

OKLAHOMA SONOGRAPHY SOCIETY

CONSTITUTION AND BY LAWS

ARTICLE I (Name)

The name of this organization shall be known as Oklahoma Sonography Society hereinafter referred to as the Society.

ARTICLE II (Commencement)

The time of commencement of this Society shall be October 2000 and the period of its duration shall be perpetuity.

ARTICLE III (Officers)

The officers of this society shall consist of a President, President-Elect, a Secretary and a Treasurer. They shall be elected annually by the membership in accordance with the provisions of the Bylaws and shall serve for a period of one year or until their successors have been elected and assumed office. In the event of the death or resignation of any officer, except President and President-Elect, that office shall be filled by immediate appointment by the Executive Committee for a temporary period until two-thirds vote of the membership can be obtained at the following meeting.

The election of officers shall be conducted as the Bylaws provided.

ARTICLE IV (Memberships)

Individual members shall be admitted to this Society in accordance with the qualifications and procedures established in the Bylaws. The membership may be renewed annually, upon the payment of such dues shall be required. Rules of conduct for member, admission, and expulsion of members and other matters shall be governed by suitable Bylaws of this Society.

ARTICLE V (Categories)

This society shall be non-profit, non-political, and non-sectarian. No part of any net earnings shall inure to the benefit of any individual, member, or affiliate.

ARTICLE VI (Amendments)

Amendments to this Constitution may be made by two-thirds of the members voting, following proper notification as established by the Bylaws of this Society.

BYLAWS

CHAPTER I Purpose and Functions

SECTION 1: Purposes

- a. To establish and enunciate high standards of education and training and to implement them through the Society.
- b. To expand educational opportunities and to develop programs designed to broaden the scope of technological service.
- c. To stimulate and encourage research designed to provide knowledge needed to assure increasingly effective patient care.
- d. To publish media to collect and disseminate information pertinent to professional growth.
- e. To establish qualifications for membership in the Society.
- f. To establish and enunciate policies concerning legislative activity, and the welfare of its members.
- g. To cooperate with external professional organizations or agencies as may be necessary to maintain continued progress and growth of the Society. Examples being, but not limited too; Philips, GE, Siemens, other sonography societies, etc.

CHAPTER II

The name of the Society or its officers in their official capacities shall not be used in connection with a commercial company or with any partisan interest, for other than regular functions of the Society. No commercial enterprise or any candidate for public office shall be endorsed by it.

CHAPTER III Members

- SECTION 1: The membership of this society shall consist of:
- a. Active members
 - b. Associate members

- c. Honorary members
- d. Inactive members
- e. Student members

- SECTION 2: Active members must be registered and active credentials with ARDMS.
Active members shall have the privilege to vote and hold office.
- SECTION 3: Associate members shall be persons who contribute to the aim and purposes of the Society. Associate members may be elevated to Active members of the Society after meeting the qualifications of Active membership.
Associate members shall have all the obligations and privileges of Active members except the right to hold office.
- SECTION 4: Honorary membership requires a nomination by another member to the Executive Committee and may be bestowed upon suitably qualified individuals who cannot participate actively in the affairs of the Society.
Honorary members do not pay dues; and have all the obligations and privileges of an Active member.
- SECTION 5: Active or Associate members who are delinquent in their dues are considered Inactive members. Inactive membership is a temporary status until dues are paid. CME's are not allotted to Inactive members.
- SECTION 6: Student members shall be persons actively enrolled in an educational program for medical sonography. Student members may be elevated to Active membership of the Society after meeting the qualifications of Active membership.
Student members shall have all the obligations and privileges of members except the right to vote. Student members can apply for the Student Officer position and with this position they can vote.
- SECTION 7: Resignation: Any members shall have the privilege of resigning by means of written communication. Members who resign will not be reimbursed their annual dues.
- SECTION 8: Expulsion of members: Charges aimed at the expulsion of any member shall be submitted in writing by at least two members. If, in their judgment the charges are sufficient, the member charged shall be advised of the charges, and shall have the right to submit a written defense, or appear either in person or by means of an authorized representative before a meeting of the Executive Committee of which he has been notified at least (20) days in advance. If in the opinion of the Executive Committee, a satisfactory defense has not been made,

the Executive Committee shall have the right to terminate membership.

CHAPTER IV Affiliated Societies

- SECTION 1: Societies of Ultrasound Technology desiring to support the purposes and policies of the Oklahoma Sonography Society by united effort, may apply for affiliation with the Society and upon acceptance of the application, shall be known as affiliated societies.
- SECTION 2: Any society which is a candidate for affiliation shall file with the Executive Committee an application signed by such of its officers as may be required. The application for affiliation shall be considered accepted when approved by the Executive Committee.
- SECTION 3: Affiliated Societies shall accept and abide by the Bylaws for Societies affiliated with the Oklahoma Sonography Society.
- SECTION 4: The affiliation agreement may be terminated by the Executive Committee or by a majority vote of the members of an affiliated society.
- SECTION 5: The Oklahoma Sonography Society shall not be responsible for any debts, actions, and/or utterances made by, or in behalf of, any affiliated society.

CHAPTER V Membership and Registration Fees

- SECTION 1: The annual dues for Active members, Associate members, and Inactive members shall be \$35.00 and for student members shall be \$10.00 payable each year before CME's are awarded.
- SECTION 2: Branches of the Society where food is not offered during the meetings have different annual dues. For its Active members, Associate members, and Inactive members the annual due shall be \$25.00 and for student members shall be \$0.00 payable each year before CME's are awarded.
- SECTION 3: No member who is in arrears for dues shall vote or be entitled to receive reports of the transactions of the Society. It shall be the duty of the Treasurer to notify any person of his or her delinquency. If the delinquency is not corrected with three months of this notification,

then it shall be the duty of the Secretary to suspend from the attendance rolls of membership the name of that person. Any member suspended from the rolls for non-payment of dues may be reinstated only upon approval of the Executive Committee and upon full payment of the arrears.

SECTION 4: Late joining members, who join in the last quarter of the membership year, will only be required to pay \$10.00 for membership for the rest of that year.

SECTION 5: Membership fees are waived for members in the Executive Committee in gratitude for their year of service.

CHAPTER VI Officers and their Elections

SECTION 1: The officers of this Society shall be President, President-Elect, Secretary, Treasurer, Student Officer, and Member(s) at Large. They shall be Active members of this Society and employed in the medical field of Ultrasound Technology.

SECTION 2: Nominations for the officers of this Society shall be selected from the Active members of the Society. Election shall be made by two-thirds majority of the members present.

SECTION 3: These officers shall serve a term of one year, or until their successors have been elected and have assumed office. The President shall not be re-elected to that office within two years of the termination of their tenure. The only exemption being when there are no nominees for a position.

SECTION 4: Only Active and Associate members in good standing shall be entitled to vote.

SECTION 5: The newly elected officers shall be inducted into office upon election under the direction of the Executive Committee.

CHAPTER VII Duties of Officers

SECTION 1: The President:
It shall be the duty of the President to:
a. Be at all meetings of the Society and perform all duties consistent with the office.

- b. The President shall be ex-officio member of all committees.
- c. The President shall appoint all members of committees unless otherwise provided for in the Bylaws, or as specified by executive order.
- d. The President will announce the speakers and other announcements to the membership at the Society's meetings.

SECTION 2: The President-Elect (Vice President):

It shall be the duty of the President-Elect to:

- a. Familiarize themselves with the activities of the Society and shall make preparations necessary for their elevation to the office of President.
- b. The President-Elect shall also serve as program chairman for the term of office.
- c. The President-Elect shall be supplied by the Secretary the attendance roster from the meetings and in turn document this attendance into SDMS for the members to receive their CME.

SECTION 3: In the absence or the President, the President-Elect shall assume the duties of the President.

SECTION 4: In the absence or the inability of the President or President-Elect to act, the immediate past President or other officer shall call the meeting to order and preside until a temporary chairman is elected.

SECTION 5: Secretary:

It shall be the duty of the Secretary to:

- a. In all matters pertaining to the Society make certain that the President and other officers are kept fully informed about the various activities and their progress that affect the Society.
- b. The Secretary shall receive the reports of all committees and shall file them with the other transactions, subject to the order of the Executive Committee.
- c. Keep a current register of the members, none of whom shall be in arrears in dues. There shall be available a copy of the roster containing the names and addresses of the members of the Society in good standing.
- d. Conduct the correspondence and perform all other duties that usually pertain to the office of Secretary and shall complete all business to be performed by him during her term of office at the expiration of her long term of office.

SECTION 6: Treasurer:

It shall be the duty of the Treasurer to:

- a. Be the custodian of all funds of every kind of the Society and shall be accountable for all their safekeeping. The Treasurer shall

receive all fees, dues, and assessments from applicants and members and all monies, including gifts, bequests, donations, and grants belonging to the Society and give his receipt therefore. The Treasurer shall promptly deposit all such monies in the name of the Society in a satisfactory banking institution. The Treasurer shall, in alike manner, keep a current true and correct record of all receipts and all disbursements.

- b. Pay only for proper purpose. Payment to the Society may be received by check or by payment online through the Society's account.
- c. Prepare a detailed report of all receipts and disbursements.
- d. Faithfully perform the duties of this office in the manner set forth with upon the expiration of this term of office, hand over the successor in office all the money, papers, record books or other property belonging to the Society.

SECTION 7: The Executive Committee shall have general supervision over the affairs of the Society. They shall:

- a. Have as membership the immediate past president, that person holding office of President prior to the immediate past president (who shall act as chairman), the President, the Vice President, the Secretary, the Treasurer, the Student Officer, and the Member(s) at Large.
- b. Make recommendations as to time and place of the next meeting.
- c. Receive and review all recommendations for honorary membership, and bestow honorary membership upon suitably qualified individuals.
- d. Upon request make a careful investigation as to a candidate's professional qualification.
- e. Call special meetings when deemed necessary.
- f. Review all matters concerning fiscal delinquency and make appropriate recommendations to the Society.
- g. With the approval of the membership, carry out the business of the Society.
- h. Their presence shall be required at the start of the Society's official meeting time. Preferred attendance is 15 minutes prior to the Society's official meeting time.
- i. Failure to partake in 75% of the Society meetings will result in termination of their office and they shall be required to pay Active membership dues.

SECTION 8: Student Officer:

It shall be the duty of the Student Officer to:

- a. Aid the Executive Committee with any duties needed. This includes, but is not limited to:
 - a. Help recruit speakers.

- b. Help host/organize meetings before and after.
- b. To act as the liaison of the Society to fellow students.
- c. Holds the right to vote in elections.

SECTION 9: Member(s) at Large:

This is a member elected from the Active membership of large. This office can be held by up to two persons.

It shall be the duty of the Member at Large to:

- a. Aid the Executive Committee with any duties needed. This includes, but is not limited to:
 - a. Help recruit speakers.
 - b. Help host/organize meetings before and after.

CHAPTER VIII Meetings

SECTION 1: The site and dates of the meetings shall be established by the membership.

SECTION 2: Special meetings of the Society may be called at such time and place as may be designated by the Executive Committee. A majority of this group shall constitute sufficient authority. Members shall be notified (30) days in advance of such meetings, together with a statement of business to be transacted at such meeting. No essential business other than that of specified in such notice of a special meeting shall be transacted at such meeting.

SECTION 3: The Society's meetings must be compliant with the Society of Diagnostic Medical Sonography (SDMS) CME "Policies and Procedures."

CHAPTER IX Committees

SECTION 1: The President shall establish committees as deemed necessary to aid the Society in carrying on its activities. Such committees shall be responsible to the President and may be altered or eliminated at any time by the Executive Committee.

SECTION 2: The President shall appoint the members of all committees unless in conflict with other sections of the Bylaws.

CHAPTER X
Vacancies

- SECTION 1: A vacancy in any committee shall be filled by appointment of the President.
- SECTION 2: A vacancy in the Executive Committee shall be filled by and appointment agreed upon by two-thirds of the remaining members of the committee.
- SECTION 3: A vacancy in any elective office except the office of President and President-Elect shall be filled by immediate appointment by the Executive Committee for a temporary period, until two-thirds vote of membership can be obtained at the following meeting.

CHAPTER XI
Quorum

- SECTION 1: A quorum for a meeting shall consist of the Active members present including two officers.

CHAPTER XII
Order of Business Meetings

- SECTION 1: The following shall be the order of business unless otherwise ordered by the presiding officer.
1. Call to order
 2. Disposal of minutes
 3. Reports of officers
 4. Reports of committees
 5. Appointments of committees
 6. Unfinished business
 7. New business
 8. Election of officers
 9. Selection of meeting place
 10. Adjournment

CHAPTER XIII
Amendments

SECTION 1: Amendments to these Bylaws may be made at any business meeting by two-thirds vote, notice of such amendment having been given to the members verbally or in writing, at least (30) days prior to the time of voting.

CHAPTER XIV Dissolutions

SECTION 1: In the event of dissolution or final liquidation of the Society, all its assets remaining, after payment of its obligations shall have been made or provided for, shall be distributed to and among such corporations, foundations, or other organizations organized and operated exclusively for scientific and educational purposes, consistent with those of the Society, as shall be designated by the Executive Committee.