**Ultrasound in Ophthalmology Community of Practice Constitution**

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

Section 1 - Name: Ultrasound in Ophthalmology Community of Practice (USO COP)

Section 2 - Purpose: USOCOP hopes to unite medical students, residents, fellows, and faculty within a single Community of Practice (COP), which seeks to advance Point of Care Ultrasound (POCUS) through Clinical, Administrative, Research, and Education (CARE) initiatives in the Department of Ophthalmology. Ultimately, we hope to improve quality and efficacy of patient care by contributing to the widespread adoption of ultrasound at the bedside, as this technology becomes increasingly useful and affordable.

USOCOP encourages leadership over the four years of medical school. Ultrasound projects across all four CARE domains are passed on from year to year, student to student.

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*

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 and Removal of Members and 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 Committee. Selection of the Executive Committee will be application based, and the standing Executive Committee will evaluate all applicants to fill vacancies as they occur, with input from faculty advisors. The qualifications of the leaders should include, but not be limited to: an interest and working knowledge of ultrasound in Ophthalmology, leadership potential, management skills, motivation and organizational acumen.

Section 2 – Leadership Relief of Duty: In the event that one or more members of the Executive Committee 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 USO COP may notify the current faculty advisor of a student leader failing to perform as above. The remaining members of the Executive Committee 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.

Section 3 – Methods for Removing Members and Executive Officers If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor. Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor. 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-Executive Committee*

The Executive Committee will be composed of a President, Vice President, and Treasurer. Additional potential positions on the committee may include a Clinical Coordinator(s), Administrative Coordinator(s), Research Coordinator(s), and Educational Coordinator(s) if the Executive Committee determines their creation to be sufficiently beneficial and necessary. Coordinators will guide the group’s efforts in each of the CARE domains, with support from the President, Vice President, and Treasurer. This committee represents the general membership and conducts business of USO COP between general meetings of the membership and reports its actions at the general meetings of the membership.

*Article V-Advisors*

Advisors of USO COP 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 organization. The advisors of the USO COP will play an integral role in helping with decisions and overseeing the quarterly meetings. As the organization grows, other faculty members will be encouraged to join USO COP on a faculty advisory board.

*Article VI-Meetings of the Organization*

Membership will consist of medical students from years 1 through 4. Meetings will allow the group to touch base about organizing events across the CARE domains, 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.

*Article VII- 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. A Quorum shall be set as one member over half the total members. The constitution should not be amended easily or frequently.

*Article VIII-Method of Dissolution of Organization*

The requirement for dissolution of the organization should be a demonstrated lack of interest in the goals of the USO COP amongst the medical students. If an attempt at recruitment is made and fewer than 5 participants are interested, the USO COP will, at this time, dissolve. The Ohio State University should absorb any assets and debts of the USO COP.

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 in other US activities such as the Honors Ultrasound elective, Ultrasound Interest Group, Trained Simulated Ultrasound Patient program, and Ultrasound Research Interest Group. Likewise, students participating in these curricular activities will be encouraged to join a community of practice related to their specialty of interest. Medical students not involved in the USO COP will be welcome to join and participate in organization events, determined by area of interest and level of training.

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 better serve the student body. 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 by an application and interview process organized by faculty advisors and Executive Committee members that are not applying for either position. All other vacancies will be filled by an application and interview process led by the President and Vice President, with input from other Executive Committee members. The term of office will last until the student graduates, is dismissed from the role, or voluntarily resigns. The qualifications of the leaders should include, but not be limited to: an interest and a basic knowledge of ultrasound in ophthalmology, leadership, management, motivation and basic organizational skills. The transition to new government will occur in the spring of each year.

*Article IV-Executive Committee*

Duties of the leaders:

President – The President will be responsible for communication with faculty advisors and work closely with the Administrative Coordinator(s). Additionally, the President will lead quarterly meetings, and be responsible for tracking progress of goals across the four CARE domains. The President will also be responsible for ensuring the group’s continued “Active” status with The Ohio State University.

Vice President – Responsible for a year-end report on the progress of the group, along with next steps to continue to grow the organization over the next 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.

Treasurer - Will work closely with the president and faculty to manage the accounting and record keeping of funds from the college and group expenditures. They will also attend annual required Student Organization training.

Clinical Coordinator(s), Administrative Coordinator(s), Research Coordinator(s), and Educational Coordinator(s) will plan projects and events based upon the organization’s level across the Community of Practice (COP) Milestones included at the end of this document.

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

These persons will oversee the activities of the interest group and ensure that meetings, programs, and activities are carried out through the academic year. Advisors will play an integral role in helping with decisions and overseeing the quarterly meetings. The Advisor(s) will be responsible for overseeing the progression and expansion of the USO COP.

*Article VII-Meeting Requirements*

To remain an active member of the COP, students are required to attend at least 1 event in any of the four CARE domains each semester.

*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). A Quorum shall be set as one member over half the total members.

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