



SSH

Society for Simulation in Healthcare

Membership Policy

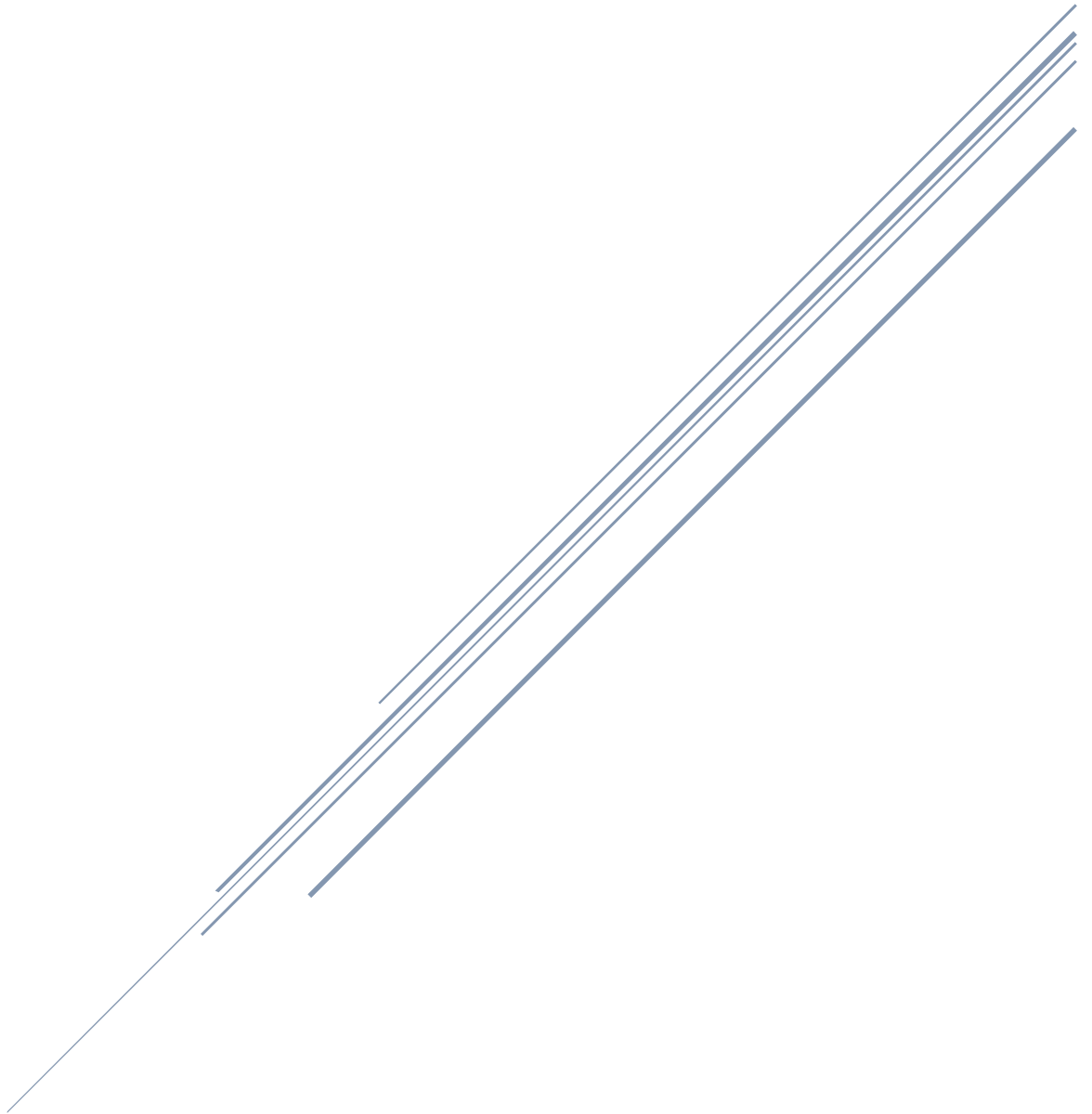



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	CREATION DATE 10/07	DATE REVISED 11/13
	POLICY AREA / CATEGORY Membership	DATE APPROVED / EFFECTIVE DATE 11/13
POLICY TITLE Affinity Group	VERSION 2.0	DATE REVIEWED 11/13

1. Summary of Purpose

1.1. To provide guidelines for SSH Affinity Groups (AG). SSH Affinity Groups are groups of SSH members with special interests in a particular area of simulation that request to meet at the International Meeting on Simulation in Healthcare (IMSH) to network and collaborate formally. The purpose of an Affinity Group is to provide opportunities for individuals to advance simulation in their area of interest, to increase opportunities for participation in SSH, and to promote and advance the purposes and activities of SSH.

2. Scope

2.1. This policy applies to all SSH Affinity Groups.

2.2. The Internal Relations Committee is responsible for oversight of this policy.

2.3. The Board of Directors is responsible for providing approval of this policy.

3. Definitions

3.1. None


4. Policy Details

4.1. Any member of the Society can request to form an Affinity Group. The Board of Directors approves designation as an SSH Affinity Group. When the Affinity Group has been active for at least two years, the group can request to be considered for designation as a Special Interest Group (SIG). There are no restrictions on the number of Affinity Groups or their areas of interest. The Membership Committee as a whole and its SIG Oversight Subcommittee in particular are responsible for the oversight of Affinity Groups. The affinity group will act in a way that is consistent with the policies of SSH.

5. Procedures for Ensuring Compliance


5.1. Formation of an Affinity Group

5.1.1. Any SSH Member or non-member may request to form an Affinity Group, provided they have documentation of at least twenty (20) SSH Members supporting the formation of the group. The application letter must be submitted to the Membership

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Committee at least 90 days prior to the International Meeting on Simulation in Healthcare and should include:

- 5.1.1.1. the requested name of the Affinity Group;
 - 5.1.1.2. the proposed mission of the Affinity Group
 - 5.1.1.3. the names and signatures of at least twenty (20) SSH members interested in forming the affinity group;
 - 5.1.1.4. the proposed chair and vice chair of the Affinity Group
 - 5.1.1.5. how the Affinity Group will support the mission of SSH.
 - 5.1.2. The Membership Committee will review the request and submit a formal motion to the Executive Committee for approval.
- 5.2. Dissolution or re-activation of an Affinity Group
- 5.2.1. An Affinity Group may be declared inactive or dissolved whenever the SSH Board of Directors determines that there is insufficient interest to continue.
 - 5.2.2. A change from inactive status to active status will require an application as in the case of the formation of a new Affinity Group.
- 5.3. Leadership
- 5.3.1. Each affinity group shall elect a Chair and Vice-Chair, whom must be SSH members, subject to approval by the SSH Executive Committee.
 - 5.3.2. The Chair and Vice-Chair will serve terms of two (2) years. Upon approval by the Executive Committee, the Chair and Vice-Chair may serve an additional 2-year term.
- 5.4. Responsibilities of an Affinity Group
- 5.4.1. The Affinity Group shall report to the Membership Committee. The Affinity Group shall develop its own goals, subject to approval by the Membership Committee.
 - 5.4.2. Affinity Groups will create measurable goals annually that are consistent with the goals and objectives of SSH or deliverables as described by the Membership Committee.
 - 5.4.3. Affinity Groups shall undertake activities in support of the approved goals.
 - 5.4.4. The Affinity Group Chair will report no less than annually to the Membership Committee on the activities of the group.
 - 5.4.5. The chair or vice-chair of the affinity group or their designee will attend the SIG Chairs meeting on a regular basis.

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- 5.4.6. Affinity Groups are required to hold at least one face-to-face meeting at the International Meeting on Simulation in Healthcare and have minutes from those meetings. Minutes from the face-to-face meeting shall be submitted to Membership Committee within ten (10) days after the meeting has ended.
- 5.4.7. Other conference calls and meetings will occur at the discretion of the Affinity Group leadership.
- 5.4.8. In collaboration with the communications manager, the affinity group shall keep current its page(s) on the SSH website
- 5.4.9. Opinions or views of the Affinity Group may not be representative of the organization.
- 5.4.10. The AG is not empowered to speak on behalf of SSH nor to negotiate agreements with other organizations
- 5.4.11. Materials to be distributed outside the Affinity Groups (documents, articles, surveys, etc) must be approved by the membership committee prior to distribution.
- 5.4.12. Affinity Groups will not be eligible for administrative support from SSH until such time as the group becomes an active Special Interest Group.


5.5. Benefits of an Affinity Group

- 5.5.1. Affinity Groups may use SSH list-serv to communicate with its members.
- 5.5.2. Each Affinity Group will be provided space on the SSH website to publicize its activities.
- 5.5.3. Each Affinity Group will receive a mailing list of its members with monthly updates of new and expired members of the group.
- 5.5.4. Affinity Groups may publish approved announcements in Simulation Spotlight.

5.6. Membership

- 5.6.1. Membership in an Affinity Group is open to members and nonmembers. Nonmembers may not hold a leadership position within the affinity group.
- 5.6.2. An additional fee may be associated with the Affinity Group meeting.

5.7. Transition to Special Interest Group Status

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- 5.7.1. Any Affinity Group with at least thirty (30) members that has been active for at least two (2) consecutive years and has consistently fulfilled its responsibilities can be considered for designation as an SSH Special Interest Group.
- 5.7.2. An exceptionally active Affinity Group with at least sixty (60) members that has consistently fulfilled its responsibilities can petition to the Board of Directors for a waiver of the two-year requirement.
- 5.7.3. The Affinity Group will make a formal application in writing to the Membership Committee to become a SIG.
- 5.7.4. After review and approval by the Membership Committee, the application and a motion to approve the SIG will be submitted to the Board of Directors. The formal application must be submitted to at least 30 days prior to the Board of Directors meeting.
- 5.7.5. Affinity Groups should review the SIG policies and procedures prior to applying for SIG status

5.8. SSH Logo


- 5.8.1. The SSH Logo may not be altered in any way.
- 5.8.2. The SSH Logo is to be used on all widely distributed materials. Sample materials must be reviewed and approved prior to distribution.
- 5.8.3. Please refer to the SSH Brand Guidelines for additional details on SSH Logo and Branding

6. Appendices / Attachments

- 6.1. See SSH Bylaws Article IX Section 1 and 2

	CREATION DATE 5/09	DATE REVISED 11/09
	POLICY AREA / CATEGORY Membership	DATE APPROVED / EFFECTIVE DATE 6/9, 1/10
POLICY TITLE Communications with Membership Policy	VERSION 3.0	DATE REVIEWED 6/9, 1/10, 5/17

1. Summary of Purpose
 - 1.1. To provide a structured approach to communicate with membership.
 - 1.2. To maintain the maximum number of active members within the Society.
 - 1.3. To notify members of upcoming expiration and encourage renewal of membership.
 - 1.4. To understand nonrenewal decisions and strategically plan to increase membership.
 - 1.5. To effectively communicate with members related to services provided by the SSH.
2. Scope
 - 2.1. The Internal Relations Committee is responsible for oversight of this policy.
 - 2.2. The Board of Directors is responsible for providing approval of this policy.
3. Definitions
 - 3.1. None
4. Policy Details
 - 4.1. Process of Expiration Notification for Non-Payment of Dues
 - 4.1.1. The Society's membership renewals are on a 12-month basis from join date.
 - 4.1.2. The Membership Department will send bulk emails / invoices to those members who will be expiring due to non-payment as reminders at -60 days, -30 days, and +15 days of the expiration date.
 - 4.1.3. Members will be instructed to log on to the website, where they will receive a message that their membership will soon expire and have the opportunity to immediately pay the dues for renewal.
 - 4.1.4. Members that are delinquent will be suspended from the Social Networks, Journal and all other benefits until they have reinstated their membership.
 - 4.1.5. Once the member has been suspended, they will be sent a short online survey to help determine the reason for non-payment resulting in non-renewal.
 - 4.1.6. Any member indicating dissatisfaction with their membership will be contacted by the Membership Department to

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encourage feedback related to that non-renewal and to provide due process for reinstatement.

4.1.7. The membership sub-committee will provide the Internal Relations Committee with a summary of the feedback.

4.1.8. The Membership Director will provide the Executive Director and Associate Executive Director with a monthly report containing membership statistics.

4.2. Privacy


4.2.1. The SSH Association maintains member databases that contain mailing, billing, and member profile information, as well as a record of each member's product purchases and registrations for conferences. The information in these databases is used by authorized SSH staff members to process orders; mail invoices, member benefits, renewal notices, and announcements; and respond to member inquiries. Member and non-member records are maintained indefinitely. Purchase, Continuing Education and registration databases may be retained for up to six years, or according to the current ACCME guidelines.

4.2.2. Personal information is stored in a relational database and standard security methods are used to protect it. We require confirmation of identity before releasing information back to the user for update over the Web.

4.2.3. Commercial information (such as credit card numbers) is obtained using our secure Web server through Authorize.net. We do not store complete credit card information on our machines.

4.3. Email

4.3.1. The SSH Association does not rent or sell email addresses. SSH may use email addresses to contact members to answer member questions or to acknowledge the receipt of membership applications and other orders, to send membership renewal notices, and to send occasional announcements about SSH events to those members who have not opted out of receiving such announcements. These announcements are short, straightforward messages which

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contain pointers to online resources where members can explore the information more fully.

4.4. Postal Mail

- 4.4.1. SSH uses the postal addresses of its members to mail products and announcements from SSH and from its Corporate Supporters. The names and mailing addresses of members who have not opted out (see below) may be rented to outside organizations to send information about an upcoming event that have been carefully screened by authorized SSH staff for their suitability. SSH member names and mailing addresses are never sold.


4.5. Opt-Out

- 4.5.1. SSH purchases a secure email marketing system, “Constant Contact” (www.constantcontact.com) to send group emails to our membership. The Constant Contact site gives members the opportunity to opt out from receiving email communications or from having their name and address made available to anyone other than the SSH Association. When registering for a conference, registrants also have the option not to have their name included on the attendee list.

4.6. Change/Modify Member Information

- 4.6.1. The SSH site gives members the opportunity to change information previously provided. Members may change information on the website by following the “membership tab” followed by the “personal records” sub-navigation tab. They may also change their information by phoning the office at: 866-730-6127 and a staff member will gladly assist. Additionally, members may obtain assistance by sending an email to admin@ssih.org.
- 4.6.2. Note: Information is always updated whenever a new conference registration occurs and upon renewal of membership.

4.7. Links to Other Sites

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- 4.7.1. The SSH web site contains links to external web sites. The Society for Simulation in Healthcare is not responsible for the privacy practices or the content of such web sites.

4.8. Communication Related to Services Provided


- 4.8.1. Members may contact SSH via the published phone number or any SSH email address (primarily admin@ssih.org) and the message will be received by a Customer Service Coordinator. The Coordinator will either address the concern immediately or route the message to the appropriate SSH staff person to address the question(s).
- 4.8.2. All SSH employees will attempt to help members via phone and / or email communication methods with 24 hours of receiving the notification.
- 4.8.3. Any issue that is not resolved by the SSH staff member will be routed to the Executive Director or Associate Executive Director.

5. Procedures for Ensuring Compliance

- 5.1. The Membership Department in conjunction with the Internal Relations Committee will ensure that the processes are adhered to based on the schedules detailed above.

6. Appendices / Attachments

- 6.1. None

	CREATION DATE 1/07	DATE REVISED 11/15
	POLICY AREA / CATEGORY Membership	DATE APPROVED / EFFECTIVE DATE 11/15
POLICY TITLE Institutional (Bulk) Membership Sales	VERSION 2.0	DATE REVIEWED

1. Summary of Purpose

- 1.1. To provide guidance to the organization on sale of discounted memberships to third parties.

2. Scope


- 2.1. The Society for Simulation in Healthcare (SSH) appreciates organizations, corporations, and other third parties to sponsor or purchase memberships for individuals. SSH recognizes that this practice may be used for promotional purposes for the third-party organization's products or goods. One example is a non-profit organization providing membership opportunities for its employees as part of an instructor training program. Another example is a profit-making organization providing a paid membership along with a product sale. This policy outlines the rules under which these third-party memberships will be entertained.
- 2.2. The Internal Relations and Finance and Audit committees are responsible for oversight of this policy.
- 2.3. The Board of Directors is responsible for providing approval of this policy.

3. Definitions

- 3.1. None


4. Policy Details

- 4.1. SSH will permit a third-party organization to purchase institutional (i.e., bulk) individual memberships at the current registration fee without restriction.
- 4.2. SSH will permit a third-party organization to purchase institutional (i.e., bulk) individual memberships at a discounted price with the following stipulations:
 - 4.2.1. 10 members to 24 members: 10% discount per member rounded up to the nearest \$5
 - 4.2.2. 25 members to 49 members: 15% discount per member rounded up to the nearest \$5
 - 4.2.3. 50 members and above: 20% discount per member rounded up to the nearest \$5
 - 4.2.4. SSH will provide a system of registration purchase codes (RPC) for the third-party to distribute to those individuals who will become

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members. The SSH website registration system will accept valid RPC as a payment method

- 4.2.5. The registrations must be completed on-line referring to each new member as if they were registering independently
 - 4.2.6. The membership dues must be paid by the third party in one lump sum within thirty (30) days after billing
 - 4.2.7. The third-party organization may not state, suggest, or imply that participation in this program constitutes a special relationship with SSH. The third-party organization may not state, suggest, or imply that participation in this program constitutes an endorsement of the organization's products, services, or programs by SSH, its board of directors, or officers in any manner whatsoever.
 - 4.2.8. Any promotion of the paid-membership program by the third-party organization must be approved in advance by SSH upon submission of the promotional material to the executive director at least one week prior to distribution. The secretary of SSH shall have final authority for approving material for distribution, display, or other promotion.
 - 4.2.9. Any press releases, media statements, or other public announcements regarding the paid membership program must be approved in advance by SSH upon submission to the SSH Executive Director at least one week prior to release. The secretary of SSH shall have final authority for approving media announcements or statements.
5. Procedures for Ensuring Compliance
 - 5.1. The SSH office will provide a mechanism for third-party organizations to purchase and process these memberships.
 6. Appendices / Attachments
 - 6.1. None

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	POLICY AREA / CATEGORY Membership	DATE APPROVED /EFFECTIVE DATE 11/15, 11/20
POLICY TITLE Membership and Member Services Policy	VERSION 2.0	DATE REVIEWED 11/15, 11/20

1. Summary of Purpose

1.1. SSH membership categories are broadly defined by the bylaws. The purpose of this policy is to specify eligibility and verification requirements for each category of membership and to provide guidance to the staff in providing membership services and processing dues.

2. Scope

2.1. Provides requirements for SSH membership

2.2. The Internal Relations Committee is responsible for oversight of this policy.

2.3. The Board of Directors is responsible for providing approval of this policy.

3. Definitions

3.1. For the purpose of dues, the Active Membership may be defined as:

3.1.1. Full Membership which includes a mail and online subscription to the Journal for North American members and an online only subscription to overseas members.

3.1.2. Life Membership which includes all benefits of Full Membership but exempt from annual dues.

3.1.3. Student Membership which includes an online only subscription to the Journal for North American members and overseas members.

4. Policy Details


4.1. Life Membership is reserved for an individual member of the Society who has rendered outstanding service to the Society or to the field of simulation. To receive the designation of Life Member, the individual must receive an affirmative majority vote by the Society Board of Directors. Life membership is for the life of the individual unless revoked, is not transferable, and includes all benefits of membership.

4.1.1. To be considered for Life Membership, individuals must fulfill the following criteria:

4.1.1.1. Current SSH Membership

4.1.1.2. Long-term commitment to SSH as evidenced by at least 10 (ten) years of continuous membership and active participation in the Society

4.1.1.3. Substantial contribution to the field of healthcare simulation

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4.2. Student Members are individuals who are pursuing academic studies full time, may join or renew at the student rate.

- 4.2.1. Student IMSH registration includes a membership.
- 4.2.2. Student members receive a discount on their membership dues as set by the Board of Directors.
- 4.2.3. Students must submit a current letter of enrollment or transcript from their institution at the time of dues payment or meeting registration
- 4.2.4. Student members shall be voting members.
- 4.2.5. The student membership rate can be used a maximum of three times
- 4.2.6.

4.3. Resident/Fellow Members are individuals who have been accepted into a residency or fellowship training program and remain enrolled therein.


- 4.3.1. Resident/Fellow IMSH registration includes a membership.
- 4.3.2. Student members receive a discount on their membership dues as set by the Board of Directors.
- 4.3.3. Residents/Fellows must submit a current letter from the director of their training program at the time of dues payment or meeting registration.
- 4.3.4. Resident/Fellow members shall be voting members.
- 4.3.5. The student, resident and fellow membership rate can be used a maximum of three times

4.4. Annual dues amounts for active members will be approved by the Board of Directors.


- 4.4.1. Members may join at any time throughout the year.
- 4.4.2. Payment of dues may be made by check, credit card or wire.
- 4.4.3. Receipt of payment must be recorded before members have access to member-only sites on the web or are eligible for member benefits.

4.5. Active Member benefits include but are not limited to:

- 4.5.1. Eligible for elected and appointed office
- 4.5.2. Eligible for member rates at SSH sponsored live and virtual events
- 4.5.3. Discount on SSH Certification
- 4.5.4. Subscription to the Society's Journal based on dues structure

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- 4.5.4.1. Online access to Journal will be following payment receipt
 - 4.5.4.2. Publisher will be notified of new memberships on a regular basis
 - 4.5.5. Subscription to Simulation Spotlight, e-news on healthcare simulation
 - 4.5.6. Membership in Affinity Groups, Special Interest Groups and Sections
 - 4.5.7. Access to member-only sites on the Society web pages
 - 4.5.8. Access to SimConnect, an online communication platform, the SimConnect Mentor Module and the SimConnect mobile app
5. SSH Membership Renewal Process
- 5.1. SSH members receive multiple notices that their membership is going to expire.
 - 5.2. SSH members receive an emailed membership renewal notice 60 days prior to expiration, 30 days prior to expiration, and approximately two (2) days prior to expiration.
 - 5.3. SSH members receive an expiration notice two (2) weeks after expiration and thirty (30) days after expiration. They receive a request to fill out a retention survey within thirty (30) days after they have expired.
 - 5.4. SSH members who have opted in to texting receive a text message thirty (30) days before expiration, fifteen (15) days before expiration and five (5) days past expiration. They also receive a text message asking them to fill out a survey thirty-one (31) days past the expiration date.
 - 5.5. Membership will be automatically terminated for non-payment of dues after their 30 day grace period in accordance with Society's policy.
6. SSH Membership is required for all governance roles.
- 6.1. SSH Membership is required for all governance roles during their term of service. These are elected or appointed positions. There are two exceptions to this membership requirement: Accreditation Council and the Certification Council and its working subgroups.
 - 6.2. These positions include but are not limited to: IMSH Planning Chairs, SimOps Planning Chairs, Content Team Members, IMSH or SimOps Reviewers, Committee Chairs and Vice Chairs, Section, SIG and Affinity Group Chairs and Vice Chairs, SSH Board Members, STORM Magazine Editor in Chief and Editorial Board, etc

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6.3. SSH members who are up for renewal receive all of the notices as outlined in Section 5

6.3.1. SSH members who are in governance positions receive additional personalized emails from the SSH membership department reminding them of the membership requirement to hold the position.

6.3.1.1. Members have a thirty (30) day grace period. The membership department must notify the Chair and Vice Chair of the IRC when an SSH member in a governance position moves thirty (30) days past their expiration date.

6.3.1.2. The IRC Chair / and Vice Chair will notify that person and let them know that membership is required in order to maintain the governance position.

6.3.1.3. The membership department must notify the Chair and Vice Chair when a member in a governance position moves close to sixty (60) days past their expiration date.

6.3.1.4. The Chair and Vice Chair will then send a motion to the Board to remove that person from their governance position and will give a specific date for removal. That date will be 89 days past the expiration date.

7. Procedures for Termination of Membership

7.1. Termination of Membership - Membership will be automatically terminated for non-payment of dues in accordance with Society's policy.


7.1.1. The membership of any member of the society may be terminated, following due process, by the Board of Directors two-thirds (2/3) vote, upon the occurrence of any of the triggering events listed in the Bylaws.

7.1.2. Due process:

7.1.2.1. The Board of Directors must provide written notice of the intent to revoke membership from the individual within 10 business days of the vote, specifying the precise and specific issue(s) deemed to meet the threshold for removal.

7.1.2.2. The individual shall have the opportunity to respond within 10 business days of receipt of the notice of removal.

7.1.2.3. The Board of Directors shall consider all available information, and act in accordance with California statutes that govern the rights of a member

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8. SSH Membership may be revoked

- 8.1.1.1. The Board of Directors must provide written notice of the intent to revoke membership from the individual within 10 business days of the vote, specifying the precise and specific issue(s) deemed to meet the threshold for removal.
- 8.1.1.2. The individual shall have the opportunity to respond within 10 business days of receipt of the notice of removal.
- 8.1.1.3. The Board of Directors shall consider all available information, and act in accordance with California statutes that govern the rights of a member.

	CREATION DATE November 10, 2021	DATE REVISED
	POLICY AREA / CATEGORY Membership	DATE APPROVED / EFFECTIVE DATE November 21, 2021
POLICY TITLE Regional Group	VERSION 1.0	DATE REVIEWED November 21, 2021

1. Summary of Purpose

- 1.1. To provide guidelines for SSH Regional Groups (RG). The purpose of a Regional Group is to provide the SSH communication platform, SimConnect, for these groups to advance healthcare simulation in their geographic area, to increase opportunities for participation in SSH, and to promote and advance the purposes and activities of SSH.

2. Scope

- 2.1. This policy applies to all SSH Regional Groups.
- 2.2. The Internal Relations Committee is responsible for oversight of this policy.
- 2.3. The Board of Directors is responsible for providing approval of this policy.

3. Definitions

- 3.1. Regional group: a collection of healthcare simulationists with geographic proximity and shared interests in healthcare simulation.
- 3.2. SSH Regional Group: the SSH formally approved regional group that is allowed access to partial SSH resources.

4. Policy Details

- 4.1. Any regional group in the world that is healthcare simulation focused may request to form an SSH Regional Group.
 - 4.1.1. The regional group shall submit an application to become a recognized regional group.
 - 4.1.2. The Internal Relations Committee will review the request and if approved, shall submit a formal motion to the Executive Committee (or Board of Directors) for approval.
 - 4.1.3. The Executive Committee (or Board of Directors) approves designation as an SSH Regional Group. There are no restrictions on the number of SSH Regional Groups.
 - 4.1.4. On approval, SSH and the regional group shall execute an MOU forming the SSH Regional Group.
- 4.2. The SSH Regional Group will act in a way that is consistent with the policies and procedures of SSH.
 - 4.2.1. The Internal Relations Committee is responsible for the oversight of SSH Regional Groups.

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POLICY TITLE Regional Group	VERSION 1.0	DATE REVIEWED November 21, 2021

5. Procedures for Ensuring Compliance

5.1. Applications to become an SSH Regional Group

5.1.1. The regional group shall submit a completed application form as provided by SSH. A completed application form shall include:

5.1.1.1. four contact names;

5.1.1.2. verification that the regional group has at least 10 active members;

5.1.1.3. the name of the regional group;

5.1.1.4. the purpose of the regional group;

5.1.1.5. operational information for the regional group.

5.1.2. The Technology Subcommittee of the Internal Relations Committee shall review the applications and determine if they shall be approved for submission of a motion to create an SSH Regional Group.

5.2. Dissolution of an SSH Regional Group:

5.2.1. A Regional Group may be declared inactive or dissolved whenever the SSH Board of Directors determines that there is insufficient interest to continue.

5.3. Responsibilities of an SSH Regional Group and its members:

5.3.1. The SSH Regional Group members must create an SSH account (SSH membership is not required).

5.3.2. The SSH Regional Groups may use all the tools of SimConnect in managing their membership and communicating within the group.

5.3.3. The members of the SSH Regional Group must adhere to the Code of Conduct for SimConnect.

5.4. Benefits of a Regional Group:

5.4.1. Regional Groups may use the SSH communication platform, SimConnect, to engage with its members.

5.4.2. Members of the SSH Regional Group may join other SSH Affinity Groups at no charge.

5.4.3. SSH Regional Groups may publish approved announcements in the SSH Simulation Spotlight.


5.5. Membership:

5.5.1. Membership in a regional group is dictated by the regional group's bylaws.


6. Appendices

6.1. Application form to become an SSH Regional Group


6.2. MOU for SSH Regional Groups

	CREATION DATE October 2016	DATE REVISED N/A
	POLICY AREA / CATEGORY Membership	DATE APPROVED /EFFECTIVE DATE November 2016
POLICY TITLE Section Nominations and Elections	VERSION 1	DATE REVIEWED

1. Summary of Purpose
 - 1.1. To ensure SSH Sections conduct fair and representative processes for nominating and voting on Section leadership positions of chair and vice-chair.
2. Scope
 - 2.1. This policy covers the nominations and elections for SSH Sections.
 - 2.2. The Internal Relations Committee is responsible for oversight of this policy.
 - 2.3. The Board of Directors is responsible for providing approval of this policy.
3. Definitions
 - 3.1. None
4. Policy Details
 - 4.1. Nominations Committee:
 - 4.1.1. The current Chair of the Section will be the chair of the Nominations Committee, so long as they are not seeking re-election. In the event the chair is seeking re-election, the vice-chair of the Section shall chair the nominations committee. In the event the vice chair is also seeking re-election, the chair of the nominations committee shall be appointed by the SSH President.
 - 4.1.2. A call shall go out to all Section members for interest in serving on the nominations committee a minimum of 30 days prior to the first meeting.
 - 4.1.3. After reviewing qualifications and experience of interested members, 3-4 shall be appointed to the Nominations Committee by the Nominations Committee Chair.
 - 4.1.4. An individual nominated for an elected position may not serve on the Nominations Committee.
 - 4.1.5. Members of the nominations committee shall serve a one-year term
 - 4.1.6. The Immediate Past Chair of the Nominations Committee will serve a one year term as a voting member of the Nominations Committee.
 - 4.2. Nominations Committee Responsibilities:
 - 4.2.1. The Committee will encourage nominations by the Section membership for open positions.

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- 4.2.2. The Committee will strive for a balanced representation of Section membership on the ballot for elected positions.
- 4.2.3. The Committee will take the following factors into account when reviewing candidates:
 - 4.2.3.1. Prior service to SSH
 - 4.2.3.2. Prior service to the Section
 - 4.2.3.3. Academic excellence
 - 4.2.3.4. Engagement in and commitment to the field
 - 4.2.3.5. Demographic, geographic, and professional diversity
 - 4.2.3.6. Additional criteria as determined by the Section
- 4.2.4. The Committee will confirm eligibility requirements for Section leadership in conjunction with the SSH Staff Liaison.
- 4.2.5. The Committee will review the roles and responsibilities with the candidates prior to formalizing the slate of nominees to ensure that nominees understand the commitment to SSH and the Section, if elected.
- 4.2.6. The Committee will vet all nominations and determine the final slate of candidates. Such slate will include no more than 3 nominees for each office.
- 4.2.7. Conflict of interest (COI) disclosure for each candidate will be reviewed by the same group or committee that reviews COI disclosures for Society officers.
- 4.2.8. The Committee Chair will present the final slate to the SSH Section Staff Liaison.
- 4.3. Candidate Eligibility
 - 4.3.1. Candidates eligible for elected positions will be current SSH Members in good standing.
 - 4.3.2. Candidate for eligible elected positions are evaluated for slating based upon criteria determined by the Section and communicated to all members prior to the nominations process.
 - 4.3.3. Candidates for elective positions to the Section may serve two consecutive terms in a specific elected position, after which they are ineligible for slating in that elected position in the next election cycle.
5. Procedures for Ensuring Compliance
 - 5.1. Call for Nominations
 - 5.1.1. Call for nominations will be presented and updated on the Section specific SimConnect group and will be sent to all Section members

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through SSH e-mail and any other available communication (as applicable)

5.1.2. A template for open nominations will be available on the Section specific SimConnect group and by request to the SSH Staff Liaison

5.1.3. The evaluation tool and description of its use by the Nominations Committee will be available on the Section specific SimConnect group (if applicable).

5.1.4. Any interested Section member must submit all required documents to the SSH Staff Liaison by the designated deadline.

5.1.5. The Section nominations committee will review all nominees based upon criteria set forth by the Section and determine the final slate for election.

5.2. Election Process

5.2.1. Candidate (Slate) Announcement

5.2.1.1. A slated nominee's biography, CV, and COI & disclosure statement will be posted on the Section specific SimConnect group and a summary will be included on the ballot, if appropriate for on-line balloting

5.2.2. Voting Procedures

5.2.2.1. Voting will be conducted via web polling of the Section membership and/or by mail-out ballot as determined by the Nominations Committee as the most efficient way to insure access to voting by the members.

5.2.2.2. Opening of voting will be announced by the SSH Staff Liaison through SSH e-mail and on the Section specific SimConnect group

5.2.2.3. The voting period will be no less than two (2) weeks from open to close of voting period.


5.2.2.4. Members of the Section and SSH are eligible to vote. No vote shall be counted if the person is not both a member of the Section and SSH.

5.2.2.5. At the conclusion of the election process, the results will be presented to the Chair of Nominations of the Section for review and then sent to the SSH Executive Committee for ratification.

5.3. Expectations of Candidates During the Election Process

5.3.1. Upon agreeing to become slated, candidates for Section Office commit to:

5.3.1.1. Becoming well versed in the history, organization, and purposes, of the Section.

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- 5.3.1.2. Not seeking to use the Society for personal enrichment, personal aggrandizement or special perks.
- 5.3.1.3. Understanding the Section dynamics and will strive to be an effective section leader.
- 5.3.1.4. Being broadly representative of the section membership, not of a particular interest group or clique.
- 5.3.1.5. Understanding the Section's responsibilities
- 5.3.1.6. Not participating in any kind of campaigning or self-promotion that would use a particular group or sub-group of the SSH for their personal gain.


5.3.2.

6. Appendices / Attachments


Appendix A: Nomination/Election Timeline

The timeline below represents the specific events and designated timeframes that must be adhered to in order to achieve a fair nomination and election process. The dates are inserted as an example, but the timeframes for events are required by SSH policy and procedure. The timeline may be adjusted with approval from the SSH Executive Committee.

- a) Final Day of Open Elections – September 30
- b) 4 months prior – June 1
 - i. Nominations Committee Chair identified
 - ii. Call for interest to Section members to serve on Nominations Committee (must be open for a minimum of 14 days)
- c) 3 months prior – July 1
 - i. Deadline for the appointments to the Nominations Committee
 - ii. Nominations Committee for Section convenes first meeting
- d) 2.5 months prior – July 15
 - i. Open positions and Call for nominations posted on SimConnect (call for interest must be open for a minimum of 30 days)
- e) 1.5 months prior – August 15
 - i. Deadline for Call for nominations
 - ii. Nomination Committee reviews nominations
- f) 1 month prior – September 1
 - i. Nomination Committee determines final slate of candidates to be presented for election

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- ii. Nominations Committee Chair sends final slate of candidates to SSH Section Staff Liaison to ready for election process
- g) 0.5 month prior – September 15
 - i. Slated candidates biographies, position statements, and COI disclosure posted to Section specific SimConnect group and sent to all Section members with voting instructions
 - ii. Online voting to open and remain open for a minimum of 14 days. Notice will be sent to all Section members when balloting is opened and will include the final day to vote which will not be less than 14 days from the open of voting
- h) September 30 – Voting closes
- i) Post Close of Voting – by October 15
 - i. SSH Section Staff Liaison will present results to Nominations Chair for review
 - ii. Election results will be sent to SSH Executive Committee for ratification
 - iii. SSH President notifies newly elected members and send announcement to the Section membership

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1. Summary of Purpose

1.1. To provide guidelines for SSH Sections. The purpose of a Section is to provide opportunities for the members of SSH to advance simulation in their area of interest, to increase opportunities for participation and leadership in SSH, to promote and advance the purposes and activities of SSH and to identify educational opportunities for the Society's conferences and events.

2. Scope

2.1. This policy applies to all SSH Sections.

2.2. The Internal Relations Committee is responsible for oversight of this policy.

2.3. The Board of Directors is responsible for providing approval of this policy.

3. Definitions

3.1. None

4. Policy Details

4.1. SSH Sections are structured groups of 100 or more SSH members dedicated to advance simulation in their area of interest and support the vision and mission of the Society. The Section will act in a way that is consistent with the policies of SSH.

5. Procedures for Ensuring Compliance


5.1. Formation of a Section:

5.1.1. A Section must operate as a Special Interest Group (SIG) prior to applying for Section status.

5.1.2. Any Special Interest Group that has sustained membership of one hundred (100) or more SSH members for two (2) years and has been active for at least two (2) consecutive years can be considered for designation as a Section of the Society.

5.1.3. Members of the Special Interest Group must vote to reach a consensus to apply for Section status. The Special Interest Group will make a formal application in writing to the Board of Directors to become a Section. The formal application must be submitted at least 30 days prior to the Board of Directors meeting and should include:

5.1.3.1. when the group was formed;

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- 5.1.3.2. the current number of group members;
- 5.1.3.3. the results of the vote to apply for Section status;
- 5.1.3.4. the requested name of the Section;
- 5.1.3.5. the proposed mission of the Section;
- 5.1.3.6. the proposed chair and vice chair of the Section;
- 5.1.3.7. how the Section will support the mission of SSH.

5.2. Dissolution or re-activation of a Section


- 5.2.1. A Section may be declared inactive or dissolved whenever the SSH Board of Directors determines that there is insufficient interest to continue.
- 5.2.2. A change from inactive status to active status will require a petition as in the case of the formation of a new Section.

5.3. Leadership

- 5.3.1. Each Section shall elect a Chair and Vice-Chair subject to approval by the SSH Executive Committee.
- 5.3.2. The Chair and Vice-Chair will serve terms of two (2) years. Upon approval by the Executive Committee, the Chair and Vice-Chair may serve an additional 2-year term.

5.4. Responsibilities of a Section


- 5.4.1. The Section shall report to the SSH Board of Directors. The Section shall develop its goals, subject to approval by the Board of Directors.
- 5.4.2. Sections will create measurable goals annually that are consistent with the vision, mission, goals and objectives of SSH or deliverables as set by the Board of Directors.
- 5.4.3. Sections shall undertake activities in support of the approved goals.
- 5.4.4. To perform Section functions, the Section must provide information to the Board of Directors on activities for the upcoming fiscal year that require budgetary approval.
- 5.4.5. The Section Chair will report no less than annually to the Board of Directors on the activities of the Section.
- 5.4.6. The chair or vice-chair of the Section or their designee will attend the SIG Chairs meeting on a regular basis.
- 5.4.7. Sections are required to hold at least one face-to-face meeting at the International Meeting on Simulation in Healthcare. Minutes from the face-to-face meeting shall be submitted to the Board of Directors within ten (10) days after the meeting has ended.

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- 5.4.8. Other conference calls and meetings will occur at the discretion of the Section leadership and minutes will be made available to the Board of Directors..
- 5.4.9. In collaboration with the communications manager, the Section shall keep current its page(s) on the SSH website
- 5.4.10. Under the direction of the Board of Directors, Section Chairs constitute a Section committee which advises the Board of Directors. The Board shall determine the purpose and mandate of such a committee. The Section committee will meet at least once at the annual International Meeting on Simulation in Healthcare.
- 5.4.11. The Section is not empowered to speak on behalf of SSH nor to negotiate agreements with other organizations.
- 5.4.12. Materials for distribution outside the Section (documents, articles, surveys, etc.) must be approved by the SSH Executive Committee prior to distribution.
- 5.4.13. Sections will work with the Staff Liaison to coordinate society support for activities and initiatives.

5.5. Benefits of a Section

- 5.5.1. Sections may use SSH list-serv to communicate with its members.
- 5.5.2. Each Section will be provided space on the SSH website to publicize its activities.
- 5.5.3. Each Section will receive a monthly update of new and expired members of the group.
- 5.5.4. Sections may publish approved announcements in Simulation Spotlight
- 5.5.5. A Section may request assistance from SSH staff in preparation and coordination of Section meetings.
- 5.5.6. A Section may award prizes for best abstracts in its area of interest at SSH meetings.
- 5.5.7. A Section is eligible to preview accepted IMSH content and recommend courses to its members.
- 5.5.8. A Section is eligible to bestow a maximum of two (2) service awards on its outstanding members.
- 5.5.9. Sections are also eligible to hold regional meetings and Section-specific meetings. Regional or Section-specific meetings must be reviewed by the Meetings Oversight Committee and a budget/business plan for the meeting must be approved by the Finance and Audit Committee. The Board of Directors has final

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approval for regional and Section-specific meetings. The Society administration will provide infrastructure support as is feasible to Section meetings and conferences.

5.5.10. Sections may suggest Section-specific educational programs to be held at the International Meeting in Simulation in Healthcare, webinars, and other venues.

5.6. Membership

5.6.1. Members of the Section must be current members of SSH.

5.6.2. Nonmembers interested in joining the Section must first join SSH.

5.6.3. An additional fee may be charged for Section membership to support the infrastructure requirements of the Section.

5.6.4. Any SSH member whose membership has lapsed is automatically removed from the Section as a member.


5.7. SSH Logo

5.7.1. The SSH Logo may be used only in accordance with the SSH Brand Guidelines and may not be altered in any way.

5.7.2. The SSH Logo is to be used on all widely distributed materials. Sample materials must be reviewed and approved prior to distribution.

6. Appendices / Attachments

6.1. None

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POLICY TITLE Special Interest Group (SIG) Policy	VERSION 3.0	DATE REVIEWED 05/17

1. Summary of Purpose

1.1. To provide guidelines for SSH Special Interest Groups. SSH Special Interest Groups are defined as an active group of SSH members with a common interest not currently served by the committee structure or section of the organization. The purpose of a Special Interest Group is to provide opportunities for SSH members to advance simulation in their area of interest, to increase opportunities for participation in SSH, to promote and advance the purposes and activities of SSH, and to identify educational opportunities for the Society's conferences and events.

2. Scope

2.1. This policy applies to all SSH Special Interest Groups.

2.2. The Internal Relations Committee is responsible for oversight of this policy.

2.3. The Board of Directors is responsible for providing approval of this policy.

3. Definitions

3.1. None

4. Policy Details

4.1. Special Interest Groups are structured groups of 30 or more members dedicated to advancing simulation in their area of interest and supporting the vision and mission of SSH. The Board of Directors approves transition from Affinity Group to Special Interest Group. The Special Interest Group will act in a way that is consistent with the policies of SSH.


5. Procedures for Ensuring Compliance

5.1. Formation of a Special Interest Group

5.1.1. A SIG must operate as an Affinity Group (AG) prior to applying for SIG status

5.1.2. Any AG that has sustained membership of thirty (30) or more SSH members for two (2) years and has been active for at least two consecutive years can be considered for designation as a SIG of the Society.

5.1.3. The majority of the Affinity Group Membership must vote in favor of applying for SIG status. The written request to apply for SIG status

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must be submitted to the Internal Relations Committee at least 30 days prior to the Board of Directors meeting and should include:

- 5.1.3.1. when the group was formed;
- 5.1.3.2. the current number of group members;
- 5.1.3.3. the results of the vote to apply for SIG status;
- 5.1.3.4. the requested name of the SIG;
- 5.1.3.5. the proposed mission of the SIG;
- 5.1.3.6. the proposed chair and vice chair of the SIG;
- how the SIG will support the mission of SSH.
- 5.1.4. The Internal Relations Committee will review the request and submit a formal motion for approval to the Board of Directors.

5.2. Dissolution or re-activation of a Special Interest Group


- 5.2.1. A Special Interest Group may be declared inactive or dissolved whenever the SSH Board of Directors determines that there is insufficient interest to continue.
- 5.2.2. A change from inactive status to active status will require an application as in the case of the formation of a new Affinity Group.

5.3. Leadership

- 5.3.1. Each Special Interest Group shall elect a Chair and Vice-Chair subject to approval by the SSH Executive Committee.
- 5.3.2. The Chair and Vice-Chair will serve terms of two (2) years. Upon approval by the Executive Committee, the Chair and Vice-Chair may serve an additional 2-year term.

5.4. Responsibilities of a Special Interest Group

- 5.4.1. The SIG shall report to the Internal Relations Committee. The SIG shall develop its own goals, subject to approval by the Internal Relations Committee.
- 5.4.2. SIGs will create measurable goals annually and that are consistent with the goals and objectives of SSH or deliverables as described by the Internal Relations Committee.
- 5.4.3. SIGs shall undertake activities in support of the approved goals.
- 5.4.4. To perform SIG functions, the SIG must provide information to the Internal Relations Committee on activities for the upcoming fiscal year that require budgetary oversight.
- 5.4.5. The SIG Chair will report no less than annually to the Internal Relations Committee on the activities of the group.

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5.4.6. The chair or vice-chair of the SIG or their designee will attend the SIG Chairs meeting on a regular basis.

5.4.7. SIGs are required to hold at least one face-to-face meeting at the International Meeting on Simulation in Healthcare and have minutes from those meetings. Minutes from the face-to-face meeting shall be submitted to Internal Relations Committee within ten (10) days after the meeting has ended.

5.4.8. Other conference calls and meetings will occur at the discretion of the SIG leadership.

5.4.9. In collaboration with the communications manager, the SIG shall keep current its page(s) on the SSH website

5.4.10. The Section is not empowered to speak on behalf of SSH nor to negotiate agreements with other organizations.

5.4.11. Materials to be distributed outside the SIG (documents, articles, surveys, etc.) must be approved by the Membership Committee prior to distribution.

5.4.12. Opinions or views of the SIG may not be representative of the organization.

5.5. Benefits of a Special Interest Group

5.5.1. SIGs may use SSH list-serv to communicate with its members.

5.5.2. Each SIG will be provided space on the SSH website to publicize its activities.

5.5.3. Each SIG will receive a mailing list of its members with monthly updates of new and expired members of the group.

5.5.4. SIGs may publish approved announcements in Simulation Spotlight.

5.5.5. A SIG may request assistance from SSH staff in preparation and coordination of SIG meetings.

5.5.6. A SIG may award prizes for best abstracts in its area of interest at SSH meetings.


5.5.7. A SIG is eligible to preview accepted IMSH content and recommend courses to its members.

5.5.8. A SIG is eligible to bestow a maximum of two (2) service awards on its outstanding members.

5.6. Membership

5.6.1. Membership in a SIG is limited to members of the Society.

Nonmembers interested in joining the SIG must first join the SSH.

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5.6.2. An additional fee may be associated with the SIG meeting.

5.6.3. Any SSH member whose membership has lapsed is automatically removed from the SIG as a member.

5.7. Merger of two or more Special Interest Groups

5.7.1. Two or more special interest groups can request to merge and become one group. Members of each interest group must vote to reach a consensus to merge with another group. The newly merged group will take the place of the groups which preceded the merger.

5.7.2. The formal application must be submitted at least 90 days prior to the International Meeting on Simulation in Healthcare.

5.7.3. The Internal Relations Committee will review the request and submit a formal motion to the Board of Directors for approval of the merger

5.8. Transition to Section Status

5.8.1. Any Special Interest Group that has reached a membership of one hundred (100) or more SSH members for two (2) years, has been active for at least two (2) consecutive years, and has consistently fulfilled its responsibilities can be considered for designation as a Section of the Society.

5.8.2. The majority of the Special Interest Group membership must vote in favor of applying for Section status

5.8.3. The Special Interest Group will make a request in writing to the Board of Directors to become a Section. The formal application must be submitted at least 30 days prior to the Board of Directors meeting.

5.8.4. Special Interest Groups should review Section policies and procedures prior to applying for Section Status.

5.9. SSH Logo

5.9.1. The SSH Logo may be used only in accordance with the SSH Brand Guidelines and may not be altered in any way.

5.9.2. The SSH Logo is to be used on all widely distributed materials. Sample materials must be reviewed and approved prior to distribution.

6. Appendices / Attachments

6.1. None