

# **Loma Linda University Ultrasound Interest Group (USIG)**

## **CONSTITUTION**

### **ARTICLE I**

#### **Name**

The name of this organization shall be the Ultrasound Interest Group (USIG)

### **ARTICLE II**

#### **Purpose**

The purposes of USIG are:

1. To educate students regarding the application of ultrasound in patient care
2. To familiarize students in basic point-of-care ultrasound procedures including but not limited to: bedside focused echocardiography, volume status assessment, abdominal ultrasound, musculoskeletal ultrasound, ocular ultrasound, pulmonary ultrasound.

### **ARTICLE III**

#### **Membership**

Membership is open to all medical students enrolled at Loma Linda University School of Medicine.

### **ARTICLE IV**

#### **Organization**

##### **SECTION 1. Governance**

USIG reserves the right of self-governance. As a SOM student organization, USIG will abide by all policies of LLU and the School of Medicine. Sponsorship will be under the department of Emergency Medicine.

## SECTION 2. Qualification for Office

Officers must be a registered LLU student of good academic standing.

## SECTION 3 Offices and Duties

1. **President:** the President shall be a School of Medicine student and oversee and direct the general business of the USIG, represent the club or delegate members concerning the interests of the club, and assume responsibility for all communication with sponsors, advisors, and contacts of USIG.
2. **Vice-President:** the Vice-president shall assume the role of President in the event of absence, direct elections of the club, oversee the function of all committees, and deal with matters of public relations.
3. **Secretary:** The secretary shall keep the minutes of all USIG meetings, maintain all minutes, resources, and records, distribute minutes to the other officers, and keep track of attendance at USIG-sponsored educational activities. The secretary shall be in charge of all sign-up sheets for USIG-sponsored educational activities and shall keep a record of attendance of all USIG-sponsored educational activities.
4. **Treasurer:** The treasurer shall maintain all financial records, oversee and authorize all transactions with USIG accounts, submit a financial report to the officers at meeting, make purchases for events, and oversee all fundraising efforts of USIG. While any USIG officer may represent USIG to the School of Medicine senate, the treasurer shall ultimately be responsible for ensuring that adequate communication exists between USIG and the School of Medicine senate.
5. **Webmaster:** The webmaster shall be in charge of maintaining the USIG website.
6. **Class Representatives:** the Class Representatives shall represent their respective classes at all USIG meetings.
7. **Media Officer:** The media officer will be in charge of recording and editing educational ultrasound videos for the SOM. All videos will be approved by SOM faculty prior to distribution to medical students.
8. **Promotions Officer:** The promotions officer shall be in charge of spreading awareness of USIG and USIG-sponsored activities. The promotions officer will also serve as a liaison between Loma Linda's USIG and USIGs at other medical schools for collaborative efforts.

## **ARTICLE V**

### **Advisors**

The advisor shall mentor and guide the functions of the USIG. The advisor shall be selected by the officers of the USIG in association with the Dean of Student Affairs. The advisor shall be a member of the School of Medicine faculty. Officers will work closely with the Dean of Student Affairs and sponsor and keep them informed of all activities such as off campus travel and bringing in outside speakers.

## **ARTICLE VI**

### **Meetings**

USIG officer meetings will be held as needed, and no less than twice per year. The president, vice president, treasurer, and faculty advisors shall have the authority to call a meeting.

## **ARTICLE VII**

### **Finances**

Funds shall originate from LLU Student Association (LLUSA) allocation, fundraising activities, and other contributions. The treasurer shall assume responsibility for preparing the club budget as requested by the LLUSA Senate, and presenting it when necessary. The treasurer shall oversee the USIG financial account activities. The President, Vice-President, Treasurer, and Advisor are the only persons authorized to sign checks.

## **ARTICLE VIII**

### **Elections**

The terms of office shall be one academic year. USIG elections shall be held during the first month of the fall quarter. Nominations will be accepted at the election meeting, and voting will be by secret ballot of the members present. A simple majority of votes cast will determine the winner of each position. Vacant officer posts shall be filled at the discretion of the President.

## **ARTICLE IX**

### **Amendments**

Constitutional amendments shall be made as necessary to change the content of the articles of the Constitution only.