

AMERICAN COLLEGE OF VETERINARY RADIOLOGY
Veterinary Ultrasound Society (VUS) - Policies and Procedures
Revised October 2013

TABLE OF CONTENTS

1.0 Objectives

2.0 Membership

3.0 Organization

4.0 Elections

5.0 Meetings

1.0 OBJECTIVES

1.1 To promote and advance the art, science, and development of ultrasound in veterinary medicine, research, and education.

1.2 To act as an educational resource center for the promotion and advancement of ultrasound in veterinary medicine.

2.0 MEMBERSHIP

2.1 Membership in the VUS is encouraged from all disciplines that have an interest in Veterinary Ultrasound. Membership in the VUS does not confer rights of ACVR membership. ACVR membership is not a requirement of VUS membership.

2.2 VUS membership is a privilege contingent on approval of the VUS Executive Council. No person or organization shall be accepted or continued as a member unless that person or group exhibits good moral character, follows professional ethical standards, and is current with membership dues.

2.3 VUS membership dues shall be invoiced and paid on an annual basis. The ACVR provides this service in return for a portion of VUS membership dues. Changes in cost of membership dues, if required, shall be recommended by VUS Officers and brought to the members for a vote, to be held in accordance with procedures.

3.0 ORGANIZATION

3.1 The governing body of the VUS will be the Executive Council. The Council consists of the President, President-Elect, Past-President, Secretary, and two Member-at-Large positions.

3.2 Ex-officio members of the Council shall include the President of the American College of Veterinary Radiology, the President-Elect of the ACVR, the Executive Secretary of the ACVR, the Treasurer of the ACVR, and the Editor of the official journal of the ACVR and the VUS (*Veterinary Radiology and Ultrasound*). Ex-officio members of the Council may include elected or appointed VUS committee members.

3.3 The VUS President shall preside at all regular Annual business, special meetings of the society, and of the VUS Executive Council and shall communicate pertinent VUS activities and decisions to the ACVR President, Executive Secretary, and ACVR Webmaster. The VUS President shall, with the approval of the Executive Council, create committees, fill committee vacancies, and appoint liaisons between the VUS and other professional organizations sharing a common interest. No society debts shall be incurred without the prior approval of the VUS President. The Presidency is a two-year term that expires in December.

3.4 The President-Elect shall act as the chairperson of the Nominating Committee and assume the office of the President at the next consecutive term, to begin in December. The President-Elect may also serve as a reviewer of VUS sponsored resident research grant proposals.

3.5 The immediate Past-President shall assist the VUS President as requested by the President.

3.6 The VUS Secretary shall record minutes of the annual or special meetings for distribution via the ACVR website. The Secretary will forward all dues, fees, and bills to the ACVR Treasurer. The Secretary shall receive names from the Nominating Committee, execute votes, receive committee reports, and maintain all VUS records and an updated list of VUS members. The VUS Secretary is a two-year term that expires in December.

3.7 The VUS Treasurer shall be a co-function of the ACVR Treasurer.

3.8 Members-at-Large (two positions, each for a two-year term) are liaisons to the ACVR Program Committee Chairperson and will help the President, President-elect and Secretary in the organization of the ACVR Annual Conference.

4.0 ELECTIONS

4.1 Nominations for officers of the VUS shall be chosen from the eligible voting members of the VUS by the Nominating Committee prior to the VUS Annual business meeting.

4.2 The President-Elect will function as the Chair of the Nominating Committee and will verify that nominees are willing to serve if elected. The President-Elect will distribute, collect, and tally written ballots at the VUS Annual business meeting. Write-in candidates are acceptable.

4.3 Election of candidates shall be made by a simple majority vote of eligible voting members of the VUS in attendance at the Annual business meeting.

4.4 No nominee may have any commercial or business affiliation of a nature likely to conflict with the interests of the VUS.

5.0 MEETINGS

5.1 An Annual business meeting shall be held at a time and place determined by the VUS Executive Council. Any agenda items requiring a vote of the VUS membership must be submitted to the Executive Council for review and approval prior to being placed on the agenda.

5.2 All proceedings of the VUS shall be conducted in accordance with Robert's Rules of Order Revised, 1990 or later edition.

5.3 Resolution of action items, other than election of VUS officers, may be decided by vote of the membership at the annual meeting. A simple majority of members present will rule unless a motion is made and seconded to request a ballot by electronic mail or postal ballot. Allow two weeks for members to respond.

5.4 The following order of business will be followed at the Annual business meeting:

- a. Call to order
- b. Approval of previous Annual meeting minutes
- c. Treasurer's report
- d. Reports of the Executive Council and any committees
- e. Unfinished business
- f. New business
- g. Nominations and Election of Officers
- h. Committee Appointments
- i. Announcements
- j. Adjournment

5.5 Standing committees shall be established and charged or dissolved by the VUS Executive Council. Standing committees shall prepare a written report to be presented to the President at the Annual business meeting.

5.6 The Policies and Procedures may be amended, repealed, or altered in part or in whole by a simple majority affirmative vote of eligible voting members present at the Annual business meeting, provided that any proposed changes have been presented to the VUS membership at least four weeks prior to the meeting.