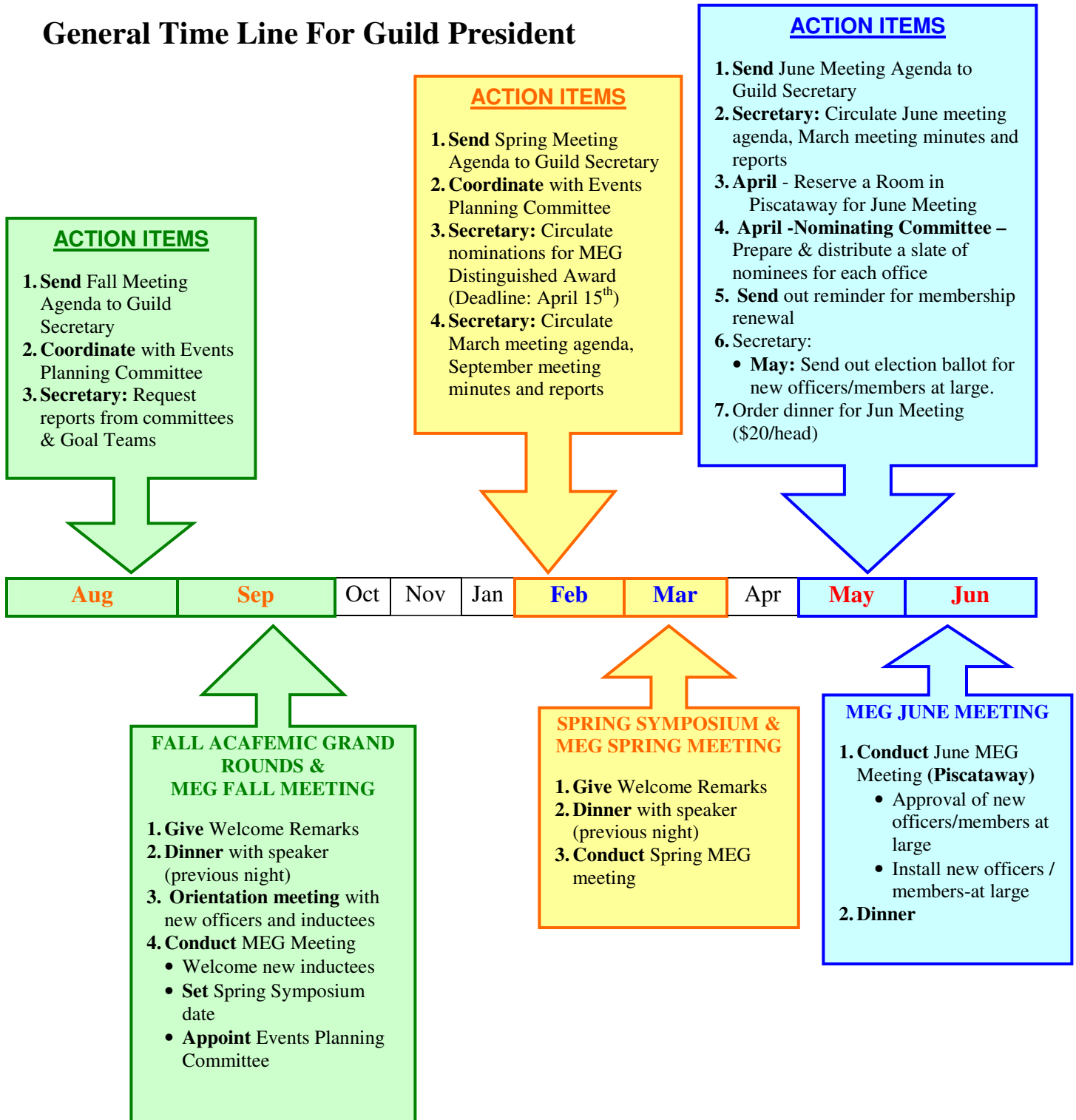




General Time Line For Guild President



CHECK LIST for Guild President

See Appendix A for Duties of President and Officers

Fall Academic Grand Rounds (September) (Second week of September: University day)				
	Done	Task	Due By	Notes
ACTION ITEMS		<ul style="list-style-type: none"> • Coordinate with Events Planning Committee <ul style="list-style-type: none"> ➢ Date/Time/Location/Room/Speaker/Publicity ➢ Location: Campus hosting University Day 	April	
		<ul style="list-style-type: none"> • Finalize: Date/Time/Location/Grand Rounds Room/Meeting Room/Speaker/ Publicity/ Breakfast 	Aug	
		<ul style="list-style-type: none"> • Prepare Welcome Speech 	Sep	
Grand Rounds		<ul style="list-style-type: none"> • Dinner with speaker(s) the night before 	Sep	
		<ul style="list-style-type: none"> • Give Welcome Speech 		

Fall MEG Meeting (September) (Second week of September: University day)				
	Done	Task	Due By	Notes
ACTION ITEMS		<ul style="list-style-type: none"> • Request Events Planning Committee to reserve a meeting room from 2 – 5 pm. A room for 30-40 attendees. 	May	
		<ul style="list-style-type: none"> • Prepare September meeting agenda for Guild Secretary to distribute and post on MEG website 	Aug	Two weeks before meeting
		<ul style="list-style-type: none"> • Secretary: Request reports from Committee Chairs, VP for Finance, Goal Team Leaders. 	Aug	Two weeks before meeting
		<ul style="list-style-type: none"> • Mail welcome letter/orientation package to new inductees • Invite new inductees to Fall Meeting 	Aug/Sep	Two weeks before meeting
Meeting		<ul style="list-style-type: none"> • Orientation meeting (10-15 min) before the MEG meeting: Outgoing officers meet with new officers, members at large and new inductees 	Sep	
		<ul style="list-style-type: none"> • Conduct meeting <ul style="list-style-type: none"> ➢ Welcome New Inductees – charge their responsibilities/committee participation ➢ Report by VP for Finance ➢ Status reports from Goal Team Leaders ➢ Committee reports ➢ Set Date for Spring Symposium 		

Spring Symposium (March)
(Second week of March)

	Done	Task	Due by	Notes
ACTION ITEMS		<ul style="list-style-type: none"> • Coordinate with Events Planning Committee <ul style="list-style-type: none"> ➢ Date/Time/Location/Room/Speaker/Publicity ➢ Location: Campus hosted University Day 	Jan	
		<ul style="list-style-type: none"> • Finalize: Date/Time/Location/Symposium Room/ Meeting Room/Speaker/Publicity/Breakfast 	Feb	
		<ul style="list-style-type: none"> • Prepare Welcome Speech for the symposium 	Mar	
Spring Symposium		<ul style="list-style-type: none"> • Dinner with speaker(s) the night before 	Sep	
		<ul style="list-style-type: none"> • Give Welcome Speech 		

March MEG Meeting (March)
(Second week of March)

	Done	Task	Due By	Notes
ACTION ITEMS		<ul style="list-style-type: none"> • Request Events Planning Committee to reserve a meeting room from 2 - 5 pm. A room for 30-40 attendees 	Dec	
		<ul style="list-style-type: none"> • Prepare meeting agenda for Guild Secretary to distribute and post on MEG website 	Feb	Two weeks before meeting
		<ul style="list-style-type: none"> • Secretary: Request reports from Committee chairs, VP for Finance, Goal Team Leaders 	Mar	Two weeks before meeting
		<ul style="list-style-type: none"> • Secretary: February - Solicit Nomination for MEG Distinguished Service Award <u>annually</u>. • Send list of nominees to Award Committee after April 15th. Refer to Appendix B 		Deadline: April 15th
Meeting		<ul style="list-style-type: none"> • Conduct MEG Meeting <ul style="list-style-type: none"> ➢ Report by VP for Finance ➢ Status reports from Goal Team Leaders ➢ Committee reports ➢ Set June Meeting Date 	Mar	

June MEG Meeting (PISCATAWAY CAMPUS)

	Done	Task	Due by	Notes
ACTION ITEMS		<ul style="list-style-type: none"> • Reserve a meeting room from 4 - 7 pm in Piscataway. A room for 30-40 attendees. 	Apr	
		<ul style="list-style-type: none"> • Prepare Meeting Agenda for the Guild Secretary to distribute and post on MEG website 	May	Two weeks before meeting
		<ul style="list-style-type: none"> • Secretary: Request reports from Committee Chairs, VP for Finance, Goal Team Leaders 	May	Two weeks before meeting
		<ul style="list-style-type: none"> • Nominating Committee: Calls for Nominations of new officers/members at large. Prepare a slate of nominees (Deadline: Six weeks before the June meeting). Refer to Appendix C. 	April	Six weeks before the June meeting
		<ul style="list-style-type: none"> • Send out reminder for membership renewal Refer to Appendix D. 		
		<ul style="list-style-type: none"> • Secretary: Election: Send out election ballot for new officers/members at large. (Deadline: Two weeks before the June Meeting) Refer to Appendix C. 	May	Two weeks before the June Meeting
		<ul style="list-style-type: none"> • Order dinner (\$20/member) – final head count 	Jun	
Meeting		<ul style="list-style-type: none"> • Conduct meeting 	Jun	
		<ul style="list-style-type: none"> ➤ Report by VP for Finance 		
		<ul style="list-style-type: none"> ➤ Status reports from goal team leaders 		
		<ul style="list-style-type: none"> ➤ Committee reports 		
		<ul style="list-style-type: none"> ➤ Appoint Events Planning Committee 		
		<ul style="list-style-type: none"> ➤ Award Committee: MEG Distinguished Service Award 		
		<ul style="list-style-type: none"> ➤ Approval of New Officers and Members at Large Nominees 		
		<ul style="list-style-type: none"> ➤ Install new officers ➤ Turn over administrative documents to new officers. Consult Officer Transition Checklist in Appendix E. 		
		<ul style="list-style-type: none"> • Dinner 		

APPENDIX A



UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY STUART D. COOK, MD MASTER EDUCATORS' GUILD Bylaws

Article III. Officers

Section 1. Officers

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

Section 2. Executive Committee

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

Section 3. Terms of Office

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

Section 4. Consecutive Terms

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

Section 5. Nomination of Officers

Initial Nominating Committee:

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

Subsequently, at least one candidate for each office will be put forward by the Nominations Committee six weeks before the annual meeting. Additional candidates may be nominated by any members of the Guild by submitting these nominations to the Guild Secretary no later than 4 weeks prior to the annual meeting, so they may be circulated to the members. 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 50%.

Section 6. Installation of Officers

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

Section 7. Vacancies

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

Section 8. Duties of President

The duties of President are to:

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

Section 9. Duties of the President-elect

The duties of President-elect are to:

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

Section 10. Vice President for Finance

The duties of Vice President for Finance are to:

- a. report on financial matters to the Guild;
- b. manage financial matters as necessary;
- c. participate in budget development of projects being submitted by the Guild to an agency for external funding, or for funding by the University;
- d. interact with grants and contracts for budgetary approval when grants are being submitted and after they are funded; and
- e. serve on a committee charged to recommend members for a continuing five year term in the Guild.

Section 11. Duties of Secretary

The duties of Secretary are to:

- a. have charge of all documents pertaining to the Guild;
- b. maintain an official registry of all members of the Guild according to type of membership and classification of activity;
- c. oversee the preparation of, or to prepare, any correspondence relating to official business;
- d. prepare and conduct ballots as required
- e. notify the active membership of all meetings;
- f. issue to each new active member a copy of the Guild Bylaws;
- g. prepare and distribute the minutes of meetings of the Guild and of the Executive Committee; and
- h. serve on a committee charged to recommend members for a continuing five year term in the Guild.

Section 12. Duties of the At-Large-Member

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

- a. communicate actions of the Executive Committee to Guild members and other appropriate individuals at
- b. his/her School; and
- c. represent his/her School on the Executive Committee.

Section 13. Duties of the Immediate Past President

The duties of the Immediate Past President are to:

- a. serve on a committee charged to recommend members for a continuing five year term in the Guild;
- b. serve on the Nominating Committee when directed by the Executive Committee;
- c. advise the President of the Guild concerning issues and their history; and
- d. assist in Guild preparations for University Day.

Section 14. Duties of the Executive Committee

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

APPENDIX B



Description of the Master Educators' Guild (MEG) Distinguished Service Award

Purpose of the Award:

The MEG Distinguished Service Award recognizes outstanding contributions of time, effort, thought, and action that promote the educational missions of the Guild.

Eligibility:

Individuals who are Master Educators (active or non-active), as well as individuals who are not members of the Guild, but are members of the UMDNJ community, are eligible to receive the award.

Nomination Procedure:

- Only active Guild members may nominate a candidate
- The Guild secretary will solicit nominations from active Guild members annually in February
- Nominators must:
 - Write a description of why the nominee should be recognized by the Guild
 - Provide a brief biographical profile of the nominee
 - Submit all information by April 15th

Selection Procedure:

- The MEG Awards Committee will review the slate of nominees and select one (or at most two) individuals for an award
- The recommendations will be presented to the MEG membership at the June business meeting. If, in the opinion of the Committee, none of the nominees satisfy the high standards for “outstanding” contributions to the Guild, it can opt to make no recommendation.
- Approval of the recommendations will be by a simple majority of members in attendance at the June business meeting

Nature of the Award

- The award will be a plaque (design to be decided) and a check or IDT to an existing UMDNJ account in the amount of \$1,000.

How/where/when to make the award (to be decided by a vote of the membership)

- university-wide event (e.g., Commencement)
- school-specific event (e.g., Convocation)

APPENDIX C



UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY STUART D. COOK, MD MASTER EDUCATORS' GUILD Bylaws

Article III. Officers

Section 5. Nomination of Officers

Initial Nominating Committee:

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

Subsequently, at least one candidate for each office will be put forward by the Nominations Committee six weeks before the annual meeting. Additional candidates may be nominated by any members of the Guild by submitting these nominations to the Guild Secretary no later than 4 weeks prior to the annual meeting, so they may be circulated to the members. **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 50% of the active members.**

APPENDIX D



UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY STUART D. COOK, MD MASTER EDUCATORS' GUILD Bylaws

Article II. Membership

Section 1.2. Continuing Guild Membership

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

Section 2. Past Members

A member of the Guild whose term has expired will retain his or her title as Master Educator. Reappointment of such individuals, under the conditions set above will be for continued membership in the Guild and not for redesignation as Master Educators.

APPENDIX E



Officer Transition Checklist

Administrative materials

- _____ New Officer and Committee Profiles
- _____ Officer Job Descriptions/Background Information
- _____ Mission and Vision Statements
- _____ Officer Toolkit for President, Secretary and VP for Finance
- _____ Meeting minutes
- _____ MEG listserv address
- _____ Website address

Previous year's goals, projects and activities

- _____ Status report on current and continuing projects
- _____ Evaluations of previous projects
- _____ Examples of correspondence, newsletters and membership materials

Financial information

- _____ Review previous year's budget
- _____ Share history of financial records

Roles and relationships

- _____ Roles and expectations of officers, member at large and committees in coming year

Officer Transition Helpful Hints & Tips

- ✓ As an outgoing officer, **make yourself available** to the new executive board during their term.
- ✓ Ensure that the outgoing and incoming executive boards plan at least **one event together**.