

**UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY**

**STUART D. COOK, MD MASTER EDUCATORS' GUILD**

**Bylaws**

**Article I. Origin, Name, Mission, Purpose and Goals**

Section 1. Origin And Name

This Guild is named the Stuart D. Cook, MD Master Educators' Guild. (Hereafter referred to as "the Guild".) The title "Master Educator" is conferred on an individual to recognize outstanding contributions to education in any School and at any level of the educational process. Individuals are nominated by their respective Schools according to criteria developed by those Schools. To be designated a "Master Educator" confers membership in the Guild, whose functions, described herein, promote the educational mission of the University. Membership in the Guild is for a time established in these Bylaws and is conditional on participation in Guild activities. The title "Master Educator" is a permanent designation independent of membership status in the Guild.

Section 2. Mission, Purpose and Goals

Section 2.1. Mission Statement

The mission of the Guild is to enhance education throughout UMDNJ. The Guild and its members may initiate or promote curricular and faculty development, new educational programs, individual or collaborative educational research, scholarship and innovative methods of teaching, which are subject to the authority and control of the President of UMDNJ or his or her designee and in accord with the bylaws of the University..

Section 2.2. Purpose

The purpose of the Guild is to recognize and promote excellence in the University's educational mission and to contribute to educational scholarship, research and innovation. Excellence may be demonstrated in any instructional setting including classroom instruction, hospital or clinic teaching, laboratory instruction, research mentoring and instruction, continuing education, community-based instructional settings or electronically mediated teaching and learning. The Guild shall furthermore encourage the University to support the teaching mission logistically and financially.

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38 Section 2.3. Goals

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40 The goals of the Guild are to:

41 (a) facilitate and support the improvement of educational effectiveness and innovation;

42 (b) conduct scholarly activity in support of the University's educational programming which may be provided  
43 to other health professions educators; and

44 (c) organize and conduct programs for individual or groups of faculty to improve education at every level of the  
45 University.

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## Article II. Membership

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49 Section 1. Membership

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51 The Guild shall consist of current members. Current members are those faculty who have been elected  
52 to membership as Master Educators for their outstanding educational performance in such areas as  
53 didactic curriculum development and implementation, laboratory/research, simulated patient care,  
54 clinical teaching or preceptorships and thesis or dissertation advisement, continuing education, etc.

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56 Section 1.1. Selection of New Members

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58 Each School will develop guidelines for the nomination and selection of new members of the Guild. Current  
59 members of the Guild at each School may be asked to participate in the process of nominating and selecting  
60 new Guild members. The selected faculty member(s) will be a member of the Guild for five years.

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62 Section 1.2. Continuing Guild Membership

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64 A member who desires to continue membership in the Guild for another five year term, must send a letter of intent  
65 addressed to the President of the Guild summarizing the contributions he or she has made to the Guild and  
66 indicating areas in which the member wishes to contribute in the future. The President of the Guild will form and  
67 chair a committee comprised of the Immediate Past President, Vice President for Finance and Secretary to review  
68 the member's request and make a recommendation to the Guild at its annual business meeting. Adoption of a  
69 motion to approve the recommendation of the committee will require participation by at least fifty percent  
70 of the active Guild membership and a majority of those voting.

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72 Section 2. Past Members

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74 A member of the Guild whose term has expired will retain his or her title as Master Educator.

75 Reappointment of such individuals, under the conditions set above will be for continued membership in the Guild  
76 and not for redesignation as Master Educators.

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Section 3. Classes Of Membership Activity

(a). Active Members. Active members are those who, during the period of their appointment, actively contribute to the mission of the Guild. Only active members may vote or be elected to office. It is the responsibility of Master Educators to maintain the intent of the Master Educators' Guild by activities such as: mentoring junior faculty, sponsoring workshops and symposia on appropriate areas of educational concerns or on new and emerging forms of pedagogy; securing extramural funding for innovative educational programs and support of the Guild's activities; and pursuing scholarly activities and research germane to education and publication.

(b). Inactive Members. Induction into the Guild carries an expectation and responsibility for participation in Guild activities. Participation in the Guild can be defined as serving as an officer, serving on committees, helping with its web site, writing grants, moderating at its symposia, initiating or promoting curricular and faculty development, creating new educational programs, contributing to individual or collaborative educational research and scholarship, designing innovative methods of teaching, attending Guild meetings, etc. Members who do not participate in Guild activities risk being placed on inactive status. Those members of the Guild who can no longer contribute to its work for personal, professional or reassignment reasons shall be considered inactive members and must so inform the Secretary of the Guild. Within their five year appointment they may at any time resume their status as active members after written notification to the Secretary of the Guild indicating their willingness to resume active participation.

Section 4. Acquiring Active Classification

All newly elected members of the Guild will be automatically classified as active members by the Secretary when they accept the designation of Master Educator. The responsibilities of active membership are: to be an active participant in or supporter of the activities of the Guild, to attend meetings, to serve on committees and to serve as the Guild's officers, if elected.

Section 5. Termination of Membership

Guild members who resign their UMDNJ faculty appointments will no longer be considered members of the Guild.

## Article III. Officers

Section 1. Officers

The officers of the Guild shall be President, Immediate Past President, President-elect, Vice President for Finance,

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116 and Secretary.

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118 Section 2. Executive Committee

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120 The Executive Committee of the Guild shall be composed of the Immediate Past President, President,  
121 President-elect, Vice President for Finance, Secretary, Chairs of Guild committees and one elected  
122 At-Large Member from each UMDNJ School. The Executive Committee may act as an authorized representative  
123 of the Guild.

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125 Section 3. Terms of Office

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127 The term of office shall be one year for all officers except that of Secretary who shall serve a term of office of  
128 two years. Officers shall continue to perform their duties until successors have been elected and installed.

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130 Section 4. Consecutive Terms

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132 An officer, with the exception of the Secretary, may not serve more than two consecutive terms in the same office.

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134 Section 5. Nomination of Officers

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136 Initial Nominating Committee:

137 The first Officers of the Guild will be elected from a slate submitted by an initial Nominating Committee  
138 composed of three volunteers of the twelve initial members. Election of the first Officers will be by  
139 closed ballot at a meeting called to elect its Officers.

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141 Subsequently, at least one candidate for each office will be put forward by the Nominations Committee  
142 six weeks before the annual meeting. Additional candidates may be nominated by any members of the Guild  
143 by submitting these nominations to the Guild Secretary no later than 4 weeks prior to the annual meeting , so  
144 they may be circulated to the members. Voting by mail ballot and/or email will take place two weeks before  
145 the annual meeting. A valid election will require participation by at least 50% of the active members.

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147 Section 6. Installation of Officers

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149 Following their election, officers will be installed at the annual business meeting.

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151 Section 7. Vacancies

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153 A vacancy in the office of President shall be filled by the President-elect. A vacancy in any other office shall  
154 be filled by appointment by the President for the unexpired term.

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156 Section 8. Duties of President

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158 The duties of President are to:

- 159 (a). supervise the activities of the Guild;
- 160 (b). decide all questions of order;
- 161 (c). call and specify the time and place of the annual business meeting or any special meeting;
- 162 (d). preside at the annual business and any special meetings of the Guild;
- 163 (e). conduct the installation of the officers;
- 164 (f). preside at meetings of the Executive Committee;
- 165 (g). appoint committees as may be necessary;
- 166 (h). sign papers on behalf of the Guild, or to solicit the input/approval from the members of the Guild,
- 167 as necessary, prior to signing such papers;
- 168 (i). represent the Guild in meetings with the President of UMDNJ or his designee or other administrators
- 169 of UMDNJ;
- 170 (j). report to the Guild all relevant matters including formal reports at meetings of the Guild and interim reports
- 171 as necessary;
- 172 (k). receive letters of intent from members desiring to continue membership in the Guild for another five year term;
- 173 (l). chair a committee charged to recommend members for a continuing five year term in the Guild; and
- 174 (m). manage and/or develop a five year strategic plan for the Guild.

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176 Section 9. Duties of the President-elect

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178 The duties of President-elect are to:

- 179 (a). receive reports from chairs of ongoing programs or projects within the Guild;
- 180 (b). assist the President in his/her duties;
- 181 (c). be a member of the Executive Committee;
- 182 (d). assume the office of President automatically should a vacancy occur in that office;
- 183 (e). preside at meetings in the absence of the President;
- 184 (f). chair the Guild programs committee; and
- 185 (g). prepare to assume the office of President of the Guild.

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187 Section 10. Vice President for Finance

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189 The duties of Vice President for Finance are to:

- 190 (a). report on financial matters to the Guild;
- 191 (b). manage financial matters as necessary;
- 192 (c). participate in budget development of projects being submitted by the Guild to an agency for external funding,
- 193 or for funding by the University;
- 194 (d). interact with grants and contracts for budgetary approval when grants are being submitted and after they
- 195 are funded; and

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196 (e). serve on a committee charged to recommend members for a continuing five year term in the Guild.

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198 Section 11. Duties of Secretary

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200 The duties of Secretary are to:

201 (a). have charge of all documents pertaining to the Guild;

202 (b). maintain an official registry of all members of the Guild according to type of membership and  
203 classification of activity;

204 (c). oversee the preparation of, or to prepare, any correspondence relating to official business;

205 (d). prepare and conduct ballots as required;

206 (e). notify the active membership of all meetings;

207 (f). issue to each new active member a copy of the Guild Bylaws;

208 (g). prepare and distribute the minutes of meetings of the Guild and of the Executive Committee; and

209 (h). serve on a committee charged to recommend members for a continuing five year term in the Guild.

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211 Section 12. Duties of the At-Large-Member

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213 The duties of the At-Large-Member are to:

214 (a). communicate actions of the Executive Committee to Guild members and other appropriate individuals at  
215 his/her School; and

216 (b). represent his/her School on the Executive Committee.

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218 Section 13. Duties of the Immediate Past President

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220 The duties of the Immediate Past President are to:

221 (a). serve on a committee charged to recommend members for a continuing five year term in the Guild;

222 (b). serve on the Nominating Committee when directed by the Executive Committee;

223 (c). advise the President of the Guild concerning issues and their history; and

224 (d). assist in Guild preparations for University Day.

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226 Section 14. Duties of the Executive Committee

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228 The Executive Committee shall decide all matters relating to the Guild for which the Bylaws do not  
229 provide guidance, and such other duties as may from time to time be given to it by the Guild.

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## Article IV. Committees

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233 Section 1. Nominating Committee

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235 The Executive Committee of the Guild will appoint the Nominating Committee.  
236 This committee will be composed of three members, one of whom may be the Immediate Past President.

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238 Section 1.1 Duties

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240 The Nominating Committee will prepare a slate of candidates for officers of the Guild.

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242 Section 2. Other Committees

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244 Other committees of the Guild will be established as necessary.

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## 246 Article V. Meetings

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248 Section 1. Regular Meetings

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250 (a). There will be no fewer than three meetings per year, one of which will be the annual business meeting,  
251 to be held in the spring.

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253 (b). The Secretary shall give written notice to all active members at least thirty days in advance of the meetings.

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255 Section 2. Annual Business Meeting

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- 257 (a). New officers will be installed.  
258 (b). Reports will be presented on ongoing projects.  
259 (c). A report will be presented by the President-elect.  
260 (d). A report will be presented by the Vice President for Finance.  
261 (e). A report will be presented by the Secretary.  
262 (f). General business will be conducted.  
263 (g). Members recommended by the Executive Committee for continuing membership in the Guild for another  
264 five year term may be presented. A motion is needed to approve the recommendation of the Executive Committee  
265 concerning a member's continuing membership in the Guild.

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267 Section 3. Special Meetings

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- 269 (a). Special meetings may be called by the President or upon the written request to the President of six active  
270 members of the Guild, setting forth their reason for the special meeting.  
271 (b). The President shall specify the time and place and the Secretary shall give written notice to active members  
272 at least ten working days in advance of such meetings.

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## Article VI. Parliamentary Authority

### Section 1. Procedures

Parliamentary procedures not indicated in these Bylaws shall be conducted in accordance with Robert's Rules of Order, which shall govern the Guild in all cases to which they are applicable, except where they are inconsistent with the Bylaws or any special rules of the Guild.

### Section 2. Suspension of Bylaws

Those Bylaws that are in the nature of rules of order may be suspended at any meeting by a two-thirds affirmative vote of the members, providing that a quorum of members is present.

## Article VII. Quorum

Twenty percent of the total active membership of the Guild shall constitute a quorum of a regularly scheduled meeting.

## Article VIII. Balloting

### Section 1. Election of Officers

Officers will be elected by a majority vote of those casting ballots. Voting by mail ballot and/or email will take place two weeks before the annual meeting . A valid election will require participation by at least fifty percent of the active Guild membership.

### Section 2. Decisions of the Guild

Adoption of a motion will reflect the will of the majority and require participation by at least fifty percent of the active Guild membership.

## Article IX. Amendments

### Section 1. Guild Approval

The Bylaws adopted by the Guild or any amendments thereto must be approved by the President of UMDNJ or his or her designee. It is expressly understood that the University's bylaws shall supersede these bylaws in the



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311 event that there is a conflict of language or meaning.

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313 Section 2. Notice of Amendment

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315 Each proposed amendment shall be signed by at least two active members and submitted to the Secretary at  
316 least thirty days before it is voted upon. The Secretary shall within ten days of the receipt of such amendment  
317 forward a copy of the same to each active member for consideration.

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319 Section 3. Voting on Amendment

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321 These Bylaws may be amended at any general or special meeting by an affirmative vote of two-thirds of the  
322 active members in attendance, provided each active member was given notice of the meeting and of the  
323 proposed amendment at least ten days prior to the meeting.