

Ultrasound Research Interest Group Constitution

Article I. Name, Purpose, and Non-Discrimination Policy

Section I. Name: The name of the organization shall be “Ultrasound Research Interest Group”, hereafter referred to as USRIG.

Section II. Purpose: To facilitate ultrasound research among medical professionals interested in clinician performed ultrasound

Section III. Non-Discrimination Policy: This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

Article II. Membership and Removal

Section I. Qualifications and categories of membership: Members are limited to currently enrolled students of The Ohio State University College of Medicine. Others such as faculty, resident physicians, alumni, sonographic professionals, etc. are encouraged to become members as non-voting associates. Ohio State Undergraduates are also to participate but must be approved by an Advisor and the President.

Section II. General membership within this organization may be terminated by an Executive Committee vote requiring an absolute majority. In order for an individual’s membership to be terminated, that individual’s actions or behavior must be disruptive or harmful to the organization. Membership termination cannot occur on account of discrimination referred to in Article I Section III.

Article III. Organization Leadership

Section I. The Executive Committee offices to USRIG include: President, Research Coordinator, Treasurer, and Secretary. A Vice Committee will be composed of a Vice President, Vice Research Coordinator, Vice Treasurer, and Vice Secretary. Officers who have finished their term on the Executive Committee shall be termed Officers Emeriti and will include: President Emeritus, Research Coordinator Emeritus, Treasurer Emeritus, and Secretary Emeritus.

Section II. President- The President shall prepare an agenda, call, preside over, and adjourn all organization gatherings, including Executive Board meetings. The President will work towards providing research opportunities at various levels for its members and keep track of all components of the organization. Finally, he or she will act as a liaison between students and the Ultrasound Division within the Department of Emergency Medicine including but not limited to briefing the division on student research activities and integrating EM Residents into research.

Section III. Research Coordinator- The Research Coordinator will keep track of ongoing projects, abstracts, and presentations that are made for national conferences. They will also be responsible for general organization of USRIG Lecture Series curriculum. This individual will assist in development and management of the USRIG ultrasound research database and will accept article submissions and summaries and update the database as needed.

Section IV. Treasurer- The Treasurer will oversee all financial matters of clubs, including paperwork and management of funds for purposes including but not limited to grant applications and research conference fees. Specific responsibilities of the treasurer include tracking and documenting funds spent/received on meetings and the USRIG Lecture series curriculum. They also are responsible for applying for reimbursement to the Student Union for programming funds in conjunction with the Ultrasound Interest Group to support Ultrafest and other ultrasound-related events. The Treasurer will also apply for operating funds from the Student Union and for reimbursement from the OSU College of Medicine Student Council.

Section V. Secretary- The Secretary will be in charge of the documentation of all USRIG activities and facilitating communication between USRIG leaders and prospective/general members. Specific responsibilities will include scheduling of events, writing meeting minutes, and distribution of electronic questionnaires and event RSVPs. The secretary will also maintain a roster of active members and record attendance to all scheduled activities to allow tracking and quantification of student participation.

Section VI. Vice President- The Vice President shall train with and assist the President in fulfilling his or her duties and responsibilities. In the absence of the President, the Vice President shall assume his or her respective functions.

Section VII. Vice Research Coordinator- The Vice Research Coordinator shall train with and assist the Research Coordinator in fulfilling his or her duties and responsibilities. In the absence of the Research Coordinator, the Research Coordinator shall assume his or her respective functions.

Section VIII. Vice Treasurer- The Vice Treasurer shall train with and assist the Treasurer in fulfilling his or her duties and responsibilities. In the absence of the Treasurer, the Vice Treasurer shall assume his or her respective functions.

Section XI. Vice Secretary- The Vice Secretary shall train with and assist the Secretary in fulfilling his or her duties and responsibilities. In the absence of the Secretary, the Vice Secretary shall assume his or her respective functions.

Section XII. Officers Emeriti- Officers Emeriti shall serve as mentors to USRIG's current governing body and aim to impart all skills and knowledge invaluable to the administration of the organization.

Article IV. Election of Officers

Section I. Leadership will change from year to year and succession will be encouraged and practiced. The leadership will consist of an Executive Committee, Vice Committee as outlined below. Leaders are expected to serve a total of two years: a one-year term on the Executive Committee, and a one-year term on the Vice Committee. Service on the Executive Committee and Vice Committee will be volunteer-based. The Executive Committee will select the Vice Committee. The qualifications of the leaders should include, but not be limited to: an interest and working knowledge of ultrasound literature, leadership potential, organizational ability, and a drive to contribute to medical education. After completion of their term on the Executive Committee, the Officers Emeriti shall continue to function as mentors to the organization.

Section II. Leadership Relief of Duty: In the event that one or more members of the leadership core of USRIG is failing to perform his or her duties and/or fails to uphold this constitution, he or she may be removed from office. Any member of the USRIG may notify the current faculty advisor of a student leader failing to perform as above. The remaining leaders of the USRIG will then hold a vote by secret ballot to determine whether to remove the leader in question from office. In order to be successful, there must be more than 1/2 affirmative votes to pass such a measure.

Article V. Term of Office and Removal

Section I. The term of office for each Executive Committee Officer shall be for the duration of one year.

Section II. The term of office for each Vice Committee Officer shall be one year, during which each Vice Officer is expected to train with their respective Executive Officer and learn to fulfill all duties and responsibilities pertinent to their role. After a training period of year, the Vice Officer will succeed the previous Executive Officer.

Section III. Following the official transition of an antecedent Vice Officer to the acting Executive Officer, the former Executive Officer shall serve as an Officer Emeritus for as long as he or she remains a student of the College of Medicine in good standing.

Section IV. In the event that a Vice Officer is unable to or chooses not to accept their term on the Executive Committee for the following year, the Executive Committee may elect another individual to fill the role.

Section V. Under extenuating circumstances such that an Executive Officer or Vice Officer becomes unable to fulfill their duties for an extended period of time, the Executive Committee may elect a temporary substitute to serve for the remainder of the term.

Section VI. Executive and Vice Committee members may serve multiple terms, as long as they remain medical students during that period of time and were not impeached during their previous term. However, transition of leadership is encouraged.

Section VII. Any Executive Committee member may call for impeachment proceedings. A member is impeached if a majority of the Executive votes in favor of terminating the officer's position.

Section VIII. Any absence without explanation for longer than a two-month period, despite communication efforts made by other Executive or Vice Committee members, can warrant an immediate termination of that officer.

Article VI. Advisor(s) Qualification Criteria

Section I. Advisor(s) must be full-time faculty members of The Ohio State University College of Medicine that have experience with ultrasound research literature or presentations.

Section II. Advisor(s) should aid USRIG as needed and provide mentorship to its members

Article VII. Meetings of the Organization

Section I. USRIG members will be comprised of 1st – 4th year medical students and any approved undergraduates. USRIG will focus on providing its members an overview of the various types of ongoing ultrasound research. USRIG hopes to compile a database of current research to allow members to pursue projects, develop curriculum and use the organization as a means to publish and present their works at the national level. USRIG will hold monthly journal meetings to discuss relevant articles and projects that need to be undertaken.

Article VIII. Quorum

Section I. In order to conduct the business of USRIG, a quorum consisting of at least 50% of the Executive Committee must be in attendance. The President and Vice-President can lead journal meetings without the presence of other officers.

Article IX. Amendments

Section I. Amendments to the Constitution may be made by a simple majority vote of the Executive Committee members.

Section II. Amendments may be removed from the Constitution by a simple majority vote of the Executive Committee members.

Section III. Amendments cannot be voted on until at least one day after they are proposed.

Article X. Method of Dissolution

Section I. The Ultrasound Research Interest Group can be dissolved either by the unanimous consent of the Executive Committee or decision of the Director of Ultrasound from the Department of Emergency Medicine if there is a lack of interest in the goals of the organization amongst medical students.

Section II. The Ohio State University should absorb any assets and debts of the Ultrasound Research Interest Group.