**Ultrasound Interest Group Constitution**

*Article I-* *Name, Purpose, Non-Discrimination Policy*

Section 1 - Name: Ultrasound Interest Group (USIG) at The Ohio State University

Section 2 - Purpose: The USIG is a program designed to build leadership in the use and understanding of ultrasound (US) technology. Through education, the main goal will be to teach and encourage proper use of this tool in the clinical setting. The USIG is a mentorship program open to all students at The Ohio State University College of Medicine.

The USIG encourages leadership over the four years and the helping of others learn how best to utilize ultrasound in medicine through structured mentorship and example. Ultrasound education is passed on from year to year, student to student.

Section 3 - 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*

As a student-run organization, voting membership is 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 but as non-voting associates or honorary members.

*Article III-Organization Leadership*

Section 1 – Election of Leadership: The leadership will be from The Ohio State University College of Medicine. Leadership will change from year to year and succession will be encouraged and practiced. The leadership will consist of an Executive and Standing Committee as outlined below. Selection of the Executive Committee will be volunteer-based and determined by democratic election by USIG members. The Standing Committee will be selected by the faculty advisor(s). The qualifications of the leaders should include, but not be limited to: an interest and working knowledge of ultrasound, leadership potential, management skills, motivation and organizational acumen.

Section 2 – Leadership Relief of Duty: In the event that one or more members of the leadership core of the Ultrasound Interest Group 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 Ultrasound Interest Group may notify the current faculty advisor of a student leader failing to perform as above. The remaining leaders of the Ultrasound Interest Group 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 2/3 affirmative votes to pass such a measure.

*Article IV-Executive Committee*

The Executive Committee will be composed of a President, Vice President, Treasurer and Secretary. This committee represents the general membership and conducts business of USIG between general meetings of the membership and reports its actions at the general meetings of the membership.

*Article V-Standing Committee*

The Standing Committee will be composed of a Education Coordinator, two Beginner Ultrasound Coordinators, two Intermediate Ultrasound Coordinators, one or two Advanced Ultrasound Coordinators, one or two Engagement Committee Chairs, two Community of Practice Chairs, and a Webmaster. Their primary duties will be to ensure that the Ultrasound Interest Group runs smoothly and promotes and provides opportunities for ultrasound education to all interested students. *Article VI-Advisors*

Advisors of the Ultrasound Interest Group must be members of The Ohio State University College of Medicine faculty. They will be enthusiastic about ultrasound and medicine and serve as a mentor to the USIG. The advisors of the USIG will play an integral role in helping with decisions and overseeing the quarterly meetings of the USIG. As ultrasound interest grows, other faculty members will be encouraged to join the USIG on a faculty advisory board.

*Article VII-Meetings of the Organization*

Membership will consist of medical students from years 1 through 4. The areas will be highlighted by the USIG will include clinical uses of ultrasound and educational ultrasound opportunities. The USIG will encourage US education through didactics, hands-on sessions, peer-led training sessions, modeling opportunities, and shadowing in clinical settings.

*Article VIII- Method of Amending the Constitution*

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent meetings and the general meeting in which the votes will be taken, and should require a two-thirds majority of voting members (a quorum being present) or a majority of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

*Article IX-Method of Dissolution of Organization*

The requirement for dissolution of the organization should be a demonstrated lack of interest in the goals of the Ultrasound Interest Group amongst the medical students. If an attempt at recruitment is made and fewer than 10 participants are interested, the Ultrasound Interest Group will, at this time, dissolve. The Ohio State University should absorb any assets and debts of the Ultrasound Interest Group.

By-Laws

*Article I-Parliamentary Authority*

The rules contained in Robert’s Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

*Article II-Membership*

Membership is voluntary. There are no dues. This program will be available to any level medical student. Students will be encouraged to join the curricular activities such as the US Honors program, and Trained Simulated Ultrasound model Program. Likewise, students participating in these curricular activities will be encouraged to join the USIG. Other medical students will be welcome to join and participate in ultrasound activities determined by area of interest and level of training. The USIG may eventually open up membership to non-medical constituents after thoughtful deliberation toward desired outcomes and resources.

Every new member of the USIG must register with the Ultrasound Academy to indicate their experience with ultrasound and their comfort with specific ultrasound skills. A section of the initial survey will be tailored to the individual USIG member with specific intended future uses of ultrasound. The initial survey is used not only to track progress of the individual’s digital portfolio but also to guide the individual toward available resources and US Academy activities.

The USIG will have three levels of proficiency within the membership: Beginner, Intermediate, and Advanced, according to self report and demonstrated ultrasound proficiency by completing the provided extracurricular training programs. These levels of proficiency will be used for tracking and encouraging development of members but will not be used as a requirement for officer positions.

Termination of membership shall be volunteer-based and go without consequence. Termination of membership will require a written statement citing their reason, to facilitate future program changes to help promote longitudinal ultrasound education. There will not be an upper limit to the number of members, and all members will be updated in the rolls on a quarterly and annual basis.

*Article III-Election/Appointment of Government Leadership*

The president and vice president will be voluntary and will be determined based on democratic election by the USIG standing committee from the previous year. The standing committee for the subsequent year will then be selected based on applications from volunteer medical students by the newly elected president and vice president in conjunction with faculty advisors. The term of office for the students is one calendar year. The qualifications of the leaders should include, but not be limited to: an interest and a basic knowledge of ultrasound, leadership, management, motivation and basic organizational skills. The transition to new government will occur on July 1 of each year and the process of appointing the new leaders will begin at the end of the academic school year, that is to say, May and June.

*Article IV-Executive Committee*

Duties of the leaders: The USIG will have a President who will oversee the entire process of ultrasound interest in medical school. This person will ensure that all USIG services, such as the TSUP and proctor pools, are working to provide ultrasound opportunities to USIG members. His/her main goal is to ensure the provision of extracurricular learning and scanning opportunities for students at both a basic level and more specialized level as students progress in their medical school career. The president will also attend the annual required Student Organization training.

A vice president will provide leadership to the organization and facilitate the promotion of ultrasound through demonstration and instruction. The vice president will be in charge of presenting the final statistics/metrics of the Ultrasound Interest Group for the year. The Vice President will step in and carry out the duties of President if for any reason, the President cannot execute his/her duties.

A treasurer will work closely with the president and faculty to manage the accounting and record keeping of the USIG’s funds from the college and group expenditures. They will also attend annual required Student Organization training.

 A secretary will keep track of the minutes at the meetings and facilitate the online minutes and communication of the USIG. He/she will also be responsible for the creation and distribution of USIG communication to the general student body. Leadership will change from year to year and succession transition will be encouraged and practiced.

*Article VI-Standing Committee*

The Standing Committee will be made up of student leadership and will be charged to coordinate the educational activities for students. The Standing Committee will also consist of specialty liaisons to other IGs to promote US use in various areas of medicine.

Education Coordinator– This person ensures that all activities within the TSUP and proctor pools are executed, and will help to standardize the teaching materials and education provided by the organization. Students participate in activities and metrics are reported on a semiannual basis.

Beginner Ultrasound Coordinators – Two coordinators will be responsible for administering and coordinating the Beginner ultrasound curriculum for interested students. These coordinators will work with the President and Education Coordinator to plan and run practice sessions. At least one coordinator will attend each practice session to help facilitate the session.

Intermediate Ultrasound Coordinators – Two coordinators will be responsible for administering and coordinating the Intermediate ultrasound curriculum for interested students. These coordinators will work with the President and Education Coordinator to plan and run practice sessions. At least one coordinator will attend each practice session to help facilitate the session.

Advanced Ultrasound Coordinators – One or two coordinators will be responsible for administering and coordinating the Advanced ultrasound curriculum for interested students. These coordinators will work with the President and Education Coordinator to plan and run practice sessions. At least one coordinator will attend each practice session to help facilitate the session.

Engagement Committee – One or two individuals will be responsible for increasing student participation in USIG activities outside of the Beginner, Intermediate, and Advanced extracurricular educational programs. This may take many forms including the creation of a Tiered mentorship program, scheduling of organ specific teaching sessions, and non-education focused activities for USIG leadership and members.

Webmaster – This person will be responsible for creation, maintenance and enhancement of the USIG webpage. The Webmaster will interface with the other members of the USIG and broadcast the USIG’s information via digital mediums.

*Article VI-Faculty Advisor(s)/Advisory Board Responsibilities*

These persons will oversee the activities of the interest group and ensure that meetings, programs, and interest group activities are carried out through the academic year. Advisors of the USIG will play an integral role in helping with decisions and overseeing the quarterly meetings of the USIG. The Advisor(s) will be responsible for overseeing the progression and expansion of the USIG and offer mentorship for further pursuits of ultrasound use in clinical rotations.

*Article VII-Meeting Requirements/Activities*

There will be organized quarterly meetings, which members may attend and online opportunities to organize their own experiences and participate in the USIG. Members are encouraged to attend all meetings and participate in level of training specific ultrasound activities. Active membership requires a minimum of 2 out of the 4 meetings quarterly meetings. A Quorum shall be set as one member over half the total members. Meetings and agendas will be determined by the Executive Committee. Members of the USIG will be notified of mandatory meetings via an email from the secretary.

Additionally, there will be ultrasound resources posted to learning management systems detailing the concepts covered in lectures/presentation and in hands on training sessions. It is the USIG goal that resources be made easily accessible to all IG members and act as a sufficient aid in learning ultrasound.

The USIG will conduct specialty specific didactics and hands-on sessions in coordination with other IGs. These sessions will discuss advances in US pertaining to that particular field. The goal is to increase the penetrance of US awareness/applicability in various subspecialties by exposing a diverse student body to its many uses.

A monthly newsletter submitted from the Secretary will update membership on USIG activities and events. This information will be sent via online resources and posted onto the USIG website.

The annual newsletter is a year-end document, which will summarize the activities of the previous year. The president will write his/her farewell address and provide advice for next year’s interest group leadership and members.

*Article VIII-Method of Amending By-Laws*

By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a two-thirds majority vote of the membership present (a quorum being present).