**Plastic Surgery Ultrasound Community of Practice Constitution**

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

***Section I –* Name:** Plastic Surgery Ultrasound Community of Practice

 ***Section 2* - Purpose:** The Plastic Surgery Ultrasound Community of Practice 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 Plastic Surgery department. 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.

 ***Section III* – 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, sexual orientation, protected veteran status, or any other bases under the law in its activities, programs, admission, and employment. As a student organization at The Ohio State University, Plastic Surgery Ultrasound Community of Practice expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: https://hr.osu.edu/public/documents/policy/policy115.pdf. If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleIX.osu.edu or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

***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 – Method for Removing Members and Executive Officers***

 ***Section I- Removal of Members:***If a member engages in behavior that is detrimental to advancing the purpose of Plastic Surgery Ultrasound Community of Practice, violates the constitution or bylaws of Plastic Surgery Ultrasound Community of Practice, 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 advisors

***Section II – Removal of Executive Officers:*** 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.

 ***Section III:*** In the event that the reason for a 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 advisors, may vote to temporarily suspend a member or executive officer.

***Article IV – Organization Leadership:***

 ***Section I – Titles of Executive Officers and Description of Roles:*** The Executive Committee will be composed of three leadership Executive Committee members with the following duties:

1. **President**: The President will be responsible for communication with faculty advisors. Additionally, the President will lead quarterly meetings, and will 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. The President will maintain communication with other group members to ensure the interest group’s goals are being met. The President will work in conjunction with the Vice President to aid in the organization of events.
2. **Vice President**: The Vice President is 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 the President if for any reason, the President cannot execute his/her/their duties. The Vice President will work in conjunction with the President to aid in the organization of events.
3. **Treasurer**: The Treasurer will work closely with the President and faculty to manage the accounting and record keeping of funds from the college and group expenditures. The Treasurer will be responsible for acquiring and maintaining necessary funds for the facilitation of conferences and will coordinate fundraising events.

***Article V - Election of Executive Officers:***

***Section I – Election of Executive Officers:*** The leadership will be from The Ohio State University College of Medicine. The leadership will consist of an Executive Committee made up of Executive Officers. Leadership will change from year to year and succession will be encouraged and practiced. An election shall be scheduled in March of each year to elect new officers by majority vote of the Executive Committee. Newly elected Executive Officers will fulfill their roles in March of each year and their term will last until the following March. 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 limited to: an interest and working knowledge of ultrasound in Plastic Surgery, leadership potential, management skills, motivation and organizational acumen.

***Section II – Elections in Cases of Impeachment or Resignation:*** In instances of resignation or impeachment an election will be held within one month of vacancy of the position. Applications from students enrolled in The Ohio State University College of Medicine will be reviewed by the remaining Executive Committee members. The newly elected Executive Officer will serve until the following March.

***Article VI – Advisor(s):***

Advisors of the Plastic Surgery Ultrasound Community of Practice 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 Plastic Surgery Ultrasound Community of Practice 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 the Plastic Surgery Ultrasound Community of Practice on a faculty advisory board.

***Article VII – Meetings and Events:***

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. (See CARE domains outlined at end of document). Events include, but are not limited to didactic lectures, educational ultrasound scanning sessions, journal clubs, or research initiatives.

***Article VIII – Attendees of Events of the Organization:***

Plastic Surgery Ultrasound Community of Practice reserves the right to address member of event attendee behavior where the member of event attendee’s behavior is disruptive or otherwise not in alignment with the organization’s constitution

***Article IX – 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 X – Method of Dissolution of the Organization:***

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

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 Plastic Surgery Ultrasound Community of Practice 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 standing Executive Committee members. The term of office will last 12 months, or until the student 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 Plastic Surgery, 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.

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

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 Plastic Surgery Ultrasound Community of Practice.

***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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