represented by a Full or Founding Member. Affiliate Members may appoint one (1) non-voting member to the Assembly. Affiliate Members are eligible to apply for consideration for the right to host the IFEM's biannual conference, ICEM.

#### **2.4 Ex-officio Member**

An Ex-officio member will be defined as a multinational emergency medicine organization. Ex-officio members may appoint one (1) non-voting member to the Assembly.

### **Section 3: Application for Membership**

Any organization applying for Full or Affiliate membership should send an appointed representative knowledgeable about the organization and the country to a regular Assembly meeting at which the vote on this membership will occur. If such a representative is not present at the IFEM Assembly meeting, the Board may decide not to approve the application.

Application for membership will be made in writing on the application form approved by the IFEM Assembly providing additional documentation supporting the category for which the application is made as required. The deadline to submit such applications will be at least 90 days prior to an agreed upon regular Assembly meeting. Applications must be accompanied by an application fee equivalent to one year's annual dues subscription. In the event that the application is unsuccessful, 50% of the fee will be refunded. Applicants may apply for a waiver of the application fee by completing a waiver form for consideration by the Treasurer giving the reasons for requesting the waiver. The Board of Directors will review all applications for membership in advance and make a recommendation on the acceptance and category of membership for all new members. Final acceptance for any new member will be by approval of at least two thirds of all members of the Assembly present and eligible to vote.

### **Section 4: Resignation of Membership**

Any member may resign from the IFEM by giving written notice to the Board.

### **Section 5: Change of Membership Category**

Any IFEM member who wishes to change their category of membership may do so by making a written application to the Assembly and providing appropriate documentation for the category of application. If the change in category is not approved, the member will retain their previous membership category.

### **Section 6 Failure to Comply with Rules and Regulations**

Members will be expected to comply with established Federation rules and regulations to include the payment of dues. All such rules and regulations will have been ratified by the Board or Assembly. Failure to comply with established rules and regulations may result in:

1. For Full or Founding Members: loss of vote at subsequent Assembly meetings until such failure(s) to comply has been corrected.
2. for all Members: if, as determined by a two thirds (2/3) vote of the Assembly, there is persistence in failure to comply, or if failure to comply is judged sufficiently egregious, loss of membership.

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## **ARTICLE IV: IFEM ASSEMBLY**

### **Section 1: Activities of the Assembly**

1. The IFEM Assembly will provide a forum for discussion and a mechanism for collaboration on issues relating to international emergency medicine.
2. The Assembly will act to carry out the activities of the IFEM as per these bylaws and revise the bylaws as required.
3. The Assembly will review and vote on approval of any actions taken by the Board and Executive between meetings of the Assembly, and shall approve committee reports.
4. The Assembly is responsible for ratification of the Board's selection and maintenance of a permanent secretariat at a permanent site.
5. The Assembly will be responsible for ratification of the Board's recommendations on applications for IFEM Fellowship, the Humanitarian Award, and for the hosts of future ICEM for ratification by the Assembly.
6. The Assembly shall be responsible for ratifying the Board's actions concerning the general structure and operation of each ICEM, and IFEM publications or products.
7. The Assembly will elect the members of the Board including all officers of the Executive.

### **Section 2: Composition and Procedures**

The Assembly is composed of one (1) voting representative from each of the Founding members and one (1) voting representative from each Full member. Representatives of Affiliate members may attend and participate in Assembly meetings but do not have the right to vote. All member representatives must be emergency physicians. Generally the representatives should be the current president of each national organization but other members of national organizations may be appointed as the Assembly representative if Presidential duties are prohibitive or if the president is not an emergency physician. The recommended minimum term of office for each Assembly representative is one (1) year. If unable to attend an Assembly meeting, the national representative may temporarily appoint another person from that organization as their voting representative. That national organization will be required to notify the IFEM prior to the Assembly meeting of this temporary appointment. Any such change must be made in writing by the member organization to the Secretariat.

The Assembly's primary purpose will be to ratify or reject proposals brought forward by either the Board or the Executive. The Assembly will have the final decision-making power for major issues related to the IFEM. The Assembly may refer action items to either the Board or to the Executive.

### **Section 3 Meetings of the Assembly**

Members of the Assembly should attend regular meetings a minimum of three (3) times every two (2) years. One (1) meeting will occur during the biannual International Conference on Emergency Medicine (hereafter ICEM). The other regular Board meetings will be scheduled during the American College of Emergency Physicians Annual Scientific Assembly. Additional meetings may be scheduled if accepted by at least two-thirds of the current voting members of the Board. Additional meetings may be proposed either during regular meetings or via e-mail. If a meeting is proposed by e-mail, Assembly members will be required to return their vote within 14 days. At least 90 days notice must be given to each Assembly member prior to such an additional meeting.

Material that will require a vote at an Assembly meeting and is related to proposed changes to these bylaws or new membership applications must be received by each member at least 60 days prior to that meeting.

Each member association is responsible for ensuring the attendance of their Assembly representative at meetings. IFEM is not to be held accountable for any costs accrued for these meetings by members of the Assembly.

A quorum of the Assembly shall be at least 50 percent plus one member of all eligible voting members. Without quorum, there can be no vote with respect to changes in the bylaws, acceptance of policies or approval of new member applications. Discussion pertinent to such issues may occur and be brought forward in the Minutes in the absence of a quorum.

#### **Section 4: Proxies**

Voting by proxy in respect to a particular resolution is permitted; the proxy is not entitled to vote on the resolution(s) other than as originally specified, nor allowed to vote on resolutions not identified prior to the Assembly meeting.

Any Assembly member may indicate in writing to the IFEM Secretariat at least 48 hours in advance of an Assembly meeting that they wish to assign their vote to a proxy for a specific resolution or resolutions. The Secretariat will procure a signed proxy from that member, in which both the identity of the proxy and the vote for the resolution(s) are clearly indicated. The proxy shall be selected from the membership of the Assembly. A PDF version of an original signed document will be accepted as a valid signed proxy.

#### **Section 5: Participation in Meetings by Telephone or Video conference**

A meeting of the Assembly may be held with one or more of the Members taking part by telephone or other means of audio or audio-visual communication and when each of the Members participating in the communication is able to read the written contributions or hear each of the other participating Members. A meeting of the Assembly may only be held in this manner where all of the Members have access to the communication facilities to be used for the meeting.

### **ARTICLE V: IFEM BOARD**

#### **Section 1: Activities of the Board**

1. The IFEM Board will provide a forum for discussion and a mechanism for collaboration on issues relating to the operation of the IFEM.
2. The Board will act to carry out the activities of the IFEM as per these bylaws and revise the bylaws as required.
3. The Board will review and vote on any actions taken by the Executive between meetings of the Board, and shall approve committee appointments.
4. The Board is responsible for selecting and maintaining a permanent secretariat at a permanent site subject to ratification by the Assembly. The Board will be responsible for establishing a funding mechanism for the secretariat.
5. The Board will be responsible for considering and voting on all applications for IFEM Fellowship, the Humanitarian Award, and for recommending the hosts of future ICEM for ratification by the Assembly.
6. The Board shall be responsible for reviewing and approving the general structure and operation of each ICEM.
7. The Board will elect the members of the IFEM Executive not otherwise elected by the Assembly.

## Section 2: Composition and Procedures

The Board is composed of the Officers of the Executive and six other individuals, elected as Directors by the Assembly, provided that this election creates a Board that includes at least one (1) representative respectively from the following regions:

1. North America: USA, Canada, Bermuda, Bahamas, or other English speaking islands in that region;
2. Central and South America: Mexico and every country south of it plus all the Caribbean countries except those that are primarily English speaking;
3. Africa: all its component countries including Egypt;
4. Europe: all the countries west of the Urals, also including Iceland, Cyprus, Turkey, Russia, and Israel;
5. Asia: all the continental Asian countries including Japan, Singapore, Taiwan, Indonesia, Philippines and Brunei;
6. Australasia: Australia, New Zealand, New Guinea, Papua New Guinea, East Timor, Micronesia, and the other island states in "Oceania".

These six regional representatives will be elected from IFEM Assembly members or their nominees. In addition, up to two non-voting members of the Board may be appointed to comply with the residency requirement imposed by law, if they are already not there on the Board in any other capacity'. Generally individuals elected to the Board should have previously served on the Assembly. The term of office for each Director is two (2) years.

The Board's primary purpose will be to approve or reject proposals brought forward by either the Executive or by committees. The Board will have the decision-making power for all major issues related to the IFEM not specifically retained by the Assembly, subject to review by the Assembly. The Board may refer action items to either the Executive or to a committee of the IFEM.

## Section 3: Election of the Board

### 3.1 Nominations

A Nominations Committee will be established by the President for the purposes of the election of new members of the Board. The Chairman of the Nomination Committee will advise the Secretariat to call for nominations for vacancies in accordance with these Bylaws.

Nominations for candidates for the Board positions must be submitted at least 90 days prior to the Assembly meeting at which the election will take place. Generally elections will occur every two (2) years during the Assembly meeting held at the ICEM. Nominations brought forward must be signed by a representative of the member organization of the nominee and contain a consent to act if elected by the person nominated. Each nomination must be accompanied by background demographics and personal information on the candidate.

If the number of nominations of candidates for election as Elected Board Members does not exceed the number of vacancies the candidates so nominated shall be declared duly elected at the designated Assembly meeting. In the event that there is more than one valid nomination for any one position, the Chairman will initiate the election process.

The Nominations Committee will be a sub-committee of the Governance Committee.

### 3.2 Election

Nominations together with candidate information shall be circulated to each Member eligible to vote, at least 30 days prior to the date of the Election. Voting members are the official association representatives for Founding and Full members. Balloting lists shall be prepared containing in



alphabetical order the names of the candidates nominated, and circulated at the designated Assembly meeting. Voting will be by secret ballot. Two (2) of the three Nomination Committee members will count the votes independently and ensure the results are the same. If there is discordance in vote counts, the Chair will determine the final results after review of all votes. All election results are the result of a simple majority victory.

All Assembly members and the President will cast votes. Should the scrutineers find a tied vote, then the President's deliberative vote will be added to the count. If there is no tied vote, the President's vote will be ignored. The only results announced will be the result of the final count.

If there are more than 2 candidates in the election, a winner can be declared only if that person has won more than 50% of the total vote count. In the case of more than 2 nominees and the failure of one candidate to procure more than 50% of the total votes, the nominee with the lowest vote total will be removed from the ballot. A second round of voting would then take place. This can be repeated until such time as a majority vote for one candidate is obtained.

Results of the final vote will be announced at the same Assembly meeting, but only after all pending elections have been completed. In the event that someone has been nominated for more than one position, then the results of the first election will be announced prior to the next election involving that candidate.

Once a candidate has been elected to a position, his name will be removed from the ballot of any subsequent elections or nominations at that Assembly meeting. It will be the responsibility of the candidate nominated for more than one position to identify to the Nomination Committee prior to the elections which position is to be considered the most desired position.

#### **Section 4: Vacancies**

In the event of any vacancy in the membership of the Board, including the Officers of the Executive, caused by anything other than by the retirement of a Director at the end of their term, the Board may appoint a qualified person to fill the remainder of the unexpired term. Any Officer or Director so appointed will hold office only until the conclusion of the next Assembly meeting but will be eligible for election at such meeting.

#### **Section 5: In-person Meetings of the Board**

Members of the Board will attend regular meetings a minimum of (1) time every year. One (1) meeting will occur during the biannual International Conference on Emergency Medicine (hereafter ICEM). The other regular Board meetings will be scheduled during the American College of Emergency Physicians Annual Scientific Assembly. Additional meetings may be scheduled if accepted by at least two-thirds of the current voting members of the Board. Additional meetings may be proposed either during regular meetings or via e-mail. If a meeting is proposed by e-mail, Board members will be required to return their vote within 14 days. At least 60 days notice must be given to each Board member prior to such an additional meeting.

Material that will require a vote at a Board meeting and is related to proposed changes to these bylaws or new membership applications must be received by each member at least 28 days prior to that meeting.

Each member association is responsible for ensuring the attendance of any elected Board representative at Board meetings. Unless otherwise agreed, IFEM is not to be held accountable for any costs accrued for these meetings by Board members.

A quorum of the Board shall be at least 50 percent plus one member of all eligible voting members. Without quorum, there can be no vote with respect to changes in acceptance or approval of policies or recommendations. Discussion pertinent to such issues may occur and be brought forward in the Minutes in the absence of a quorum.

**Section 6: Telephone or Video conference meetings**

A meeting of the Board may be held with one or more of the Directors taking part by telephone or other means of audio or audio-visual communication and when each of the Directors participating in the communication is able to read the written contributions or hear each of the other participating Directors. A meeting of the Board may only be held in this manner where all of the Directors have access to the communication facilities to be used for the meeting.

**Section 7: Written Resolutions**

A written resolution signed or approved by electronic mail by 75% of all Board Members entitled to vote is taken to be a decision of the Board Members passed at a meeting of the Board duly convened and held. The written resolution may consist of:

1. several documents in like form, each signed by one or more Director and, if so signed, takes effect on the last date on which a Director signs one of the documents; or
2. the printed record of several electronic mail messages each indicating the identity of the sender, the text of the resolution and the sender's agreement or disagreement to the resolution, as the case may be, and such a resolution takes effect on the date on which the last Director sends such a message.

**ARTICLE VI: EXECUTIVE****Section 1: Officers**

The Officers of the Executive will be the President, Vice-President, Secretary, Treasurer, Member-at-large, Immediate Past President, and President-Elect and other Members as determined from time to time by the Board. The Assembly will elect all voting Officers of the Executive, except for any Members-at-Large which shall be elected by the Board. A majority vote of approval is required for each Officer.

The term of office for the President, President-Elect, Immediate Past President, Vice-President, Secretary, and Treasurer will be two (2) years. The President-Elect will serve as a non-voting member of the Executive for that period unless already an Officer of the Executive. At the end of this term, the President-Elect will assume the position of President. The term of the Immediate Past President will commence with the beginning of the term of his successor. The Immediate Past President will be allowed to vote only in the event of a tie in voting of the other four (4) voting members of the Executive. The ICEM conference organizer for the immediate up-coming ICEM will be a non-voting Member-at-large of the Executive. The secretariat will be asked to participate on the Executive as a non voting ex-officio member.

In electing a President, the Board must choose an individual who is either a current or former Board member or Assembly representative. All other Officers should be current members of the Board or Executive or have previously served on the Board or as a Committee Chair at the time of nomination or re-nomination. Nominations for candidates for the officer positions must be submitted at least 90 days prior to the Board meeting when candidate election will take place. Generally elections will occur every two (2) years during the Board meeting held at the ICEM.

Nominations brought forward require support by the member organization of the nominee. Each nomination must be accompanied by background demographics and personal information on the candidate. Terms of office of newly elected Officer positions will commence at the conclusion of the Board meeting where elections take place. With the exception of the President, who may

serve a maximum of four years, there are no term limits for the Officers. Once elected as an Officer of the Executive, an individual may continue in that role even if no longer the representative of his national emergency medicine organization.

## **Section 2: Functions and Operations**

The functions of the Executive are:

1. With aid of administrative personnel:
  - a. To receive, process and analyze applications for new members.
  - b. To prepare documents and other materials required for Board meetings.
  - c. To manage the finances of the IFEM and keep accurate financial records and accounts of income and expenditure.
  - d. To maintain the membership records.
  - e. To keep records of all meetings of the IFEM.
  - f. To conduct surveys and electronic (email) votes of Board members as directed by the Board or by its officers.
2. To assist in planning and operation of each ICEM, keeping the Board informed of the organizational progress for each ICEM.
3. To regularly distribute in a timely fashion appropriate informational items to all active Board Members.
4. To appoint, supervise, and direct office personnel hired to conduct IFEM, Board and Executive business.
5. To call for nominations for the FIFEM and the Humanitarian Award.
6. To call for nominations to host the ICEM.
7. The Executive may designate one of its Members as a non-voting member for each of the IFEM Standing Committees.

## **Section 3: Duties of Officers**

### **President**

1. To supervise and direct the operations of the Executive.
2. To prepare agendas for Board meetings.
3. To call and chair meetings of the Board.
4. To speak on behalf of the IFEM.
5. To call and supervise elections.

### **Vice-President**

1. To undertake the duties of the President if the President is temporarily unable to carry out those duties due to illness or inability to attend a meeting.
2. To assist the President in his/her function.

### **Secretary**

1. To supervise the administrative personnel of the Executive and to maintain appropriate written records for the IFEM.
2. In conjunction with the President be responsible for recording, reviewing and distributing the Minutes of all Executive and Board meetings.
3. In conjunction with the President prepare agendas for meetings.
4. To ensure all necessary documents are sent to Board members in a timely fashion.
5. To keep an up to date copy of the bylaws.

**Treasurer**

1. To monitor and manage the financial accounts of the IFEM.
2. To provide a written financial report at each Board meeting or additionally as requested by the Board or by the President.
3. To prepare annual accounts.
4. With the Finance Committee, to prepare a budget for consideration and approval by the Board.
5. With the Finance Committee, to determine and implement a funding mechanism for the permanent secretariat.

**Member-at Large**

The ICEM Member at Large should keep the Executive and the Board informed of the structural and operational plans for the next ICEM ensuring that the next ICEM is in conformance with Article IX “General Guidelines for Conducting the ICEM” and any other regulations or policies.

**President-Elect**

1. The President-Elect will learn the duties of the President.
2. The President-Elect will familiarize him/herself with all current and past activities of the Executive.
3. The President-Elect will be a non-voting Officer of the Executive unless already an Officer of the Executive.

**Immediate Past President**

1. To advise the Executive
2. To aid the President in learning and taking on the roles of office
3. To complete projects initiated during Presidential term
4. To represent the IFEM as required

**Section 4: Recall Procedures**

Any Assembly member may initiate a recall procedure for an Executive officer who that Assembly member thinks is not performing satisfactorily. This formal notice of attempt at recall must be sent to the Executive Secretariat at least 120 days prior to the next Assembly meeting. Written letter of support for a recall vote for an officer must be submitted by at least four (4) additional Board members at least 28 days in advance of the next Assembly meeting in order for the recall vote to proceed. A two-thirds vote of the Assembly members present is required to remove an officer from his or her position (conduct the recall). If the officer is removed, an election will be held at that same Assembly meeting to replace that officer. Approval of the new officer requires a majority vote of the quorum present at that Assembly meeting. The term of office for the new officer will commence immediately at the time of election and extend until the next Assembly meeting where elections are to be held or for four (4) years if the recall election is for the President.

**ARTICLE VII: STANDING COMMITTEES**

The Board by majority vote may appoint members of the Board or other persons to specific committees to perform focused work on behalf of the IFEM.

Standing committees will include: Finance Committee, Core Curriculum and Education Committee, Nominations Committee, Specialty Implementation Committee, Governance Committee, Clinical Practice Committee, Research Committee and Communications Committee. Additional standing committees may be formed by the Board as required.

For each Standing Committee, a Chair is to be nominated by the IFEM Executive, with said nomination ratified by the Board. Term of Office is two (2) years, and is renewable for one additional term. The exception to this will be the Finance Committee, whose Chair is to be the current Treasurer. A Deputy Chair will be appointed at the commencement of the second two year term.

**Functions of the Finance Committee:**

1. To make recommendations to the Board regarding disbursement of IFEM funds between the secretariat and the ICEM as well as to make recommendations for fundraising required to perform activities of the IFEM.
2. It will also collaborate with the Treasurer to prepare an annual Budget.
3. With the Treasurer it will determine and implement a funding mechanism for the permanent secretariat.

The Treasurer will Chair the Finance Committee.

**Functions of the Education and Curriculum Committee:**

1. To develop educational materials suitable for international use in emergency medicine training.
2. Continue to refine the recommended core curriculum for emergency medicine for international use.

**Functions of the Nomination Committee:**

The committee will be composed of three (3) members: the President who will chair the committee, the Chair of the Governance Committee and a Board member not on the Executive nominated by the Board.

1. This Committee will send out the request for nomination of candidates for positions on the Board and Executive that are open effective the next Assembly meeting. Requests for nomination will be distributed at the previous Assembly meeting or at least one hundred twenty (120) days prior to elections.
2. Nominations, accompanied by a brief summary of the candidate's qualifications, must be returned to the Secretariat no later than 60 days prior to the election. After ensuring proper completion of all nomination forms, the committee will circulate the nomination list to all Board members no later than thirty (30) days prior to the election.
3. The Committee Chair will be in charge of the election process at the Board meeting.

In the event that there are no nominations submitted for an Executive position, the committee will propose a candidate for each such position. Each such nominee requires support of his national association as stipulated by the bylaws. No Executive position may be allowed to remain open, except for reason of illness or death.

**Functions of the Specialty Implementation Committee:**

1. To develop reference materials and a list of appropriate consultants to help develop the specialty of emergency medicine in countries where the specialty is not yet mature.
2. This committee will also be responsible for making responses to specific requests by physicians for specialty development assistance.

**Functions of the Governance Committee:**

This Committee will serve three (3) functions:

1. Review and modify the bylaws as required, with final approval of all modifications by the Board and ratification by the Assembly.
2. Act as an advisory group with respect to direction of the IFEM.
3. Ensure that the Assembly, Board, its Executive and its national association members conduct all IFEM activity in harmony with the bylaws.

**Functions of the Clinical Practice Committee:**

1. Provide educational and teaching material in Emergency Medicine clinical areas to the IFEM membership and to the IEM community.
2. To evaluate, amend and distribute existing educational and teaching material to the IFEM membership and to the IEM community.
3. To develop, design and distribute IFEM-sanctioned EM clinical practice educational and teaching material, to be provided to the IFEM membership and to the IEM community.

**Functions of the Research Committee:**

1. To consider the merit of research proposals that are submitted to IFEM for endorsement.
2. To explore and potentially develop global research collaborations to further emergency care internationally.
3. To act as a resource for IFEM to develop a research agenda and assist in prioritization of research internationally.

**Functions of the Communications Committee:**

1. To develop a communications strategy for IFEM.
2. To provide recommendations to the Board to improve the presence of IFEM internally and externally.
3. To explore and potentially develop collaborations with external agencies or individuals, with the approval of the Board.
4. To improve internal communications between IFEM and its member organisations.

Committee chairs will, at the discretion of the Board, either be appointed directly by the Board or selected by majority vote of the members of the committee itself. Committee members may be recalled from any committee or reappointed by majority vote of the IFEM Board. Committees will submit activity and progress reports as directed by the Board. Persons resigning from a committee may be temporarily replaced by persons appointed by the Executive. Such temporary assignments would be valid until the next Board meeting. Continued membership on the committee would be determined by a majority vote of the Board of Directors.

**ARTICLE VIII: SPECIAL INTEREST GROUPS (SIGs)****Section 1: General**

In response to a petition by at least ten (10) interested individuals, the Board by majority vote may decide to establish Special Interest Groups (SIGs) to provide an IFEM forum for those with special areas of interest within the field of emergency medicine. Each SIG will function in compliance with Terms of Reference and Operational Guidelines established and approved by the Board. The SIG will report to a relevant IFEM Standing Committee as determined by the IFEM Board. The Chair of the SIG will be elected by a majority vote of the members of the SIG at the biennial meeting. The term of office of the Chair will be two years and is renewable for a further two year term (in total four years). Meetings are expected to coincide with the biennial ICEM Conference. The need for each SIG should be reviewed at least once every four (4) years by the IFEM Board and the relevant IFEM Standing Committee overseeing the SIG. The IFEM Secretariat will keep a list of SIGs (with SIG membership lists) on the website.

## **Section 2: Individual Membership**

Membership of SIGs shall be open to individuals who belong to an IFEM member organisation. Exceptions can be made if the individual is from a non-IFEM organization but can offer individual expertise (ie. paediatricians, critical care doctors). Applications for individual membership should be made in writing to the Chair of the SIG. The minimum number of active individuals required for the continued functioning of each SIG is ten (10). The individual application should include a description of the applicant's interest and involvement in the area of special interest as justification of his or her membership of the group.

## **Section 3: Functions and Limitations**

A Special Interest Group shall promote and advance the objectives of the IFEM including performing tasks relevant to the SIG and delegated to it by the Board from time to time. The SIG may also provide a forum for networking, exchange of information, curricular development and promotion of research activity amongst individuals with an active interest in that area. Unless specifically authorized by the Executive, the SIG shall not hold itself out to represent IFEM on matters of the Special Interest, have access to support from the Secretariat, or commit or expend IFEM funds, unless specifically authorized to do so by the IFEM Board on a case-by-case basis. SIGs would be expected to submit annual reports to their appropriate overseeing IFEM Standing Committee.

## **Section 4: Dissolution Procedures and Tenure**

The IFEM Board will review the need to continue with each SIG once every four years. A decision for maintenance or dissolution would be by the IFEM Board and will take into consideration the recommendation of either the SIG or the overseeing IFEM standing committee or both. Grounds for dissolution, if any, would need to be spelt out by the recommending agency.

# **ARTICLE IX: FELLOWSHIP AND AWARDS**

## **Section 1: Fellowship**

### **1.1 Criteria for Fellowship**

Nominations for the "Order of the IFEM" (also known as "Fellowship of the IFEM") should be reserved for individuals who have demonstrated an extensive and continuous commitment to the specialty of emergency medicine in their own country as well as having made significant contributions to supporting the development and advancement of the IFEM. Criteria for consideration of Fellowship would include the following:

1. Serving in a leadership role within the IFEM - including serving as the representative from a national organization to the IFEM Assembly or Board, coordinating committee activity or projects within IFEM, or demonstrating outstanding service in promoting the development of the IFEM.
2. Active involvement with ICEM: conference director, committee representative for a country in the ICEM, or by demonstrating outstanding service promoting the educational objectives of the ICEM.
3. Fellowship may also be recommended by a member national organization wishing to acknowledge an exceptional person who has made outstanding contributions to international emergency medicine in other ways.

### **1.2 Procedures for Nomination for Fellowship**

Only full members of the IFEM are eligible to nominate individuals for IFEM Fellowship. Other members may propose individuals for Fellowship if the nomination has the

endorsement of a full member. The nominations should be made by a reference letter (maximum of two (2) pages) presenting the rationale for recognizing the contributions of the nominee and accompanied by a one page citation. Nominations with supporting documentation should be sent to the IFEM Secretariat at least 90 days prior to the regular Assembly meeting at which ratification of the nominations will occur. The Board will review and approve all Fellowship designations pending ratification by the Assembly. Newly designated Fellows will then be recognized at the next ICEM. Fellows will be authorized to use of the official title “Fellow of the International Federation for Emergency Medicine” associated with their name as *post nominal* FIFEM.

### **1.3 Procedures for Presentation of Fellowship**

The IFEM Executive Secretariat is responsible for purchasing and preparing the certificate, plaque, and medal to be awarded to each newly approved Fellow. New Fellows will be recognized at the Awards ceremony at ICEM.

## **Section 2: Humanitarian Award**

### **2.1 Criteria for Humanitarian Award**

The purpose of the IFEM Humanitarian Award is to recognize an individual or organization that has conducted work related to international emergency medicine which has led to major humanitarian or public health benefits or positive effects.

### **2.2 Procedures for Nomination for Humanitarian Award**

Any IFEM member (Founding, Full, or Affiliate) is eligible to nominate a candidate for the IFEM Humanitarian Award. The candidate may be an individual or an organization or a government body who has contributed significantly to the field of emergency medicine. The nominations should be made by a maximum of a two (2) page reference letter presenting the rationale for recognizing the contributions of the individual or organization and accompanied by a one page citation. The IFEM Board will vote to approve the candidates for this award for ratification by the Assembly. A maximum of two Humanitarian Awards may be approved for presentation at each ICEM.

### **2.3 Procedures for Presentation of Humanitarian Award**

The IFEM Secretariat is responsible for purchasing and preparing the certificate and plaque for each recipient. Recognition of this award will take place at the ICEM awards ceremonies.

## **Section 3: Gautam Bodiwala Lifetime Leadership Achievement Award**

### **3.1 Criteria for Award**

The Gautam Bodiwala Lifetime Leadership Achievement Award is IFEM’s highest honour. The purpose of the Award is to recognize an individual who has demonstrated an extensive and continuous commitment to the International Federation for Emergency Medicine resulting in significant contributions to the development and advancement of the IFEM in addition to extensive and continuous commitment to the specialty of emergency medicine in their own country. Criteria for selection for the Gautam Bodiwala Lifetime Leadership Achievement Award should include the following:

1. Serving in a leadership role within the International Federation for Emergency Medicine (IFEM) as a member of the Board, Executive, or as a Committee Chair.



2. Serving on the IFEM Assembly, Committees, or Task Forces, and demonstrating outstanding service in serving or promoting the IFEM.
3. Active involvement with the International Conference on Emergency Medicine (ICEM) as a conference organiser, committee representative, speaker, or by demonstrating outstanding service promoting the educational objectives of the ICEM.

The nominee must have met at least one aspect of all three of the above criteria and served the IFEM in some capacity for a minimum of ten years. In addition, the nominee cannot be a member of the Executive or Board at the time of Award presentation. Nominees who are finishing their terms on the Executive or Board may not participate in the Awards process in any way and will be excluded from all award communications immediately upon nomination.

### **3.2 Procedures for Nomination for the Gautam Bodiwala Lifetime Leadership Achievement Award**

1. Only members in good standing are eligible to nominate individuals for Gautam Bodiwala Lifetime Leadership Achievement Award.
2. The nominations should be made by a reference letter (maximum of four (4) pages) presenting the rationale for recognizing the contributions of the nominee and accompanied by a one page citation.
3. Nominations in response to a call for nominees should arrive at the IFEM Secretariat with supporting documentation at least 120 days prior to the annual Assembly meeting at which ratification of the nominations will occur.
4. The Board will review and approve a maximum of one nominee pending ratification by the Assembly. Nominees who are completing service on the Board may not participate in the selection process in any way and are to be excluded from all communications concerning the Award selection.
5. The awardee will then be recognized at the next ICEM. This award should not be given if, in a given year, the Board does not feel that any nominees meet its expectations for selection.

### **3.3 Procedures for Presentation of Gautam Bodiwala Lifetime Leadership Achievement Award**

The IFEM Secretariat is responsible for purchasing and preparing the certificate, plaque, and medal to be awarded to recipient(s) to be recognized at the Awards ceremony at ICEM.

## **ARTICLE X: GENERAL GUIDELINES FOR CONDUCTING THE ICEM**

The IFEM member hosting the ICEM is responsible for arranging the conference venue but should utilize a professional conference organizer to co-coordinate the ICEM, and is responsible for all finances related to reserving the venue. Specific allotment of funds from the IFEM to the ICEM host member as “start-up” funding will be by direction of the Board.

All presentations at the ICEM must be given in or simultaneously translated into English, although simultaneous translation into other languages may be considered. Each ICEM should be four (4) days in duration, but additional “satellite” meetings or courses may also be scheduled. The focus of the educational material presented should be directed at specialist emergency physicians. The ICEM may

have parallel sessions, but there should not be simultaneous sessions on similar topics. The ICEM should include social events to enhance interactions, including an opening reception and a banquet, where awards and prizes may be presented. The ICEM should include opportunity for presentation of research abstracts (both oral and posters). Faculty responsible for conducting or moderating each session or lecture at the ICEM should be designated well in advance and there should be a co-coordinator or “backup” person available for each session or lecture. More complete guidelines for operating ICEM are available in an independent document from the administrative offices of IFEM.

#### **ARTICLE XI: AMENDMENTS**

Proposed amendments to the bylaws of the IFEM must be submitted to the Executive by members of the Assembly, Board or any Committee at least 90 days in advance of the Board Meeting preceding the Assembly meeting at which a vote on the proposed amendment(s) would occur.

The proposed amendment will be assigned to the Governance Committee for review and initial recommendations for any revision. Upon reception of a final draft version from the Governance Committee, the Secretariat will post the proposed amendment on the IFEM website. The Board will be advised of this posting by email and asked to post comments or suggested modifications within the next fourteen (14) days. Based upon these comments the Governance Committee will draft a final version in consultation with the Executive for a vote of the Board and the Assembly.

A change or approval of amendments to the Bylaws requires a two-thirds vote by both the Board of Directors and the Assembly for implementation.

#### **ARTICLE XII: MISCELLANEOUS**

Operation of the Board and Executive will be in compliance with the legal regulations specific to its geographic location, including compliance with the IFEM Constitution. In the event that the Constitution is in conflict with these bylaws, notice will be made to members and a vote to amend the Constitution or bylaws shall be brought to the Assembly at its next regular meeting.

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