



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 both emergency medicine (EM) and non-EM organizations through partnership, education and promotion of common interests.

III. Membership

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

IV. AEUS Executive Committee

1. The AEUS Executive Committee shall consist of a President, President Elect, Immediate Past President, Secretary, Treasurer, Education Officer, Research Officer, two Members-at-Large, and a Resident Member-at-Large. The Executive Committee will also have a nonvoting *ex officio* member from the SAEM Board of Directors.
2. 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.
3. The Executive Committee shall meet in-person at least twice annually; once at the SAEM Annual Meeting and once at the ACEP Scientific Assembly. It will also meet by telephone conference at least twice during the year.
4. 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 AEUS membership at least thirty (30) days prior to the SAEM annual meeting.
 - c. Representation on the AEUS Executive Committee shall be limited to no more than two representatives per institution.
5. Term of Office:
 - a. The positions of President, President-Elect, and Immediate Past President shall serve for one year.
 - b. The positions of Secretary, Treasurer, Education Officer, Research Officer, and Members-at-Large shall serve two-year staggered terms.
 - c. The Resident Member-at-Large will serve a one-year term.
 - d. The Immediate Past President shall not be eligible for re nomination as an elected officer until he or she has been out of office for at least two years.
 - e. All terms of office will coincide with the dates of the AEUS meeting at the SAEM annual meeting
6. Vacancies
 - a. If a vacancy occurs on the Executive Committee (Secretary, Treasurer, Research Officer, and 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.

- b. With approval by the majority of the Executive Committee, the President 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 President-Elect position becomes vacant, a formal electronic election will be held within ninety (90) days, voted upon by the AEUS membership. Duties will be assumed by the President until a replacement is elected.
- e. If the President is unable to complete his or her duties, the President-Elect shall assume the office of President.
- f. If the Immediate Past President position becomes vacant, the position will be solicited and filled by a prior past president.

7. Resignations or Removal

- a. An Executive Committee member may resign by written notice to the President. The resignation will be effective upon its receipt by the President or a subsequent time as set forth in the notice of resignation.
- b. If the President wishes to resign, written notice will be given to the President-Elect and effective upon its receipt or a subsequent time as set forth in the notice of resignation.
- c. An Executive Committee member may be removed from office if he or she performs an action that violates the AEUS' Operational Guidelines, SAEM's bylaws, or is inactive in performance of expected duties. An Executive Committee member may be removed by an affirmative vote of two-thirds (2/3) of the Executive Committee, not including the member under consideration.

8. Compensation

- a. An Executive Committee member 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 SAEM or AEUS membership, expenses related to registration, and travel to the Annual Meeting or AEUS Executive Committee meetings. Expenses will be submitted to the Treasurer and voted upon by the Executive Committee at a 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 SAEM Annual Meeting, the AEUS Business Meeting, and perform their assigned duties accordingly
2. Duties of the AEUS President
 - a. Shall serve as President of the 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 AEUS's activities to the SAEM Board of Directors as required by SAEM.
 - f. Shall report on actions of the Executive Committee to the general membership during all AEUS meetings.
 - g. Shall appoint a Webmaster for up to 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 President-Elect
 - a. Shall serve as a member of Executive Committee.
 - b. Shall serve in place of the AEUS President 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 AEUS in duties designated by the President.
 - f. Shall chair the membership committee.
4. Duties of the Immediate Past President
 - a. Shall serve as a member of Executive Committee.
 - b. Shall serve as Chair of the Nominating Committee.
 - c. Shall assist AEUS in duties designated by the President.
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 AEUS communications when applicable.
- d. Shall assist in maintaining an up-to-date AEUS membership roster and serve as a member of the membership committee. e. Shall assist in distributing Executive Committee meeting minutes to the Executive Committee members.
- f. Shall assist the AEUS webmaster in maintaining an accurate current website.
- g. Shall assist in preparing, distributing, and counting of all ballots related to proposed amendments to the operational guidelines.
- h. Shall assist the AEUS in duties designated by the President.

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 AEUS in duties designated by the President.

7. Duties of the Research Officer

- a. Shall serve as a member of Executive Committee.
- b. Shall present the high-impact research projects published during the academic year at the AEUS Business Meeting.
- c. Shall report to the general AEUS membership potential grant opportunities related to Emergency Ultrasound and organize assistance for researchers applying for grant funding.
- d. Shall act as a liaison for industry-related research linking companies with individuals interested in research.
- e. Shall foster research projects and serve as a liaison between students, fellows and potential research mentors.
- f. Shall facilitate discussion during ultrasound-related abstract and oral presentations at the SAEM annual meeting.
- g. Shall assist the President in preparing the candidate list for the annual AEUS Faculty Award for Academic Excellence in Research, the annual AEUS Fellow Research Award, and the

- annual AEUS Resident Research Award for projects in AEUS.
 - h. Shall oversee the candidate review process for these awards.
 - i. Shall carry out the administration of the AEUS Research Grant.
 - j. Shall assist AEUS in duties designated by the President.
8. Duties of the Education Officer
- a. Shall serve as a member of Executive Committee.
 - b. Shall help the President develop the educational program for the annual AEUS Business Meeting which can consist of, but is not limited to, State-of-the-Art lectures and presentations on new educational advancements or indications in emergency ultrasound.
 - c. Shall solicit and assist in developing proposals for at least 2 didactic submissions from AEUS to the SAEM program committee for the Annual Meeting.
 - d. Shall facilitate as a moderator during these AEUS submitted didactic proposals.
 - e. Shall assist and aid development of AEUS educational initiatives.
 - f. Shall assist AEUS in duties designated by the President.
9. Duties of the Members-at-Large
- a. Shall serve as a member of the Executive Committee.
 - b. Shall assist AEUS in duties designated by the President.
10. Duties of the Resident Member-at-Large
- a. Shall serve as a member of the Executive Committee.
 - b. Shall assist AEUS in duties designated by the President.

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 President-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 AEUS President shall be an *ex officio* member without voting rights on all committees and task forces.
3. Nominating Committee
 - a. The Nominating Committee shall be chaired by the Immediate Past President of AEUS and will consist of two other members. The AEUS President 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 President-Elect, Secretary, Treasurer, Research Officer, and Education Officer. They will put forth 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.

4. Membership Committee

- a. Shall be chaired by the President-Elect for a one-year term.
- b. Shall be assisted by the Secretary, who is a member of the Membership Committee.
- c. Shall aid in recruitment of members and encouragement of continuing membership.
- d. Shall liaise with the SAEM Membership Committee regarding membership and dues.
- e. Shall keep a current roster of all active members.

VII. Ad hoc Committees and Task Forces

- 1. With approval of the Executive Committee, the AEUS President may appoint *ad hoc* committees or task forces deemed necessary to further the business and mission of the AEUS.
- 2. Each *ad hoc* committee and task force chair shall be appointed by the Executive Committee and work with the President-Elect in developing the respective committee and task force objectives for the upcoming year and oversee their completion.
- 3. The term of office for an *ad hoc* committee or task force Chair shall be one year. The AEUS President, 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 President shall review the charge and progress of each *ad hoc* committee or task force on a regular basis and make such changes as are necessary. The *ad hoc* committee Chair shall provide updates to the President on request.
- 5. All *ad hoc* committee and task force chairs 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 or appointees designated 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 AEUS have been covered, and to provide support for AEUS expenses. SAEM will collect these payments and distribute the funds equally between AEUS and SAEM.
2. AEUS will control their own operational funds, paid via AEUS membership fees, provided that SAEM operational expenses have been covered.
3. AEUS dues will be set by the SAEM Board of Directors in conjunction with the Council of Academy Leadership (COAL).

X. Parliamentary Authority

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

XI. Amendments to the operational guidelines

1. Any member of AEUS may submit a proposed amendment to AEUS' Operational Guidelines. Proposed amendments to the Operational Guidelines must be submitted in writing to the AEUS President at least 90 days prior to the AEUS Business Meeting.
2. Proposed amendments will be made available to the general membership, who will have at least 30 days to review the changes.
3. A ballot regarding the proposed amendment shall be distributed and counted by written or electronic means after the 30 day review period. It will also be announced during the annual AEUS Business Meeting. All AEUS members in good standing may vote.
4. A proposed amendment must be preliminarily approved by an affirmative vote of at least two-thirds (2/3) of votes.
5. All amendments must be submitted to the SAEM Board of Directors for approval prior to release to the AEUS membership for voting.

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 President of the Executive 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 nominees for the President, President-Elect, Secretary, Treasurer, Research Officer and Education Officer who receive the most votes shall be elected to the contested position.