



**American Medical Informatics Association  
Student Working Group (SWG)  
Operating Guidelines**

**ARTICLE 1: NAME**

The name of the Working Group shall be Student (hereinafter referred to as the SWG).

**ARTICLE 2: PURPOSE, RELATIONSHIP TO AMIA**

The Working Group shall represent the interests of all informatics students within and for AMIA, and provide member services and outreach functions consistent with the goals, bylaws, and policies of AMIA. The Working Group will be a subsidiary member organization of the American Medical Informatics Association (AMIA). Its policies and procedures shall be consistent with those of AMIA. Should any conflict arise, the bylaws, policies, and procedures of AMIA and the decisions of AMIA's Executive Committee and Board of Directors shall supersede those of the Student Working Group.

**ARTICLE 3: MEMBERSHIP**

Members shall be those members of AMIA who designate the SWG as a selected Working Group and/or those members of AMIA who are Student members. They shall have privileges of membership in AMIA accorded to their membership category and full privileges of membership in the Working Group. Regular, retired, student and life members who select the SWG as one of their AMIA Working Groups shall be voting members of the Working Group.

Affiliate membership is available to any person who pays an AMIA affiliate membership fee to join the Working Group. Affiliate members shall not have the right to vote, introduce or second motions, make nominations, run for office or serve as officers, or receive any other benefits of regular or student membership.

The term of membership for the SWG members shall be according to the AMIA dues cycles and is effective upon payment of dues.

**ARTICLE 4: EXECUTIVE COMMITTEE AND OFFICERS**

**Executive Committee**

The Executive Committee shall consist of the officers, five members-at-large, the editor-in-chief of the SWG newsletter, and the student representative to the AMIA Board of Directors. The Executive Committee may be expanded to include other AMIA members based on consensus of the Executive Committee.

## **Officers**

The officers of the SWG shall be as follows:

- A. Chair
- B. Chair-elect
- C. Past Chair

## **Members-at-Large**

The Members-at-Large shall be as follows:

- A. Member-at-Large (Resident-Fellow)
- B. Member-at-Large (Masters)
- C. Member-at-Large (Doctoral -PhD)
- D. Member-at-Large (Doctoral - Professional)
- E. Member-at-Large (International)

## **Duties of Officers and Other Members of the Executive Committee**

The duties of the officers shall be as follows:

**Chair.** The Chair shall convene and preside over and set the agenda for meetings of the membership and the Executive Committee; represent the Working Group to AMIA, provide leadership in Student Affairs for the Working Group, and serve as the Working Group's liaison to other groups and individuals concerned with Student participation.

**Chair-elect and Past Chair.** The Chair-elect and the Past Chair shall assist the Chair as requested and delegate and participate in the activities and deliberations of the Executive Committee.

The duties of non-officer members of the Executive Committee shall be as follows:

**Five Members-at-Large.** The five members-at-large shall participate in the work of the Executive Committee, carry out the interest of their respective sub-group representation and carry out related activities as requested by the Chair.

**Editor-in-Chief of SWG Newsletter.** : The Editor-in-Chief is responsible for assimilating, compiling, editing, and publishing all SWG news and events. The Editor-in-Chief is appointed by the Chair of the SWG and shall serve a two-year term.

**Student Representative to the AMIA Board of Directors:** The student representative to the AMIA Board of Directors is responsible for communicating the views and events of the Board of Directors to the Executive Committee and to represent the Student Working Group views to the Board of Directors. The student representative to the AMIA Board of Directors is a non-voting, ex-officio member of the Board.

## **ARTICLE 5: ELECTIONS**

The Nominations Committee shall solicit nominations from the members as described in Article 3. Elections shall be held as prescribed in Article 8 of the AMIA bylaws.

## Terms of Service

**Chair, Chair-elect and Past Chair.** The Chair-elect shall serve one year in that position, the following year as Chair and the third year as Past Chair.

**Members-at-Large.** Each member-at-large shall serve two years on the Executive Committee.

**Student Representative to the AMIA Board of Directors:** The student representative to the AMIA Board of Directors shall be elected to serve a two-year term.

## Eligibility

**Officers, Members-at-Large, and Editor-in-Chief of SWG Newsletter:** The officers, members-at-large and editor-in-chief of the SWG newsletter and all nominees shall be members of AMIA and student members of the Working Group at the time of their nomination. Should any officer, member of the Executive Committee, nominee, officer-elect, or committee member-elect cease to be a member of AMIA, her or his position shall be declared vacant. The Chair, with the advice and consent of the Executive Committee, shall appoint a student member to serve in the vacated position. At the next regularly scheduled election, there shall be nominations and voting to fill the position. A Past Chair must be out of that office for at least two years before running again for the office of Chair-elect. Persons running for the office of Chair-elect must have served previously in a leadership capacity for the SWG. There are no term limits on the number of times a candidate can run for office in the SWG (except in the Chair position as noted above) as long as the SWG Nominations Committee has advertised the open position during the election process and that the candidate is elected by a majority of WG members voting in the election.

**Student Representative to the AMIA Board of Directors:** The Student Representative to the AMIA Board of Directors shall be a member of AMIA and the Working Group at the time of their nomination and election. It is not required that the student representative be a student but they must have served in a previous capacity in the SWG in the near past. Should the Student Representative cease to be a member of AMIA or the Working Group, her or his position shall be declared vacant. The Chair, with the advice and consent of the Executive Committee, shall appoint a member to serve in the vacated position. At the next regularly scheduled election, there shall be nominations and voting to fill the position. There are no term limits on the number of times a candidate can run for student representative as long as the SWG Nominations Committee has advertised the open position during the election process and that the candidate is elected by a majority of WG members voting in the election.

## ARTICLE 6: MEETINGS

The Working Group shall hold an annual business meeting during the AMIA Annual Symposium. At the annual business meeting there shall be reports of the Officers and Committees.

In addition to the annual business meeting, other meetings of the general membership may be called by the Executive Committee with 90 days notice to the members.

Meetings shall be conducted in accordance with the Robert's Rules of Order, Revised. The Chair of the Working Group shall designate a parliamentarian.

The Executive Committee and Committees shall meet as necessary. They may conduct business by e-mail or other electronic media, telephone, or in person. Records of any correspondence, transactions, and decisions are to be forwarded to the Chair for compilation into the permanent records of the Working Group.

## **ARTICLE 7: COMMITTEES**

There are two permanent committees of the Working Group, the Executive Committee and the Nominations Committee. The Executive Committee will determine from time to time, the need for additional committees to carry out the goals and objectives of the Working Group. The Executive Committee is responsible for appointing committee Chairs, determining length of service, determining number of committee members, determining specific committee charges and determining the committee's duration. The Executive Committee will assure that an open call for volunteers is sent to the SWG membership when committees are established.

### **Nominations Committee**

The Nominations Committee shall consist of a Chair and two members appointed by the Executive Committee. The three persons shall include at least one person who is a member of the Executive Committee and at least one person who is not a member of the Executive Committee. Neither the Committee Chair nor the members of the Nominations Committee may run for office during their service on that Committee.

The duties of the Nominations and Elections Committee shall be as follows:

- A. To try and solicit at least two, and no more than three, nominations for each office and background information on nominees. One nominee may be presented for each open office as long as an open call has been sent to the SWG membership.
- B. To determine that nominees are qualified under Articles 3 and 4 of these operating guidelines.
- C. To submit the draft ballot to the Executive Committee for endorsement
- D. To submit the ballot to the AMIA office as stated in the AMIA bylaws, following endorsement by the Executive Committee
- E. To follow the timelines and procedures for elections as stated in AMIA bylaws.

## **ARTICLE 8: ADOPTION AND AMENDMENT OF OPERATING GUIDELINES**

Any Working Group member may propose amendments to the operating guidelines by submitting them to the Executive Committee. Proposed amendments will be reviewed by the Executive Committee and if approved, will be forwarded to the Chair of the Working Group Steering Committee and AMIA office to assure compliance with AMIA bylaws, policies, and guidelines. Proposed amendments found to be in compliance, will be presented for vote to all members of the Working Group during a regular AMIA election or special election of the SWG. Amendments approved by this process and adopted by a majority of votes cast by Working Group members shall become official.

Approved October 2006, amended by AMIA Board of Directors in May 2007