

Global Pediatric Education Consortium Bylaws

Approved by the Board of Delegates
24 April 2012

I. Background

In July 2009, at the suggestion of several prominent international pediatric figures, the American Board of Pediatrics Foundation sponsored a meeting of leaders from 16 national and regional education, training, and accreditation organizations. These organizations are responsible for setting the standards for training and accreditation in more than 50 nations. The goal of the meeting was to stimulate discussions of creating common standards for training and assessment in pediatrics.

The group agreed to form the Global Pediatric Education Consortium (GPEC) and to work together to promote an enhancement of training of pediatricians worldwide. They agreed to engage their individual organizations in embracing this global initiative. The American Board of Pediatrics Foundation agreed to provide initial funding for the exploratory phase of the initiative until sustained funding could be achieved.

The GPEC is comprised of leaders from education, assessment, and standard-setting bodies and is working together to draft global standards for a curriculum in general pediatrics that is applicable anywhere in the world, regardless of geographic or political boundaries.

GPEC believes that the success of this initiative will result in improving the quality of the education of pediatricians and pediatric subspecialists entering the workforce, a greater retention of pediatricians and pediatric subspecialists in the most poorly resourced countries, and above all, a significant improvement in the quality of health for the world's children by creating a more stable and sustainable pediatric workforce.

II. Vision and Mission

The Vision of the GPEC is:

To improve the health outcomes of newborns, infants, children, adolescents and young adults worldwide by enhancing the education and training of pediatricians and other physicians caring for children.

In order to accomplish this Vision, GPEC has endorsed the following Mission:

1. As a non-profit organization, GPEC will make available educational expertise and material resources to the global community, with special attention to less resourced settings, including:
 - a. A standard post-graduate pediatric curriculum that harmonizes best practices into a globally relevant, yet locally flexible format;
 - b. Recommendations for developing quality assessment programs and resources;
 - c. Standards and guidelines for post-graduate residency training program accreditation;
 - d. Recommendations for developing physician certification programs;
 - e. Recommendations for developing continuing professional development programs.
2. GPEC will work to improve local and national healthcare systems by helping to create a sustainable children's healthcare environment through the augmentation of a quality local/national pediatric physician workforce; and
3. GPEC will work collaboratively with other international healthcare-related organizations to further the shared vision of improving children's health.

III. Consortium Membership

A. Organizations and Delegation

GPEC shall be comprised of a Board of Delegates who function as a board of directors. There shall be one delegate from each of the founding national or principal standard setting, educational, or accrediting organizations. Future organizations shall be identified by GPEC as appropriate in order to accomplish its Mission. Founding organizations are responsible for nominating their own delegate and are responsible for financing the travel of their delegate to GPEC-sponsored meetings. Each organization is requested to maintain its delegate for a minimum of 3 years in the interest of continuity to the initiative.

The founding organizations of GPEC were not specifically chosen to be globally representative. However, global representation is the ultimate goal for GPEC.

A majority of delegates from member organizations shall constitute a quorum for any type of meeting.

B. Responsibilities

GPEC delegates are responsible for all decision-making, with the exception of those delegated to the Executive Committee and its Officers, and no decision shall be made without the general consensus of the GPEC membership. The full Board of Delegates are responsible for changes to bylaws, approving the annual budget that is referred to them by the Executive Committee, setting policy, and strategic and operational activities.

Delegates of the Board must be leaders from their delegate organization and should be nationally or internationally known experts in Pediatric Medical Education. Delegates must be willing to make substantial contributions to GPEC activities including representing the Board of Delegates and participating in any working groups that may be formed from time to time.

C. Regular Meetings

The GPEC shall meet once annually at its Global Pediatric Summit. The annual Summit shall be scheduled at least 10 months in advance of the meeting date and written notice shall be provided to member organizations and their delegates. This notice shall specify the date, location, and tentative meeting schedule. The Executive Secretary will provide the approved meeting agenda in advance of the meeting.

Representatives from other child-related healthcare organizations may be invited to attend any GPEC meeting as non-voting guests. Invitations must be approved by the Chair or his designee in advance of the meeting.

IV. Executive Committee

A. Purpose

An Executive Committee shall provide governance for the GPEC. Specifically, the Executive Committee shall:

1. Recommend the short and long term strategy of GPEC;
2. Provide financial oversight;
3. Act as liaisons to other healthcare-related organizations;
4. Act as the principal information exchange unit for both internal and external activities; and
5. Develop the annual GPEC agenda and reporting activities.

B. Membership

The Executive Committee shall consist of a Chair, a Treasurer, an Executive Secretary and two (2) at-large members of the GPEC by nomination and vote of the GPEC. The Chair of the GPEC shall also serve as the Chair of the Executive Committee. Further, as

its principal strategic partner, the International Pediatric Association (IPA) shall nominate one (1) member to the Executive Committee to serve as ex officio.

C. Chair

The Chair shall work with the Executive Secretary to schedule and plan meetings, develop long- and short-term strategy, and participate in the general operations of the GPEC. He or she shall also approve the final annual Summit meeting agenda after consultation with the Executive Committee. The Chair shall preside at all meetings.

D. Treasurer

The Treasurer may collect and disburse funds managed by GPEC. He or she shall prepare quarterly and annual reports for the Executive Committee and the full GPEC. He or she shall work with the designated firm to prepare the annual audit and tax return forms. The Treasurer may delegate his or her responsibilities to the Executive Secretary as deemed appropriate.

E. Executive Secretary

The Executive Secretary shall oversee and direct day-to-day GPEC activities. He or she will facilitate and foster relationships among GPEC, its partners and other healthcare related organizations on issues relevant to the GPEC mission. The Executive Secretary shall work with the Chair to schedule and plan meetings, develop long- and short-term strategy, and carry out the general operations of the GPEC. The Executive Secretary shall work with the Treasurer to draft budgets and to interface with the financial management firm that is retained to oversee the GPEC finances. The Executive Secretary shall have a maximum of ten percent of the annual budget as discretionary funds. In carrying out these duties, the Executive Secretary may delegate as appropriate.

F. Remuneration

Members of the Executive Committee serve in a volunteer capacity. The Executive Secretary position shall be funded by the American Board of Pediatrics Foundation for the foreseeable future.

G. Terms of Officers

Terms of all officers, including the IPA delegate, shall be for three years and are renewable one time consecutively. The terms of the Executive Secretary shall be renewable at the discretion of the Board of Delegates. Members of the inaugural Executive Committee shall have staggered terms determined by consensus.

If an Officer's term with their delegate organization shall end during their term as an Officer, they shall be allowed to complete the full term on the Executive Committee pending approval of the delegate organization. In such case, the delegate organization may assign an additional representative to the Board of Delegates but shall be responsible for all costs associated with the additional representative. If the delegate organization insists on replacing the delegate, an existing delegate shall fill their position on the Executive Committee by vote of the Board of Delegates.

When an officer's position is up for renewal, notice of the empty slot must be made known to the Board of Delegates at least three months prior to the annual Summit meeting. Delegates are then invited to submit names for a slate that will be voted on at the next annual Summit meeting.

H. Voting

Each member of the Executive Committee has one vote with the exception of the Executive Secretary who shall serve as an ex officio member of the Executive Committee without a vote. In the event of a tied decision, the Executive Secretary shall have a vote.

I. Reporting

The Executive Committee shall make regular reports to the GPEC as necessary. A representative of the Executive Committee, ordinarily the Executive Secretary, shall provide a formal organizational report to the GPEC at a minimum of once per annum. In addition, the Treasurer shall provide quarterly financial reports to the Executive Committee and annually to the full GPEC.

J. Subcommittees and Working Groups

The Executive Committee may appoint such subcommittees or working groups as are necessary to carry out the mission of GPEC.

K. Bylaws Revision

A revision to the Bylaws requires a 2/3 majority vote of the quorum of the Board of Delegates at the annual Summit meeting. Recommended changes to the bylaws must be circulated by the Executive Secretary to the full Board of Delegates at least three months prior to the Summit meeting.

V. Budget and Funding

A. Management

The Executive Committee shall be responsible for the overall management of finances.

B. Fiscal Year

The fiscal year shall begin on 1 August and end on 31 July of the following year.

C. Annual Budget

The Executive Committee shall be responsible for recommending an annual budget to the Board of Delegates for approval at the annual Summit. The Treasurer and the Executive Secretary shall prepare the draft budget for review by the Executive Committee at its annual face-to-face meeting.

D. Travel Expenses

Members of the GPEC Board of Delegates are responsible for their own travel-related expenses to the annual Summit meeting, and officers are also responsible for travel-related expenses to the annual meeting of the Executive Committee.

E. Member Organization Stipend

Member organizations are requested, but not required, to provide an annual stipend to GPEC for its operational activities. The annual stipend is negotiated individually with the leadership of each member organization and is set for a three-year term.

F. Funding

The Executive Committee shall be responsible for developing an internal and external funding strategy to be approved by the GPEC Board of Delegates.

G. Audit

An audit of the organizations finances will be performed at least annually by an external organization. This will usually be conducted in cooperation with the organizations financial management firm.

VI. Miscellaneous

A. Indemnity

To the extent permitted by law, each delegate, committee member, officer or other agent of GPEC shall be held harmless and indemnified by GPEC against all claims and liabilities and all costs and expenses, including attorney's fees, reasonably incurred or imposed in connection with or resulting from any action, suit or proceeding, or the

settlement or compromise thereof to which they may be made a party by reason of any action taken or omitted to be taken by them as a delegate, committee member, officer or agent of the GPEC in good faith. This right of indemnification shall inure to such person whether or not they are a delegate, committee member, officer or agent at the time such liabilities, costs or expenses are imposed or incurred and, in the event of their death, shall extend to their legal representatives.