

**AMERICAN COLLEGE OF EMERGENCY PHYSICIANS**  
**Emergency Ultrasound Section**  
**Operational Guidelines**

The Emergency Ultrasound Section is chartered by the Board of Directors (Board) of the American College of Emergency Physicians. The section provides a forum in which members of the College with special interest in emergency ultrasound (EUS) and medical education can develop a knowledge base, share information, receive and give counsel, and serve as a resource to others interested in this area of emergency medicine.

Because sections are considered a subcategory of College membership, sections will not have separate bylaws or formal incorporation documents, and their existence and operations shall be subject to the terms and conditions stated in the Policy on Sections of Membership, as adopted and/or amended by the Board.

These operational guidelines have been drawn up to facilitate the section functioning. They shall conform to the bylaws of the College, and the activities of the section to the decisions of the Board. Projects in the areas of education, internal governance, legislation, or public relations shall be undertaken only with the advice and consent of the Board. The activities of the section shall be intimately coordinated with those of the College.

**1 Name**

The name of this section shall be the Emergency Ultrasound Section.

**2 Purpose**

To provide a forum for discussion of issues relating to EUS utilization, encourage education efforts, stimulate research, disseminate information, and establish guidelines and policies regarding EUS.

**3 Objectives**

In addition to the general objectives of the College as set forth in the bylaws, the objectives of this section shall be:

- 3.1 To support the appropriate use of ultrasound in emergency medicine and other relevant environments by:
  - 3.1.1 Providing a forum for the discussion of issues relating to the use of EUS.
  - 3.1.2 Encouraging effective educational efforts in ultrasound within undergraduate, graduate, post-graduate, and continuing medical education.
  - 3.1.3 Stimulating EUS research.
  - 3.1.4 Disseminating knowledge of EUS throughout the College and to colleagues in other specialties.
- 3.2 To assist emergency departments in implementing the use of EUS by:
  - 3.2.1 Disseminating information regarding credentialing criteria.
  - 3.2.2 Establishing guidelines and policies with regard to ultrasound related research, curriculum, educational materials, fellowships, quality assurance, medical/legal, coding, billing, and administrative issues.
- 3.3 To serve as consultants to the president of the College and to make recommendations for programs on matters relating to EUS.

- 3.4 To work with the College to represent the specialty in legislative and regulatory issues regarding EUS.
- 3.5 To work with professionals in other specialties, entities and organizations that deal with ultrasound and imaging.

#### **4 Membership**

The membership of the Emergency Ultrasound Section shall consist of ACEP members who are interested in EUS, who are interested in contributing toward the objectives of the section, and who fulfill membership requirements as defined in the ACEP Bylaws. Section members may vote on section matters and be officers of the section.

#### **5 Section Officers**

- 5.1 The leadership structure of the section shall be composed of seven elected officers:
  - 5.1.1 Chair Elect, Chair, Immediate Past Chair. Three-year progressive term from Elect to Chair to Immediate Past.
  - 5.1.2 Two Secretaries serving two year staggered terms.
  - 5.1.3 Two Councillors: One Councillor and One Alternate Councillor, each serving a one year term with the alternate councillor becoming councillor at the end of his/her one year term.
- 5.2 Each year, the section will elect the following officers:
  - 5.2.1 Chair-elect. If the current chair-elect cannot serve as chair, the section will also elect a chair.
  - 5.2.2 One Secretary
  - 5.2.3 One Alternate Councillor

#### **6 Duties of Section Officers**

- 6.1 Duties of the Chair:
  - 6.1.1 May be appointed by the College president to serve as a voting member of a College committee if one exists.
  - 6.1.2 May attend Board of Directors meetings at their own expense.
  - 6.1.3 From time-to-time, section leaders may be asked by the president to attend the Board meetings of other entities. In this case, the College will pay their expenses.
  - 6.1.4 Shall keep the Board of Directors and executive director informed of section activities via copies of correspondence, agenda, minutes of meetings, etc.
  - 6.1.5 Shall submit an annual report to the College president and executive director which consists of a list of achievements and activities of the past year and goals and objectives for the coming year.
  - 6.1.6 Shall submit to the Board of Directors an informational summary of all section plans, goals, objectives, budgets and meetings.
  - 6.1.7 Shall preside at the annual meeting of the section and at any other meetings of the section. If absent, then the chair-elect will assume the functions of the chair.
  - 6.1.8 Shall appoint chairs and members to any standing and special committees of the section to carry out section activities.
  - 6.1.9 Shall have the privilege of recommending to the president the appointment of section members to committees of the College or section members representing the interests of the College with external organizations.
  - 6.1.10 Shall be an ex officio member of all standing and special committees of the section.
  - 6.1.11 Shall review all section grant proposals developed by their section members. Those developed section grant proposals that are determined to be appropriate for

submission are then signed and submitted to the appropriate committee or task force assigned to manage the Section Grant Program.

- 6.1.12 Shall directly collaborate with, and foster the goals of, the section's committees.
- 6.2 Duties of the Chair-Elect:
  - 6.2.1 Shall serve as an officer of the section.
  - 6.2.2 Shall assist the chair in section duties as designated by the chair.
  - 6.2.3 Shall serve as chair in the absence, resignation, disability, or death of the chair.
  - 6.2.4 Shall directly collaborate with, and foster the goals of a proportion of the section's committees as designated by the chair.
- 6.3 Duties of the immediate past-chair:
  - 6.3.1 Shall serve as an officer of the section.
  - 6.3.2 Shall serve as chair of the Section Nominating Committee.
  - 6.3.3 Shall assist the chair in section duties as designated by the chair.
  - 6.3.4 Shall directly collaborate with, and foster the goals of, a proportion of the section's committees as designated by the chair.
- 6.4 Duties of the secretary:
  - 6.4.1 Shall assist the chair in communication efforts with the section and college membership including general online and social media based initiatives.
  - 6.4.2 Shall publish quarterly newsletters to educate and engage the section membership.
  - 6.4.3 Shall carry out such other duties as are assigned by the chair of the section and the Board of the College.
  - 6.4.4 Shall assist the chair in section duties as designated by the chair.
  - 6.4.5 Shall directly collaborate with, and foster the goals of, a proportion of the section's committees as designated by the chair.
- 6.5 Duties of the Councillor:

The section shall elect a councillor to represent the section to the Council of the College (Council). Term of office is two years, with the alternate councillor(s) becoming the councillor at the end of his/her first year. If he/she cannot serve as councillor, the section shall elect a member to fill both positions and resume normal progression from alternate councillor to councillor.

Duties of the councillor and alternate councillor:

  - 6.5.1 Shall represent the section at the Council meeting.
  - 6.5.2 Shall have duties, obligations, and privileges as designated by the bylaws and procedures adopted by the Council.
  - 6.5.3 Shall keep the section informed of all Council activities before, during, and between sessions and report to the section, in its newsletter and/or other communication vehicles.
  - 6.5.4 Shall bring any resolutions that are developed to the Council from the section.
  - 6.5.5 Shall assist the chair in the section duties as designated by the chair.

## **7 Standing and Special Committees**

- 7.1 Nominating Committee:
  - 7.1.1 Chaired by Immediate Past Chair, and includes the current chair, chair elect, and current Committee Chairs.
  - 7.1.2. The purpose of the Nominating Committee is to assure continued engagement of the entire section membership through the following:
    - 7.1.2.1 Identifying, recruiting, and appointing one new co-chair for each committee each year from the Committee and Section membership.
    - 7.1.2.2 The Nominating Committee may re-appoint active co-chairs to a second consecutive two year term.

- 7.2 Standing committees: Each will have two appointed co-chairs serving two year staggered terms.
- 7.3 The section chair shall appoint special committees when indicated.

## **8 Meetings**

The annual meeting of the section will be held during the annual *Scientific Assembly* of the College and may consist of two portions:

- 8.1 A professional program open to all members of the College, professionals, paraprofessionals and guests invited by the section.
- 8.2 A business meeting open to all members of the College with voting limited to section members.
- 8.3 At their own expense, sections may hold special meetings at other ACEP functions.
- 8.4 Sections may seek outside funding support for their meeting as long as it is not in conflict with the College's fundraising activities associated with *Scientific Assembly*.

## **9 Dues**

The dues for the section are established by the Board of Directors of the College.

## **10 Additional Funding for Activities**

- 10.1 To increase its funds, the section may apply for: 1) An allocation of 15% of its total dues collected during the previous year; or 2) A one-time per project voluntary special assessment.
- 10.2 The section may also raise funds from outside entities such as corporations. All such fundraising must be approved in advance by the College and meet criteria established by the College.
- 10.3 Funds raised by the section for section activities may be applied to other section activities within that ACEP fiscal year.
- 10.4 The section may apply for a section grant. Projects can be funded which benefit individual sections as well as advance emergency medicine and educate the public.
- 10.5 Sections generating revenue through means other than securing a grant may allocate those funds for projects approved by the section.

## **11 Parliamentary Authority**

The parliamentary authority for all proceedings of the section shall be the parliamentary authority approved for use for proceedings of the College. However, should conflicts or inconsistencies arise between the parliamentary authority and this instrument, this instrument shall govern.

## **12 Voting**

- 12.1 Voting on any issue, except amendments to these operational guidelines, the rules for which are set forth in Section 13, may be accomplished either during the annual meeting or via electronic ballots.
- 12.2 Voting for Officers  
Nominees shall be solicited from the section membership. Members may self-nominate. Nominees for officers must be section members. Call for nominations will be submitted via the section e-list approximately 45 days prior to the annual meeting. Candidates will submit a brief bio including a statement of qualifications to serve as section officer.

Final nominee names and bios will be presented by the nominating committee to the section membership through the section e-list approximately 30 days prior to the section's annual meeting held in conjunction with the College's annual *Scientific Assembly*.

Electronic elections will be held approximately 20 days prior to the annual meeting with a due date of 5 days. Write-in candidates will be accepted. A simple majority of those casting votes will determine the successful candidate. In the event of a lack of opposition, the candidate will be considered elected by acclamation.

### **13 Amendments**

Any member of the section membership may originate a proposed change in these section operational guidelines. Proposed amendments to the operational guidelines must be submitted in writing by the approved communication vehicle to the chair in care of the sections' staff liaison at the College, at least ninety (90) days prior to the scheduled annual meeting.

Proposed amendments will be published in the section newsletter or e-mailed via the section e-list immediately preceding the annual meeting of the section and will be placed on the agenda of the section annual meeting. Any proposed amendment must be approved by two-thirds of the members present and voting during the annual meeting.

The Section Executive Committee Officers and the Board of Directors of the College will review adopted amendments. Amendments approved by the Board of Directors of the College will be published in the next section newsletter.

Approved by the ACEP Emergency Ultrasound Section, October 2016

Approved ACEP Board of Directors, January 2017