

Family Medicine Point-of-Care Ultrasound (FM POCUS) Constitution

Article I – Name, Purpose, and Non-Discrimination Policy of the Organization

Section 1: Name

The name of this organization shall be Family Medicine Point-of-Care Ultrasound (FM POCUS).

Section 2: Purpose

The purpose of this organization shall be to foster the professional growth and career development of members of The Ohio State University who are interested in ultrasound within the specialty of family medicine, seek to further its evidence-based use in field-relevant settings, and wish to develop their skills in Point-of-Care Ultrasound (POCUS) within the context of family medicine. We aim to do so through a combination of clinical and educational initiatives, with the ultimate goal of improving the quality, efficacy, and resource-consciousness of patient care for family medicine settings. The Family Medicine Point-of-Care Ultrasound group will provide longitudinal leadership, mentorship, and educational opportunities for medical students and undergraduate students at all levels of familiarity with sonography.

Section 3: Non-Discrimination Policy

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

Article II – Membership

Membership shall be open to any currently-enrolled student of The Ohio State University College of Medicine and The Ohio State University. Benefits will include access to family medicine physicians, mentorship, and available research opportunities. Other interested parties, such as faculty and alumni, will be limited to acting as non-voting honorary members.

As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of a community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

Article III – Methods for Removing Members and Executive Officers

III.a. Any member may make a motion for the removal of any member providing that evidence is presented to support the removal. Grounds for removal include the inadequate fulfillment of duties, behavior detrimental to advancing the purpose of this organization, violation of the organization's constitution or by-laws, violation of the Code of Student Conduct, university policy, or federal, state, or local law. The member may be removed through majority vote of the officers in consultation with the organization's advisor.

III.b. Any member may make a motion for the removal of any selected officer of the organization providing that evidence is presented to support the removal. Grounds for removal include the inadequate fulfillment of duties, behavior detrimental to advancing the purpose of this organization, violation of the organization's constitution or by-laws, violation of the Code of Student Conduct, university policy, or federal, state, or local law. The member may be removed through majority vote of the officers in consultation with the organization's advisor. Selection of a new officer should be considered at the next scheduled meeting.

III.c. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

Article IV – Organization Leadership

All selected officers shall serve on the Executive Committee.

Section 1: Primary Leader (President)

The primary leader will be appointed by the extant/outgoing Executive Committee, in consultation with the organization's advisor. The term of the primary leader may last as long as the individual remains an eligible member of the organization. The duties of the primary leader will include completing annual online training, completing annual in-person training, ensuring the group roster is up-to-date, ensuring the organization's descriptions and constitution are accurate, ensuring the organization has a minimum of two goals per year, and assisting in finding and training a replacement upon ending of tenure. The primary leader will ensure connections with the Department of Family Medicine and students, including planning events with direct interaction with faculty, fellows, and residents from Family Medicine and its various subspecialties.

Section 2: Secondary Leader

The secondary leader will be appointed by the extant/outgoing Executive Committee, in consultation with the organization's advisor. The term of the secondary leader may last as long as the individual remains an eligible member of the organization. The duties of the secondary leader will include ensuring the group roster is up-to date, ensuring the organization's descriptions and constitution are accurate, ensuring that events are in-line with constitutional goals, and assisting in finding and training a replacement upon ending of tenure. The secondary leader will assume the duties of the primary leader in their absence.

Section 3: Treasurer

The treasurer will be appointed by the extant/outgoing Executive Committee, in consultation with the organization's advisor. The term of the treasurer may last as long as the individual remains an eligible member of the organization. The duties of the treasurer will include attending online training annually, attending in-person training annually, tracking all financial transactions, assisting in finding a replacement upon ending of tenure, and transitioning all necessary information smoothly.

Section 4: Advisor

The advisor will be appointed by the extant/outgoing Executive Committee, in consultation with the organization's extant/outgoing advisor. The term of the advisor may last as long as the advisor is willing and able to support the aims of the group as outlined in its constitution. The duties of the advisor will include completing online training, supporting the aims of the group through networking, mentorship, and teaching, and assisting in finding and training a replacement upon the ending of tenure.

Article V – Selection of Organization Leadership

The primary leader, secondary leader, and treasurer will be selected on a yearly basis. Selection will occur every spring by mid-March at the latest, and be performed by the extant/outgoing committee via majority vote, with input from the advisor. Selection will be made on the basis that officers are in good academic standing, and express a clear understanding of and vision for the group. Any student currently enrolled in the College of Medicine in good academic standing may be eligible for office. Appointment will be confirmed via email, and ratified in person. Newly selected officers should assume full responsibilities of office by the end of the academic semester.

In the event of a resignation or removal, the same procedure will be followed at the next planned meeting.

Article VI – Executive Committee: Size and Composition of Committee

The Executive Committee will represent general membership, conduct the business of the organization, and report its actions to general membership. This Committee shall be comprised of the organization leaders and work in concert with ex officio positions from related student organizations, including the Ultrasound Interest Group.

Article VII – Advisor: Qualification Criteria

Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications. For the purposes of this organization, an attending, fellow, or resident advisor within the Department of Family Medicine will be preferred. The advisor will be enthusiastic about both ultrasound and family medicine, and will be eager to serve as a mentor to the organization and its members. Responsibilities and expectations of advisors include completing online and in-person training, attending as many events as possible and/or assisting in finding other residents, fellows, or attendings to provide input from across the stages of training, and providing clinical input based off of personal experience.

Active members may vote on removal of the advisor with a simple majority needed for removal. In this case, at least two-thirds of active members must participate at the time of voting.

In the case of a resignation, new advisorship must be sought immediately.

Article VIII – Meetings and events: require and their frequency

Membership will consist of medical students from years 1 through 4, and any other interested parties. Meetings will allow the group to touch base about organizing events, as well as to assess progress towards the organization goals. If goals are not being met, the Executive Committee will hold a strategy meeting with the faculty advisor(s) to identify concrete steps for improvement. Meetings will be held once monthly. Attendance at 50% of meetings hosted may be required for membership each academic term.

Article IX – Attendees of events of organization

The organization reserves the right to address member or event attendee behavior where the member or event attendee's behavior is disruptive or otherwise not in alignment with the organization's constitution, Code of Student Conduct, university policy, or federal, state, or local law.

Article X – Method of Amending Constitution: proposals, notice, voting requirements

Any member of the organization may present amendments to the Constitution at any regularly scheduled business meeting. Any proposed amendments should be presented to the organization in writing, and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general

meeting in which votes will be taken and should require a two-third majority of general members to pass the amendment. 100% of the executive committee must participate at the time of voting.

Article XII -- Method of dissolution of organization

In the event of voluntary dissolution by discussion and two-thirds majority voting, the Executive Committee must send notice to its membership, the Department of Family Medicine, and Student Activities indicating intent to dissolve and the date it becomes effective. Leadership must ensure all bills have been paid and reconciled, close its checking account if applicable, clean out all items associated with the organization, delete or deactivate any associated electronic accounts or sites associated with the organization, and provide all parties with a forwarding contact for any final messages for the organization. Remaining assets that are not returnable property of the University, College of Medicine, Department of Family Medicine, or specific individuals, may be disposed of as the committee sees fit and as aligns with university policy and applicable law.