

AMERICAN ASSOCIATION OF CLINICAL ENDOCRINOLOGISTS (AACE)

INTERNATIONAL CHAPTER DEVELOPMENT GUIDELINES

One of the charges of the AACE Chapters Committee is to work to enhance the development and activities of all AACE Chapters. In order to further these efforts, AACE fosters continued recognition and promotion of the profession both domestically and internationally. International AACE Chapters enhance the mission of AACE by improving the ability of clinical endocrinologists worldwide to provide the highest quality of patient care and in fostering educational programs that allow for a closer relationship among the members and potential members. International chapters also expand the market for AACE programs and services to help increase the visibility of AACE as an advocate for patient care issues in endocrinology, diabetes, metabolism and nutrition. Supporting the development of International AACE Chapters, in accordance with proper guidelines governed by the AACE Board of Directors and the Chapters Committee, is an extension of AACE's vision to be recognized worldwide for its clinical leadership.

The success of a chapter is dependent upon the active involvement of its members, which is often times a direct reflection of leadership engagement and attentiveness. Therefore, the effort to form a chapter must be generated at the proposed chapter level with minimal involvement by AACE. Procedural assistance is available through AACE Chapters staff and the Chapters Committee or an assigned AACE mentor from the same country or region regardless of current residence.

A. Considerations for Establishing Administrative and Organizational Structure for New International Chapters

1. Due to competing organizations, political demographics, boundary considerations and other specific international country factors unknown to AACE, the size for consideration of an international AACE Chapter is a single nation/country. The Executive Committee may evaluate for approval on a case-by-case basis all requests for formation of a regional international chapter defined as more than one country or a region within a country.
2. Steering Committee Request. A core of active AACE Members needs to be identified who are committed to the vision and mission of establishing an international AACE chapter.
 - To ensure that an adequate number of members are available to fill officer, board of directors (BOD) and other positions required for chapter viability and activities, a minimum of ten (10) active, dues paying AACE members are required to establish an international chapter. This core group will comprise the requesting country's "new chapter steering committee".
 - The new steering committee will submit to the AACE Chapters Committee a written request and purpose for creation of an international AACE chapter. This document will include names of the core endocrinologists supporting chapter formation and/or new steering committee members.
 - The new steering committee will be responsible for appointing a chair to serve as the group's leader who will also serve as the liaison for all communications with AACE and an assigned AACE advisor/mentor, if appointed by AACE.

- New chapter steering committee members and the appointed chair for a new international chapter will have a term limit of up to two years or until the election of chapter officers in accordance with AACE Bylaws model, whichever comes first.
 - AACE will identify and electronically contact all AACE members in the country requesting chapter activation. Members will be polled for their support of the formation of a chapter and personal interest in participation. Members within the requesting country requesting to join the chapter steering committee will be allowed to do so.
 - International AACE members will be explicitly informed that chapter membership is optional and participation will not in any way affect AACE membership.
 - The new chapter steering committee will initially adopt and function under the international AACE Bylaws Model.
 - The formation of, or membership in any category of an AACE chapter shall not be denied or abridged because of sex, color, creed, race, religion, disability, ethnic origin, national origin, sexual orientation or age, or for any other reason unrelated to character or competence. Nor shall membership in any category of a Chapter be denied to any person who meets the requirements for membership as set forth in AACE Bylaws and in the bylaws of the applicant's respective Chapters. In considering applicants for membership, information as to the character, ethics, professional status and professional activities of the individual may be considered.
 - All requests to form an international AACE Chapter will be based upon the recommendation of the Chapters Committee and subject to approval by the AACE Board of Directors.
3. Initial Chapter Organizational Planning Meeting. The organizational planning meeting should include the new chapter steering committee and any members within the requesting international chapter who wish to be part of the organizational planning group. The chapter organizational planning meeting should occur no later than six (6) months after the completion of the AACE notification. A report of the meeting must be submitted to the AACE Chapters Committee within thirty (30) days of the planning meeting. The planning meeting should address the following items:
- Nomination and election of officers is to occur as specified in bylaws model. The initial slate of chapter BOD member term limits should be staggered to avoid the rotation of all board members simultaneously.
 - Agreement by officers and board of directors to operate under AACE international Bylaws model until ratification of Bylaws model by chapter membership should occur at the first chapter meeting.
 - Planning of chapter's annual meeting (to include ratification of bylaws, election of officers and BOD, formation of committees, and discussion of future chapter activities for educational programs, web site formation, etc.) should occur.
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4. Chapter Incorporation and Bylaws. International AACE Chapters must complete any and all necessary documentation required to be compliant with the country's regulation in which the Chapter operates.
- Chapters should ratify international AACE Bylaws at the first chapter meeting.
 - Minor amendments, if necessary, may be presented for adoption to the chapter membership after a minimum of one (1) year's time operating under ratified international AACE Bylaws model.

- Chapter Bylaws and/or amendments will take effect upon being passed by the chapter and must be submitted to AACE within thirty (30) days of the action. Bylaws other than the international AACE Bylaws model are subject to review by AACE, the Chapters Committee, and/or AACE legal representation. Use of the AACE name may be revoked by the Chapters Committee and/or AACE and/or AACE Legal counsel if revised bylaws are not deemed appropriate.
- If amended, chapter bylaws should continue to outline nomination and election procedures, the term of service for chapter officers and directors, and the duties of chapter officers and directors.
- Membership categories equal to those of AACE and indemnification of AACE are mandatory bylaw requirements

B. Establishment of Chapter Leadership

1. Officers / Board of Directors (BOD) / Advisors. Officers should include a president, vice president or president-elect, secretary, treasurer (or one officer combining the secretary and treasurer functions) as outlined in AACE Bylaws model. Members elected to serve on the chapter's BOD (a minimum of three, each of whom may also serve as officers) will assist the officers in chapter planning, administration and leadership or other duties as prescribed by the officers and/or chapter bylaws.
 - Newly elected officers must have been members of AACE in good standing three (3) of the past five (5) years prior to the new chapter's start.
 - Names of newly elected officers should be forwarded to the AACE within thirty (30) calendar days of each voting cycle.

2. Duties Of An International AACE Chapter President. The duties of the chapter president are to be supported by the chapter officers and BOD. The president's duties should be outlined in the chapters' bylaws to include:
 - Serve as chapter president for at least one year (with consideration for two year terms recommended).
 - Serve as the official representative of AACE in the country where the AACE Chapter is established.
 - Views expressed when serving as the official AACE representative must be consistent with the views, policy and guidelines established by AACE.
 - Serve as a communication link between members at the international chapter level and AACE leadership.
 - Facilitate AACE policies and programs or appoint a member of the International AACE Chapter to carry out these responsibilities.
 - Further develop a local governance structure, including committees as appropriate to carry out the work of the international AACE chapter.
 - Committees may include but are not limited to: program committee, membership committee, nomination committee, and industry and government relations committee.
 - Establish mechanisms for communication among the membership to ensure that member opinions are heard and represented.
 - Oversee the administrative and financial needs of the AACE chapter, including general management of chapter finances (along with the chapter's treasurer), submission of the AACE annual report, and completion of any and all necessary documentation required to

be compliant with regulations for tax or other annual fee purposes in the country in which the Chapter operates.

- Recruit new members as qualified by AACE.
- Coordinate with AACE to disseminate AACE clinical practice guidelines and endocrine educational tools that will enhance the delivery of health care in the chapter's country.
- Foster mutually supportive professional relationships between AACE and endocrine organizations in the region of the international chapter.
- Oversee adherence to international AACE chapter bylaws and policy, in accordance with AACE Bylaws and policy, which includes submission of an annual report.
- Ensure the continued nomination and election of officers as specified in chapter bylaws.
- Ensure that all domestic chapter functions and activities do not deny or abridge any member because of sex, color, creed, race, religion, disability, ethnic origin, national origin, sexual orientation or age, or for any other reason unrelated to character or competence. Nor shall any chapter's activity be denied to any person who meets the requirements for membership as set forth in the bylaws of the applicant's respective chapter. In considering applicants for chapter functions and activities, information as to the character, ethics, professional status and professional activities of the individual may be considered.
- Ensure submission to AACE a copy of all chapter activities and programs.

C. Consideration of Termination of AACE Chapter Status

AACE may terminate chapter status of any chapter if the AACE Board of Directors finds that the chapter has engaged in activities detrimental to the best interest of AACE.