

Academy of Emergency Ultrasound (AEUS)

OPERATIONAL GUIDELINES

I. Name

The name of this academy shall be the Academy of Emergency Ultrasound (AEUS)

II. Mission

Our Mission is:

1. To advance education and research of ultrasound for the bedside evaluation of emergency medical conditions, resuscitation of the acutely ill, critically ill or injured, guidance of invasive procedures, monitoring of certain pathologic states and as an adjunct to therapy.
2. To serve as a platform for discussion of subjects that are of concern to emergency medicine physicians practicing clinical sonography.
3. To support medical student, resident, fellow, and practicing emergency physician ultrasound training and education.
4. To foster individual and multicenter ultrasound research to advance the knowledge of our field and improve patient care, safety and emergency department patient flow.
5. To work collaboratively with other organizations within emergency medicine, and across the specialties, through partnership, education and to promote shared common interests.

III. Membership

1. Membership in the Academy of Emergency Ultrasound (AEUS) is open to all Society for Academic Emergency Medicine members in good standing.
2. A current full dues paying member shall be in good standing.

IV. Academy Executive Committee

1. The interim Academy Executive Committee shall consist of a Chair, the Chair Elect, Honorary Past Chair, Secretary and Treasurer. The initial Academy Executive Committee will serve from the time the Academy is approved by the SAEM Board of Directors until the next annual meeting of the Academy.
2. Once established through election at the Academy's inaugural annual meeting at SAEM, the elected officers of the Academy's Executive Committee shall be: the Chair, Chair-Elect, the Immediate Past Chair, Secretary, Treasurer, Research Officer, and Education Officer. The Executive Committee will also have a nonvoting *ex officio* member from the SAEM Board of Directors.
3. The charge of the Executive Committee shall be to act on behalf of the general membership to further the mission of AEUS and conduct its business activities. The Executive Committee meeting minutes shall be provided to any AEUS member in good standing upon written request.

4. The Executive Committee shall meet in-person at least twice annually; once at the SAEM Annually Meeting and once at the ACEP Scientific Assembly. It will also meet by telephone conference twice, semiannually between the SAEM and ACEP in-person meetings.
5. Eligibility for nomination:
 - a. All AEUS members in good standing who are active SAEM members are eligible to be nominated for elected Executive Committee positions.
 - b. Nominees for elected Executive Committee positions shall be presented (either hard copy or electronic) by the Nominating Committee to the general academy membership at least thirty (30) days prior to the SAEM annual meeting.
 - c. Representation on the Academy Executive Committee shall be limited to no more than two representatives per institution.
6. Term of Office:
 - a. Chair, Chair-Elect, Past Chair shall serve for one year.
 - b. In the 1st AEUS Executive Committee election, the Treasurer and Research Officer will be elected for one-year terms and the Secretary and Education Officer will be elected for two-year terms. After the first year elections for the position of Secretary, Research Officer, Education officer and Treasurer shall be for two-year terms.
 - c. The Secretary, Research Officer, Education Officer, Treasurer may not be eligible for any Executive Committee position other than Chair-Elect until they have been out of office for at least one year.
 - d. The Past Chair shall not be eligible for re-nomination as an elected officer until they have been out of office for at least two years.
 - e. All terms of office will coincide with the dates of the AEUS annual meeting.
7. Vacancies
 - a. If a vacancy occurs on the Executive Committee (Secretary, Treasurer, Research Officer, Education Officer), the Nominating Committee will recommend to the Executive Committee within thirty (30) days an interim replacement for the remainder of the term of office, unless such vacancy occurs less than 120 days for the annual SAEM meeting.
 - b. With approval by the majority of the Executive Committee, the Chair shall appoint the interim replacement to the vacated position.
 - c. At the end of the interim term, the interim Executive Committee member will be eligible to be nominated for all elected officer positions.
 - d. If the Chair-elect position becomes vacant, a formal electronic election will be held within ninety (90) days.

- e. If the academy Chair is unable to complete their duties, the Chair-elect shall assume the office of Chair.
- 8. Resignations, removal
 - a. An Executive Committee member may resign by written notice to the Chair. The resignation will be effective upon its receipt by the Chair or a subsequent time as set forth in the notice of resignation.
 - b. An Executive Committee member shall be removed from office if he or she performs an action that violates the by-laws of the Academy or of SAEM. An Executive Committee member may be removed by an affirmative vote of two-thirds (2/3) of the Executive Committee.
- 9. Compensation
 - a. Executive Committee members shall serve without compensation but may be reimbursed for actual, reasonable and necessary expenses incurred in his or her capacity as an Executive Committee member. This does not include reimbursement for Society or Academy membership, SAEM or ACEP conference registration or attendance, which will be covered by the individual or their home institution. Expenses will be submitted to the Treasurer and voted on by the Executive Committee at a quarterly meeting prior to reimbursement.
 - b. The treasurer will keep a detailed record of all reimbursed executive committee member expenses, which would be made available upon request to any AEUS member in good standing and reported to the membership at the Annual Meeting.

V. Duties of the Officers

- 1. Meeting Attendance: All elected officers shall by all reasonable means attend the Executive Committee meeting(s), the AEUS annual meeting, and perform their assigned duties accordingly
- 2. Duties of the Academy Chair
 - a. Shall serve as Chair of Executive Committee
 - b. Shall set the agenda and preside at all AEUS and Executive Committee meetings.
 - c. Shall see that all orders and resolutions of the Executive Committee are carried into effect.
 - d. Shall appoint organizational liaisons with approval of the Executive Committee.
 - e. Shall report the Academy's activities to the SAEM Board of Directors on a semi-annual basis or as required by SAEM.
 - f. Shall report on actions of the Executive Committee to the general membership during all AEUS meetings.
 - g. The Chair shall appoint a Webmaster for a three-year term. This individual holds no Executive Committee privileges. There will be no limitation for reappointment for this position.
- 3. Duties of the Chair-Elect
 - a. Shall serve as a member of Executive Committee.

- b. Shall serve in place of the Academy Chair when necessary.
 - c. Shall appoint committee and task force chairs/members for the upcoming year, with the approval of the Executive Committee.
 - d. Shall, in conjunction with the elected Executive Committee members and Task Force Chairs, develop objectives for the upcoming year.
 - e. Shall assist the Academy in duties designated by the Chair.
4. Duties of the Immediate-Past Chair
- a. Shall serve as a member of Executive Committee.
 - b. Shall serve as Chair of the Nominating Committee.
 - c. Shall assist the Academy in duties designated by the Chair.
5. Duties of the Secretary
- a. Shall serve as a member of Executive Committee.
 - b. Shall assure that minutes are taken at all AEUS and Executive Committee meetings.
 - c. Shall assist in distributing the AEUS meeting agenda and minutes to the general membership via email or the Academy newsletter when applicable.
 - d. Shall assist in maintaining an up-to-date membership AEUS listserv.
 - e. Shall assist in distributing the Executive Committee meeting minutes to the Executive Committee members.
 - f. Shall assist the Chair-appointed webmaster of the AEUS website and work with technical support and general membership of AEUS to ensure that the academy website is maintained with accurate and current information.
 - g. Shall assist in preparing, distribution, and counting of all ballots related to proposed amendments to the operational guidelines.
 - h. Shall assist the Academy in duties designated by the Chair.
6. Duties of the Treasurer
- a. Shall serve as a member of Executive Committee.
 - b. Shall prepare a semiannual review of AEUS finances for the Executive Committee of AEUS and the SAEM Board of Directors.
 - c. Shall present an updated financial report to the general membership during the AEUS annual meeting.
 - d. Shall be authorized to disburse the operational funds of AEUS in accordance with policies that are established by the Executive Committee, provided that SAEM operational expenses have been covered.
 - e. Shall assist the Academy in duties designated by the Chair.
7. Duties of the Research Officer
- a. Shall serve as a member of Executive Committee.
 - b. Shall discuss the high-impact research projects published during the academic year at the AEUS annual meeting.

- c. Shall report to the general AEUS membership on potential grant opportunities relative to Emergency Ultrasound and organize assistance for researchers applying for grant funding..
 - d. May act as a liaison for industry-related research linking companies with individuals interested in research.
 - e. Will foster research projects and serve as a liaison between students, fellows and potential research mentors.
 - f. Will facilitate discussion during ultrasound-related abstract and oral presentations at the SAEM annual meeting.
 - g. Will assist the Chair in preparing the candidate list for the annual AEUS Award for Academic Excellence and with the Chair, oversee the candidate review process.
 - h. Will assist the Chair in preparing the candidate list for the annual resident research grant award for a resident research project in EUS.
8. Duties of the Education Officer
- a. Shall serve as a member of Executive Committee.
 - b. Will develop and coordinate an educational program during the annual SAEM AEUS business meeting which can consist, but may not be limited to State-of-the-Art lectures and presentations on new educational advancements or indications in emergency ultrasound.
 - c. Will coordinate the submission of at least 2 additional didactic proposals from the AEUS to the SAEM Annual Meeting.
 - d. Will facilitate as a moderator during these AEUS submitted didactic proposals.
 - e. Shall assist the Academy in duties designated by the Chair.

VI. Standing Committees

1. All committee and task force membership shall be open to all AEUS members in good standing. Unless otherwise specified, all appointments to committees and task forces are for one year. Appointments can be extended on an annual basis by the Chair-elect with approval of the Executive Committee as deemed necessary to serve the interests of AEUS.
2. All AEUS members in good standing who are active SAEM members are eligible to be appointed committee or task force Chairs. The Academy Chair shall be an *ex officio* member without voting rights on all committees and task forces.
3. Nominating Committee
 - a. The Nominating Committee will chaired by the Immediate Past Chair of the Academy (1 year term) and will consist of two other members. The Academy Chair will appoint these two committee members, one for a one-year term, and one for a two-year term.
 - b. The Nominating Committee will solicit qualified candidates and review nominations for the elected officer positions of Chair-elect, Secretary, Treasurer, Research Officer, Education Officer.

They will put forth in writing to the general membership qualified candidates for such positions.

- c. Each nominee for an elected officer position should submit in writing a position statement and abbreviated curriculum vitae.
- d. Serving members of the Nominating Committee are not eligible for election to the Executive Committee.

VII. Ad hoc Committees and Task Forces

1. With approval of the Executive Committee, the Academy Chair may appoint *ad hoc* committees or task forces deemed necessary to further the business of the Academy.
2. Each *ad hoc* committee and task force Chair shall be appointed by the Executive Committee and work with the Chair-Elect in developing the respective committee and task force objectives for the upcoming year and oversee their completion.
3. The term of office for a committee or task force Chair shall be one year. The Academy Chair, with approval of the Executive Committee, may extend the term of office of the Chairperson on an annual basis as deemed necessary to serve the interests of AEUS.
4. The Chair shall review the charge and progress of each *ad hoc* committee or task force on a semi-annual basis and make such changes as are necessary.
5. All *ad hoc* committee and task force chairpersons are responsible to the Executive Committee and may be removed with or without cause prior to completion of term of office by majority vote of the Executive Committee. Vacant *ad hoc* chairperson positions will be filled by the Executive Committee for the remainder of the term.

VIII. Meetings

1. Annual AEUS business meeting will be held in conjunction with the SAEM Annual Meeting.
2. The Executive Committee may convene additional AEUS meetings throughout the year in person or via telephone/internet communication, or in conjunction with other national organizations.

IX. Dues

1. Annual dues will be assessed for all AEUS members. Dues will be assessed to ensure SAEM operational expenses in support of the Academy have been covered, and to provide support for Academy expenses. SAEM will collect these payments and distribute the funds equally between the Academy and SAEM
2. AEUS will control their own operational funds, paid via AEUS membership fees, provided that SAEM operational expenses have been covered.
3. The SAEM Board of Directors in conjunction with the Executive Committee will determine dues for the Academy.

4. Medical students, residents and fellows will pay a discounted membership fee determined by the SAEM Board of Directors in conjunction with the Executive Committee.

X. Parliamentary Authority

“The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Academy in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Academy may adopt.”

XI. Amendments to the operational guidelines

1. Any member of AEUS may submit a proposed amendment to the Academy’s operational guidelines. Proposed amendments to the operational guidelines must be submitted in writing to the Academy Chair at least 90 days prior to the AEUS annual meeting.
2. Proposed amendments will be made available to the general membership at least 30 days prior to the AEUS annual meeting.
3. A ballot regarding the proposed amendment shall be distributed and counted during the annual AEUS meeting. Electronic voting for those unable to attend will be offered.
4. A proposed amendment must be preliminarily approved by an affirmative vote of at least two-thirds (2/3) of votes cast at the annual AEUS meeting. All absentee votes and electronic votes will be counted as if the voting member was present at the meeting if received at least one week prior to the start of the SAEM annual meeting.
5. All preliminarily approved amendments must be submitted to the SAEM Board of Directors for final approval.

XII. Voting

1. All members in good standing shall have one vote on all matters related to the amendment of the operational guidelines, election of Executive Committee members, and other matters that the Executive Committee feels needs to be brought to a vote of the general membership.
2. At all meetings of the Executive Committee, general membership and other AEUS committees and task forces, votes, except for those on proposed amendments to the operational guidelines, shall be approved by an affirmative vote by greater than 50% of those casting votes. As noted above, a proposed amendment must be preliminarily approved by an affirmative vote of at least two-thirds (2/3) of votes. In the case of tied votes, the Chair of the committee shall decide on the outcome of the vote.
3. Absentee and/or electronic voting will be made available for votes on key issues (e.g. changes in the operation guidelines) that arise either at the annual meeting or mid-year, as determined by the executive committee.
4. The nominating committee for the Chair-Elect, Secretary, Research and Education officer and Treasurer position who receives the most votes shall be elected to the contested position. Unless stated otherwise, all ballots

will be counted if received at least one week prior to the start of the SAEM annual meeting, including electronic voting if available.

Appendix I

Interim Academy Executive Committee

The Interim Executive Committee for the AEUS as described in Section 4 will be as follows:

Name	Institution	Office
		Chair
		Chair-Elect
		Secretary
		Treasurer
		Honorary Past Chair
		Board Liaison Non-voting <i>ex officio</i> member

Appendix II

Academy Executive Committee

The Executive Committee for the AEUS as described in Section 4 will be as follows:

Name	Institution	Office
		Chair
		Chair-elect
		Past Chair
		Research Officer
		Education Officer
		Secretary
		Treasurer
		Board Liaison Non-voting <i>ex officio</i> member

Appendix III

First Year Objectives

Once formed, the AEUS expects to achieve the following objectives by the end of its first year of operations:

1. Establish a Membership Committee charged with coordinating membership application procedure and enrollment of at least 75 members for the first year and 100 members for the following years of the Academy
2. Work with SAEM support staff to develop a webpage, email list serve, membership database and electronic discussion forums hosted/maintained by SAEM
3. Plan and coordinate the agenda and meetings logistics for the first Annual meeting of the AEUS
4. Adopt an annual budget and develop future plans in concert with financial resources needed.
5. Establish a liaison with ACEP, RRC, CORD, ABEM, AAMC, SUSME.

Appendix IV

AEUS Budget

The proposed budget for the first year of AEUS operations is as follows:

Revenue

Dues	\$ 3,750	Assumes 75 initial members @ \$50 (This is half of the total Academy dues of \$100. Fifty percent =\$50 will go to SAEM as administrative fees, the other \$50 go to the Academy budget)
------	----------	--

Total Income	\$ 3,750
--------------	----------

Expenses

Annual Meeting	\$ 2,000	Educational Sessions Invited Speakers
----------------	----------	---------------------------------------

Resident Ultrasound Research Grant	\$ 500	Grant Award
---------------------------------------	--------	-------------

AAEUS Fund	\$ 1,275
------------	----------

Total Expenses	\$3,750
----------------	---------

Appendix V

Potential Member	Institution	Contact email
1 David Amponsah	Henry Ford Hospital	Dampons1@hfhs.org
2 Sara Damewood	Johns Hopkins	Sara.damewood@gmail.com
3 Kenton Anderson	Wilford Hall Medical Center	kentonlanderson@gmail.com
4 Jennifer Marin	Children's Hospital of Pittsburgh	
5 Fernando Lopez	Duke	Fernando.lopez@duke.edu
6 Kermit Huebner	WVU	kermit.huebner@gmail.com
7 Vicki Nobel	Harvard	VNOBLE@PARTNERS.ORG
8 Christopher Moore	Yale University	chris.moore@yale.edu
9 Phillip Andrus	Mt. Sinai	phillip.andrus@mssm.edu
10 Anthony Dean	UPenn	Anthony.dean@uphs.upenn.edu
11 Michael Heller		Heller.michael@yahoo.com
12 Lawrence Melniker	NY Methodist	
13 Andrew French	Denver	andyj french@gmail.com
14 Stanley Wu		stanleyw@bcm.edu
15 Turandot Saul	St. Lukes Roosevelt	turan@joshsaoul.com
16 Laleh Gharahbaghian		lalehmd@gmail.com
17 Arun Nagdev	Highland	arunnagdev@gmail.com
18 Andrew Liteplo	Harvard	aliteplo@partners.org
19 Steve Socransky	Northern Ontario School of Medicine	ssocransky@sympatico.ca
20 Robert Hyde		hyderj@upmc.edu
21 Pat Hinfey		phinfey@hotmail.com
22 Tarina Kang		tkang@bidmc.harvard.edu
23 Miachael Woo	University of Ottawa	mwoo@ottawahospital.on.ca
24 Bon Ku	Jefferson University	
25 Kristin Carmody	Boston Medical Center	Kristin.Carmody@bmc.org
26 Timothy Jang	UCLA	tbj@ucla.edu
27 Otto Liebmann	Brown	ottoliebmann@gmail.com
28 Nova Panebianco	U Penn	Nova.panebianco@uphs.upenn.edu
29 Ninfa Gatha		Ninfa.mehta@gmail.com
30 Romolo Gaspari	UMass	Romolo.gaspari@umassmemorial.org
31 David Bahner	OSU	David.bahner@osumc.edu
32 Saadia Akhtar	Beth Isreal NY	sakhtar@chpnet.org
33 Anthony Medak	UCSD	ajmedak@gmail.com
34 Teresa Wu	Maricopa MC	Teresawumd@yahoo.com
35 Masashi Rotte	Jefferson University	mrotte@mac.com
36 Brian Euerle	U Maryland	beuerle@smail.umaryland.edu
37 Manoj Pariyadath	Wake Forest	mpariyad@wfubmc.edu
38 Jon Fischer	U Pennsylvania	Jonathan.fischer@uphs.upenn.edu

39 J. Matt Fields	Jefferson university	Jason.fields@jefferson.edu
40 Emily Baran	Northwestern	emilybaran@gmail.com
41 Robert Jones	Metrohealth	rjones@metrohealth.org
42 Mary Beth Phelan		MBPhelan@mcw.edu
43 Thomas Cook	Palmetto Health	tpcookmd@hotmail.com
44 Michael Liao		Mike.liao@gmail.com
45 Dana Sajed		danasajed@yahoo.com
46 Sandra Werner	Metrohealth	swerner@metrohealth.org
47 Robert P. Rifenburg	Resurrection MC	rpripenburg@mac.com
48 Joseph Minardi	WVU	jminardi@hsc.wvu.edu
49 James Moak	University of Virginia	Jhm7q@hscmail.mcc.virginia.edu
50 Beatrice Hoffmann	Johns Hopkins	Bhoffma8@jhmi.edu
51 Rodney Omron	Johns Hopkins	Romron1@jhmi.edu
52 Don Byars		don.byars@me.com
53 Dan Theodoro		daleth44@gmail.com
54 Michael Bohrn	York Hospital	mbohrn@yorkhospital.edu
55 Bart Brown	Johns Hopkins	basbrown79@yahoo.com
56 Albert Fiorello	University of Arizona	afiorello@aemrc.arizona.edu
57 Arthur Au		arthurkau@gmail.com
58 Jason Nomura	Christiana	jnomura@comcast.net
59 Robert Reardon		rfreardon@gmail.com
60 Alfred B. Cheng	UPenn	alfredchengmd@gmail.com
61 Uche' Blackstock		ublackstock@gmail.com
62 Amy Stubbs		amy.stubbs@tmcmcd.org
63 Hamid Shokoohi	GW	hshokoohi@gmail.com
64 Matthew L. Lyon		mlyon@mcg.edu
65 John Gullett	UAB	Gullett88@hotmail.com
66 Christopher Raio	North Shore	craio@nshs.edu
67 P John Konicki		emusqa@yahoo.com
68 David Cassidy		dcassidy@cfl.rr.com
69 Errol Stern		Errol.stern@mcgill.ca
70 Reinier Van Tonder	Yale	Reinier.vantonder@yale.edu
71 William Heegaard		william.heegaard@hcmcd.org
72 Pam Dyne		pamela.dyne@gmail.com
73 Beth Cadigan	Albany Medical Center	cadigab@mail.amc.edu
74 Husam Athamneh		athamneh@bcm.edu
75 Jason P. Seamon		jason.seamon@uky.edu
76 Lori Whelan		lori-whelan@ouhsc.edu
77 Joel Turner	Mcgill	Joel.turner@mcgill.ca
78 Anita Datta		arsingla@gmail.com
79 Erin Broderick		ekbroder@neoucom.edu
80 Barry Simon		bsimon@acmedctr.org
81 Barry Knapp		loriandbar@aol.com
82 Dietrich Jehle		jehle@ecmc.edu
83 John R. Fowler		johnfowlermd@gmail.com

84 Peter J. Mariani	SUNY Upstate	marianip@upstate.edu
85 Christine B. Irish		irishc@mmc.org
86 William Manson		
87 Laura Oh		lohhello@gmail.com
88 Pat Hunt	Palmetto	huntpat@sc.rr.com
89 Lisa Filippone		filippone-lisa@cooperhealth.edu
90 Charlotte Derr		erdodcerr@yahoo.com
91 Vivek S. Tayal	Carolinas	vtayal@carolinas.org
92 Mike Stone	Highland	drmikestone@gmail.com
93 Sachita Shah		sachita.shah@gmail.com
94 Jim Tsung	NYU	jtsung@gmail.com
95 Mike Blaivas		mike@blaivas.org
96 Paul Sierzensky	Christiana	peski@comcast.net
97 Tom Costantino		
98 Anthony Weekes	Carolinas	anthonyweekes1@gmail.com
99 Leah Bright	Johns Hopkins	leah_bright@yahoo.com
100 Chris Fox	UCI	jchristianfox@gmail.com
101 Jerry Chiricolo	NYMethodist	j7chico@optonline.net
102 Eitan Dickman	Marmonides	