



## **The Policies and Procedures for Governance of the Gold Humanism Honor Society**

Revised August 2017

### **INTRODUCTION**

The mission of the Gold Humanism Honor Society (GHHS), which was established in 2001-2002 by the Arnold P. Gold Foundation (APGF) Board of Trustees, is to recognize individuals who are exemplars of humanistic patient care and who can serve as role models in medicine throughout their careers. The power of the Society brings them together to sustain their own humanism and to inspire and nurture humanism in others.

### **ARTICLE I. PURPOSE AND MEMBERSHIP**

#### **Section 1: Purpose**

GHHS recognizes, supports and promotes the values of humanism and professionalism in medicine. The Society is committed to working within and beyond medical education to inspire, nurture and sustain lifelong advocates and activists for patient-centered medical care.

#### **Section 2: Membership**

GHHS consists of active individuals who are selected and inducted as exemplars of integrity, excellence, compassion, altruism, respect, and empathy. They are expected to serve as role models throughout their medical careers and organized in a variety of ways:

1. into local chapters at medical schools, teaching hospitals and other medical academic organizations.
2. Engaged on a national level through activities of the APGF Community of Caring.

### **ARTICLE II: INDIVIDUAL MEMBERSHIP**

Individuals can be inducted to GHHS by an institutional chapter or at the national level.

#### **Section 1: Member Eligibility**

Eligible individuals include medical students, residents, fellows, faculty, physicians in practice, and specially identified members of the community who demonstrate their commitment to humanism in medicine and willingness to serve as role models.

## **Section 2: Process for Selection of New Members**

- a. Selection of new members by new and existing GHHS Chapters must follow the guidelines and procedures detailed in the GHHS Chapter Toolkit (available on the GHHS website)
- b. Additional individuals who have achieved national stature in medical education or exemplified extraordinary humanistic values and behaviors on a national scale and for whom a pathway to local chapter membership is not available, can be inducted at the national level through the following process:
  1. Nominations will be accepted from the Arnold P. Gold Foundation (APGF) staff, APGF Board of Trustees, APGF Medical and Professional Advisory Council, and GHHS Advisory Council. Self-nominations will not be accepted. The nominator should submit a CV and a brief description of why the individual is worthy of becoming an Honorary GHHS member to the Director of GHHS.
  2. The Director of GHHS will convene the Selection Committee for review of the nomination. The Selection Committee will be comprised of the President/CEO of the APGF, the Chief Program Officer of the APGF, the Director of GHHS, the Chair of the GHHS Advisory Council, the Past Chair of the GHHS Advisory Council, and two members of the GHHS Advisory Council.
  3. The Selection Committee will review the submitted materials to determine if membership is warranted. Agreement on selection must be by unanimous vote of the Selection Committee. If unanimous agreement is not reached, the nominations will be referred to the GHHS Advisory Council Executive Committee for review.
  4. The Director of GHHS will inform the nominator of the outcome within one month of submission of documents.
  5. The GHHS national office will contact the nominee to determine if the nominee accepts membership into GHHS and to register the nominee.
  6. The nominator, nominee, and the national GHHS office staff will work together to ensure that the honorary GHHS member is invited to participate in a GHHS induction ceremony within a year of accepting honorary GHHS membership

## **Section 3: Portability of Membership**

GHHS is a national organization and members of GHHS are encouraged to join the activities of the chapter nearest to their place of residence by contacting the Chapter Advisor.

## **Section 4: Membership Revocation**

If a member of GHHS has exhibited behavior that is in significant conflict with the mission of GHHS outlined in Article I, Section 2 or the eligibility for membership outlined in Article II, Section 2, the Director will bring this to the attention of the Executive Committee. If the Executive Committee decides unanimously on a course of action including possible revocation of membership, that action will be taken, and no further review will take place. If the Executive Committee does not have a unanimous stance regarding appropriate action, then the case will be referred for discussion to the Advisory Council. The Advisory Council, by majority vote, will recommend a course of action to be carried out by the Executive Committee.

## **Section 5: Membership Duration**

All members inducted into GHHS will retain their membership for life unless they deliver a written resignation to the national GHHS office or their membership is revoked as outlined in Section 4.

### **Section 6: Funding**

- a. The Society is organized under the auspices of APGF, and, as such, financial support of GHHS shall be provided by the APGF through its annual budget and with funds raised specifically for the Society through endowment, annual campaign and voluntary GHHS supporting dues.
- b. Dues: GHHS membership dues are voluntary and on an individual basis in order to support the mission and activities of GHHS and will be processed through the APGF. A dues structure will be determined and reviewed annually by the Executive Committee with a final approval by the APGF. Individual GHHS chapters may raise chapter-activity funds, in compliance with their institutional requirements and applicable state law, to support local activities, but required dues are not permitted.

## **ARTICLE III: INSTITUTIONAL CHAPTERS**

### **Section 1: Institutional Eligibility**

Medical education programs accredited by the LCME, ACGME, COCA or their national equivalent, may petition the GHHS Advisory Council to start a Chapter of GHHS.

### **Section 2: Petition for New Chapters**

The chief academic officer or designee of an eligible institution may apply for admission as a Chapter of GHHS by submitting a completed application to the Director of GHHS. The GHHS Director will review the application and refer a complete application to the Executive Committee for further review. After review and at its discretion, the GHHS Executive Committee will recommend the application to the GHHS Advisory Council for approval.

### **Section 3: Chapter Advisors**

- a. The Chapter Advisor will be a member of the sponsoring institution's faculty and appointed by the institution. The Chapter Advisor will develop and implement member nomination and selection procedures and work with members of the Chapter to plan and implement activities aligned with the mission of GHHS.
- b. The Chapter Advisor is automatically eligible for GHHS membership and should be inducted as a faculty member.
- c. The Chapter Advisor is expected to maintain regular contact with the national GHHS office to provide updates of Chapter activities, to make notification of newly selected members, to supply residency destinations for their medical student graduates and to request review and approval of any changes to the Chapter's nomination and selection procedures.

### **Section 4: Probation, Suspension and Removal of Chapters**

- a. A Chapter out of compliance with the Policies and Procedures or mission of GHHS may be placed on probation for a set duration by the Advisory Council.

- b. At the end of the probation period, the Advisory Council may reinstate the Chapter or suspend the Chapter for a set duration.
- c. During suspension, a Chapter may not nominate or select new members. At the end of the suspension period, the Advisory Council may reinstate the Chapter or remove it.
- d. Removal of a Chapter will be by a two-thirds vote of the Advisory Council. The Advisory Council will provide written notification to the Chapter Advisor and chief academic officer of the Chapter's institution.

## **ARTICLE IV. ADVISORY COUNCIL**

### **Section 1: Purpose**

The GHHS Advisory Council advises and recommends policies and activities for the Society to the Gold Foundation board and management. Periodically, the Council assesses and responds to members' needs to further the mission of the Society. In the event time is limited, the subject is especially sensitive, or other circumstances arise, and by mutual agreement of the GHHS Executive Director and Advisory Council Chair, the Executive Committee may function in the Advisory Council's stead. In all such circumstances, action shall be subsequently reported back to the Advisory Council.

### **Section 2: Composition of the Advisory Council, a Quorum and Vacancy**

The Advisory Council will include up to 25 members representatives of the Society's constituencies. The Advisory Council consists of:

- GHHS Chair (1)
- GHHS Chair-Elect (1)
- GHHS Immediate Past Chair (1)
- Students (up to 2)
- Residents or fellows (up to 2)
- Residency or fellowship program directors (up to 2)
- Designated Institutional Official (1)
- Dean of Student Affairs (1)
- Leonard Tow Humanism in Medicine Award winner and/or faculty member (1)
- Undergraduate chapter advisors (up to 4)
- Practicing physicians (up to 2)
- At Large members (up to 5)
- Trustee of the APGF (1- designated by the APGF)

The APGF President, the Director of Programs, and the Director of GHHS serve ex officio without voting rights. Other officers and assistant officers may be selected or appointed by the Advisory Council as deemed necessary.

A simple majority of the members of the Advisory Council shall constitute a quorum.

A vacancy on the Advisory Council between elections may be filled by a majority vote of the members of the Advisory Council or Executive Committee (see Article V below). The Nominating Committee will identify a slate of candidates for a vacant position.

### **Section 3: Requirements to Serve on the Advisory Council**

Advisory Council members agree to serve a term of three years (excepting students who will serve a one-year term) that is renewable, in the status for which they are selected. Members are required to attend four meetings each year (either face-to-face or by conference call). All members must serve on at least one GHHS committee.

### **Section 4: Selection to the Advisory Council**

The Advisory Council's Nominating Committee, through a transparent and open nominating process, selects members to the Advisory Council. Following a solicitation for members, individuals may be invited to self-nominate or nominate others. Eligibility to apply requires either membership or experience with GHHS.

### **Section 5: Term of Service**

The term shall be three years, except for a student member as stated above, and is renewable up to three times. Rotation off of the Advisory Council should be no more than one-third of the membership at a time to maintain continuity and expertise. At the anniversary of a three-year term, Advisory Council member participation will be reviewed by the Nominating Committee with regard to balancing the need for new and veteran members. Following the Nominating Committee's review, a recommendation for an extension of service or rotation off would result. Rotations occur for all positions on May 1.

### **Section 6: Meetings of the Advisory Council**

The Advisory Council shall meet four times a year (either face-to-face or by conference call) and may be convened for special meetings. Official business also shall be conducted electronically online. Advisory Council meetings will be arranged in advance and be accompanied by an agenda. Minutes shall be kept and reported back to the Council.

### **Section 7: Committees**

The standing committees of the Advisory Council are the Executive Committee, the Governance Committee, the Membership Committee, the Program Committee, the Nominating Committee and the Conference Committee all of these committees report to the Advisory Council. The Advisory Council or its Executive Committee may establish or dissolve one or more standing or ad hoc committees as needed. Each standing committee will be chaired by a member (or members) of the Advisory Council.

### **Section 8: Committee Chairs, Membership and Service**

Membership on the all Committees is opened to all members of GHHS. The term of service for Chairs and members on committees is renewable up to three times and shall be three (3) years, except for 1) the Chair of the Nominating and Governance Committees who shall serve for two years pursuant to Article V, Section 4 and 2) a student member as stated above. Members shall be invited to declare their interest, experience and commitment to serving when their term of service is expiring.

Upon identification of the need to replace the Chair of a GHHS Advisory Council standing committee, the Nominating Committee will oversee the following process:

1. All Advisory Council members will be invited by the Chair of the Nominating Committee to nominate themselves or another current GHHS Advisory Council member for this empty standing committee chair position.
2. Nominees who wish to pursue the opportunity
  - a. must be willing to serve as Chair for a minimum of three years (note: student members are not eligible to serve as Chairs due to their one year terms on the Advisory Council).
  - b. will submit a CV and a personal statement of interest indicating why they wish to assume this new role.
3. The Nominating Committee will review the completed applications submitted and recommend one or more candidates to the Executive Committee which will either select the candidate best suited to this new role or exercise the option to ask the Advisory Council to electronically vote for a slate of candidates if that is preferable.

### **Section 9: Reporting**

The Advisory Council will generate an annual report to the APGF and its membership.

## **ARTICLE V. ADVISORY COUNCIL OFFICERS AND EXECUTIVE COMMITTEE COMPOSITION**

### **Section 1: Officers**

The Officers shall be the current Chair, the Immediate Past Chair, and the Chair-Elect.

### **Section 2: Executive Committee**

The Executive Committee of the Advisory Council is comprised of the Officers, the Chair of the Governance Committee, the Chair of the Membership Committee and the Chair of the Program Committee. The Director of GHHS serves on the Executive Committee as an ex-officio member without voting rights.

### **Section 3: Responsibility**

The Advisory Council delegates its authority to the Executive Committee between meetings of the Advisory Council and at other times, as needed.

### **Section 4: Terms of Service**

Officers serve a minimum of one complete six-year term. Officers who have served a full term may be reselected after a hiatus of at least one full term.

- **Chair:** The national Chair shall serve for two years in this position or until a successor is duly selected and installed. He or she shall be the executive head of the Council and shall, with the approval of the Advisory Council, oversee strategic planning, council structure, and charges to long-term or ad hoc committees and task forces.
- **Chair-Elect:** The Chair Elect shall serve two years before becoming chair, during which time he or she becomes chair of the GHHS Governance Committee. The Chair Elect shall serve as the chairing officer in the absence of the Chair. In the event the Chair is

unable or unwilling to serve, the Chair Elect shall assume the office of Chair until a new Chair is selected.

- **Immediate Past Chair:** The immediate Past Chair serves for two years in this position or until a successor is duly selected and installed. The immediate Past Chair shall support the Chair and Chair Elect in their execution of duties and chair the Advisory Council Nominating Committee.

### **Section 5: Eligibility and Selection of Officers**

To be eligible as an officer, a person must be a member of GHHS, have a record of service to the organization, and preferably have been a member of the Advisory Council. The Advisory Council Nominating Committee, chaired by the Immediate Past Chair, shall initially solicit interest from current committee chairs. Based on this, the Nominating Committee will determine whether to advance a candidate from interested committee chairs or develop a slate of candidates to be presented to the Executive Committee and/or Advisory Council.

### **Section 6: Installation of Officers**

New officers shall be installed as of May 1 in the year selected and assume responsibilities immediately.

### **Section 7: Removal of Officers**

Any Officer may be terminated from the GHHS Executive Committee in one of the following ways:

- Non-Reappointment
- Resignation  
An Officer shall inform the Chair of the Advisory Council and the Director.
- Dismissal for Cause  
Causes for dismissal shall include, but not be limited to, actions that are incongruent with the mission of GHHS and/or APGF, neglect of or inability to perform council member duties.

The Advisory Council is empowered to fill vacancies (removal or resignation) through the selection procedure described in Article V Section 5.

## **ARTICLE VI: DIRECTOR AND THE NATIONAL OFFICE**

The national GHHS office shall be directed by an executive, hired by The Arnold P. Gold Foundation in consultation with the Advisory Council. The Director and his/her staff works with the Advisory Council and its selected and elected officers to realize and advance the mission of GHHS.

## **ARTICLE VII: AMENDMENT OF POLICIES and PROCEDURES**

These Policies and Procedures may be altered or amended by a two-thirds vote of the Advisory Council and with the approval of The Arnold P. Gold Foundation.

If APGF determines in good faith or receives general or specific notice from a governmental agency that these Policies and Procedures or any part hereof, any activities of GHHS or any activities of any individual GHHS chapters: (i) jeopardize the tax-exempt status of APGF; (ii) expose any organization manager or disqualified person of APGF to intermediate sanctions by the Internal Revenue Service; (iii) result in private inurement or private benefits; or (iv) are otherwise in violation of applicable law, APGF shall notify the Advisory Council Officers of its determination and provide the Advisory Council Officers a copy of any associated notice or legal opinion. Thereafter, these Policies and Procedures shall be immediately modified as reasonably determined by APGF to be necessary to comply with applicable law (without any further action needed, notwithstanding any procedures for amendment hereunder), and the Advisory Council shall cooperate with APGF in order to take appropriate action in respect of the activities of GHHS or of any individual GHHS chapters as reasonably determined by APGF to be necessary to comply with applicable law.