

❖ ***Article I: Name of Organization, Purpose of Organization, and NonDiscrimination Policy.***

➤ **Section I: Name of Organization**

- Urology Ultrasound Community of Practice

➤ **Section II: Purpose of the Organization.**

- The purpose of the Urology Ultrasound Community of Practice is to advance the role of ultrasound in urologic care through education, research, and clinical applications. The organization aims to:
  1. Enhance the use and accessibility of ultrasound within urology, from medical school to attending status, throughout the Wexner Medical Center.
  2. Provide education and hands-on experience for medical students, residents, fellows, and attending physicians to incorporate ultrasound into urologic diagnostics and procedures.
  3. Foster a collaborative ecosystem across urology and other specialty Community of Practices to improve patient care using ultrasound technology.
  4. Serve as a platform for the integration of the Ultrasound Interest Group (USIG), Ultrasound Research Interest group (USRIG), and medical students interested in urology.
  5. Contribute to the clinical excellence at The Ohio State University Wexner Medical Center by optimizing the use of ultrasound in patient care.

➤ **Section III: Non-Discrimination Policy**

- This organization and its members do not discriminate against any individual(s) for reasons of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, veteran status, or any bases under the law, in its activities, and admission.
- As a student organization at The Ohio State University, Urology 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](mailto:titleIX@osu.edu).

❖ ***Article II - Membership: Qualifications and categories of membership.***

- Membership is open to all currently enrolled students at The Ohio State University College of Medicine, as well as medical students on an official leave of absence, who have an interest in ultrasound applications in urology.
- Residents, fellows, and attending physicians are encouraged to join and can participate as non-voting members.

- Active membership and voting privileges are granted to members who attend at least 50% of the organization's meetings and events within an academic year.
- Non-active members will retain access to group communications but will not have voting rights.
- ❖ ***Article III – Methods for Removing Members and Executive Officers***
  - The removal of officers and/or members shall not be influenced by the age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status of the individual.
  - **Terms of Office**
    - Executive leadership consisting of the President, Vice President, Secretary, Treasurer, Research Chair, and Education Chair shall each serve a one-year term beginning in April and concluding the following April. Officers may be re-elected for consecutive terms if eligible.
  - **Grounds for Removal**
    - Officers or members may be subject to removal for any of the following reasons:
      - ⑩ Failure to fulfill assigned duties or responsibilities
      - ⑩ Conduct detrimental to the mission or values of the organization
      - ⑩ Violation of institutional policies or applicable laws
      - ⑩ Disruptive or inappropriate behavior toward other members
      - ⑩ Repeated unexcused absences from required meetings or events
  - **Removal of Officers**
    - A motion for removal of an officer may be submitted by any member of the executive leadership.
    - The officer in question must be informed in writing of the concerns and given an opportunity to respond within 7 days.
    - A unanimous vote among the remaining executive leadership members is required for removal.
    - If removal is approved, the executive board will appoint an interim officer to serve until a new election can be held or the term ends.
  - **Removal of General Members**
    - A member may be removed through a unanimous vote by all members of the executive leadership.
    - The member in question must be informed of the rationale for removal and provided a chance to address the leadership before a vote.
    - The final decision shall be communicated in writing within 5 days of the vote.
- ❖ ***Article IV - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.***
  - The structure of the Urology Ultrasound Community of Practice will be composed of a Faculty Advisor, President, Vice President, Secretary, Treasurer, Research Chair, and Education Chair.

- **Faculty Advisor** is an attending physician from the urology department who is responsible for guiding the organization's direction and ensuring the alignment of ultrasound practices with clinical standards.
  - Leads meetings to evaluate community of practice (COP) status and organizational progress.
  - Oversees and supports the execution of projects and events.
  - Mentors executive board members.
  - Assists in the delegation and coordination of tasks.
  - Liaises with faculty for project approval and implementation.
  - Helps coordinate faculty participation and scheduling for COP activities.
- **The President** shall be responsible for leading the organization in all official capacities and ensures fulfillment of the organization's mission.
  - Leads meetings and coordinates events.
  - Represents the organization to faculty, fellows, and residents.
  - Participates actively in lectures, scans, and COP-related activities.
  - Assesses and addresses medical student ultrasound educational needs.
  - Serves as the primary advocate for medical student interests.
- **The Vice President** shall be responsible for supporting the President and assuming leadership in their absence.
  - Assists with communication and promotion of clinical education and research opportunities.
  - Maintains contact with COP coordinators following events and meetings to update on action items and milestone progress.
- **The Secretary** shall be responsible for serving as the organization steward in the absence of the President and Vice President.
  - Records and archives minutes for all executive and general meetings.
  - Maintains and updates the constitution.
  - Keeps the COP contact list current within the shared drive.
  - Tracks administrative milestones and ensures timely execution of organizational objectives.
- **The Treasurer** shall be responsible for managing the financial affairs of the organization
  - Maintains accurate financial records.
  - Oversees the group's checking account and monitors expenditures.
- **The Research Chair** oversees all research-related initiatives within the organization.
  - Facilitates planning and execution of research objectives.
  - Serves as a liaison between USRIG and COP to coordinate ongoing and past research efforts.
  - Catalogs existing research projects and disseminates relevant resources.
- **The Education Chair** directs the educational arm of the organization.
  - Develops and monitors progress toward educational goals.
  - Updates the USIG newsletter with upcoming activities and initiatives.
  - Coordinates and enhances delivery of educational content.

❖ ***Article V – Election / Selection of Organizational Leadership***

➤ **Eligibility for Office**

- All members in good standing who have been active participants for at least one semester are eligible to apply for executive leadership positions. Current officers may apply for a different or continuing role if eligible.

➤ **Nomination and Selection Process**

- Executive leadership positions (President, Vice President, Secretary, Treasurer, Research Chair, and Education Chair) will be filled through a written application and review process each April
- The current executive leadership will select the new leadership based on applicants' qualifications, commitment, and alignment with the organization's mission.

➤ **Conflict of Interest in Selection**

- In the event that two or more current executive leaders are applying for the same position for the following year, those individuals must recuse themselves from all deliberations and voting related to the selection of the new executive board. The remaining executive board members will conduct the selection process impartially.

➤ **Unfilled Positions**

- If the roles of Secretary, Treasurer, Research Chair, or Education Chair are not filled during the April selection, a second application cycle will be held following the first general body meeting of the new academic year.
- The President and Vice President will lead the selection process for these remaining roles on submitted applications.

➤ **Terms of Office**

- All executive officers shall serve a one-year term from April to the following April, unless otherwise specified.

➤ **Vacancies, Resignations, or Impeachment**

- In the event of a resignation or inability of an officer to fulfill their duties, the executive board shall appoint a replacement through an internal review and majority vote
- If an officer is removed through the procedures described in Article III, the vacancy will be filled using the same process
- The appointed officer will serve for the remainder of the original term

➤ **Ratification**

- All final selections must be approved by a simple majority vote of the current executive board members who are not involved in the election (in the case of conflict of interest).

❖ ***Article VI – Executive Committee: Size and composition of the Committee***

❖ ***Article VII – Standing Committees: Names, purposes, and composition***

❖ ***Article VIII – Advisor or Advisory Board: Qualification Criteria***

- The Urology Ultrasound Community of Practice will be advised at all times by a current faculty member who is a practicing physician in the Department of Urology.

- **Responsibilities and Expectation of the Faculty Advisor:**
  - Lead regular meetings to evaluate the status of the Community of Practice (COP) and assess organizational progress.
  - Oversee and support the execution of projects and events, ensuring they align with educational and professional objectives.
  - Mentor executive board members, providing guidance in leadership, professional development, and personal growth.
  - Assist in the delegation and coordination of tasks within the organization to ensure effective workflow and accomplishment of goals.
  - Act as a liaison between the COP and faculty, ensuring proper project approval and implementation.
  - Coordinate faculty participation and scheduling for COP activities, facilitating involvement and support from relevant experts in the field.
- ❖ ***Article IX – Meetings and events of the Organization: Required meetings and their frequency***
  - **Required Meetings**
    - A monthly meeting will be held by the organization to promote its core objectives as outlined in Article 1, Section II. These meetings will serve as a platform for discussing organizational progress, upcoming events, and alignment with the group's mission.
    - The executive leadership may hold additional meetings with only executive board members in attendance to address internal matters, strategy development, and organizational logistics.
  - **Key Events and Activities**
    - The organization will schedule a guest speaker, a hands-on ultrasound session, and a journal club focused on urologic ultrasound for the upcoming academic year. These events will provide opportunities for learning, networking, and fostering discussion on recent developments in urologic ultrasound.
- ❖ ***Article XI – Methods of Amending Constitution***
  - A meeting will be convened to allow for an open discussion among current voting members regarding proposed changes to the constitution. This meeting will be led by the current executive leadership and will provide an opportunity for all members to voice their opinions and concerns about the proposed amendments.
  - Any current voting member of the organization may propose an amendment to the constitution. Proposals must be submitted in writing to the executive leadership prior to the meeting for review and inclusion in the agenda.
  - Proposed amendments will be subject to a vote. Approval of an amendment requires a two-thirds majority vote from the current voting members present at the meeting.
  - The Secretary shall be responsible for updating the constitution with any approved amendments, ensuring the revised document is made available to all members in a timely manner.

❖ ***Article XII – Method of Dissolution of Organization***

- The organization shall be dissolved if the President leadership position cannot be filled within an academic year. This shall serve as the determining factor for the dissolution process.
- In the event of dissolution, any assets held by the organization, including financial savins, property, or other valuables of monetary worth, shall be donated to the Department of Urology.
- If the organization holds any outstanding debts at the time of dissolution, these debts shall be collected from the individuals who originally incurred them.
- Upon official dissolution, the Student Activities staff must be contacted to remove the organization's information from the university website.