**CONSTITUTION AND BYLAWS OF THE SOCIETY OF PEDIATRIC ECHOCARDIOGRAPHY**

**Article I-Name**

The name of this organization shall be Society of Pediatric Echocardiography.

The principal address of the Society shall be FirstPoint Management Resources, 1500 Sunday Dr., Suite 102, Raleigh, North Carolina 27607, or the address of the current management company. The annual accounting period and fiscal year shall be the calendar year.

**Article II-Purpose**

The purpose of the Society of Pediatric Echocardiography is to maintain and promote excellence in the ultrasonic examination of the heart of every fetus, infant, child, and adolescent, as well as the adult with congenital heart disease. In addition, the society shall offer guidance in the education and training of pediatric and congenital echocardiographers and sonographers. The mission statement of the Society of Pediatric Echocardiography is “To provide a unique environment for the pediatric and adult congenital echocardiography community to collaborate with other imaging societies to promote networking, education, advocacy, research, and program development.”

**Article III-Membership**

Any physician or sonographer interested in applying diagnostic ultrasound to assess pediatric and congenital cardiac diseases shall be eligible for membership in the Society. All members are eligible to attend meetings, to vote, and to hold office on the Executive Committee and Subcommittees provided they are members in good standing.

**Article IV-Officers**

The officers of the Society of Pediatric Echocardiography are as follows: Past President, President, Vice President, Secretary, Treasurer, Sonographer Board Co-Chair, and Sonographer Member. Secretary (elected every year) and Sonographer Board Member (elected every other year) will be elected by majority of the votes cast by the membership. Secretary will advance automatically in the following order: Treasurer, Vice President, President, Past President. Sonographer Board Member will advance automatically to Board Co-Chair. These officers shall constitute the Executive Board. Terms are as follows:

Past President – 1 Year

President – 1 Year  
Vice President – 1 Year  
Treasurer – 1 Year

Secretary – 1 Year

Sonographer: 4-year term:

Board Member – initial 2 years   
Board Co-Chair – subsequent 2 years after serving as Sonographer Board Member

The Executive Committee shall determine nominations for incoming Secretary and Sonographer Board Member prior to the annual meeting. Other nominations may be accepted from membership.

The election of officers will take place by ballot that is delivered by mail or email to all active members. Ballots will be tallied one month after distribution. Officers may not succeed themselves in the same office for consecutive terms. However, a member may serve in the same office more than once. A vacancy in the office of President will be filled by the Vice-President until the next election.

Vacancies in the office of Vice-President, Treasurer, or Secretary will be filled by appointment by the President until the next general election. A vacancy in the office of Sonographer Board Co-Chair will be filled by elevating the Sonographer Board Member to this position. A vacancy in the office of Sonographer Board Member will be filled by appointment by the Sonographer Board Co-Chair until the next general election.

Any officer may be removed from office at any Executive Board meeting or Annual Meeting by 2/3 majority of the membership with due cause.

The duties of the officers are as follows:

1. **President**. The President shall preside at all meetings. If asked, the President

shall be ex-officio member of all other committees and boards (for example: Pediatric Council of the American Society of Echocardiography). The President shall sign all written contracts and financial obligations of the Society that have been authorized by the Membership. The President shall call all Board meetings throughout the year as deemed necessary. The President shall oversee the SOPE annual calendar. The President shall oversee logistics of, and serve as the leader of the SOPE annual meeting. The President shall ensure that the SOPE budget is balanced. The President shall collaborate/communicate with outside professional organizations.

1. **Vice-President.** The Vice-President shall perform all functions of the President in the absence or disability of the President. The Vice-President shall lead planning of the SOPE annual meeting. SOPE Subcommittees shall report to the Vice-President.
2. **Treasurer.** The Treasurer shall review financial reports compiled by the Executive Director. The Treasurer shall oversee the payment of all bills in conjunction with First Point Resources (or any future Management company). The Treasurer shall preside at the meetings in the absence of the President, Sonographer Board Co-Chair, and Vice-President.
3. **Secretary**. The Secretary shall keep accurate and legible minutes of all meetings and a record of all motions affecting the Society listing

date, context, and proposer. The Secretary shall see that role is taken at all

meetings. The secretary shall oversee the publication of SOPE newsletters. The Secretary shall preside at the meetings in the absence of the President, Sonographer Board Co-Chair, Vice­ President, and Treasurer.

1. **Sonographer Board Co-Chair**. The Sonographer Board Co-Chair shall serve to ensure that the activities of the Society reflect the needs and concerns of its sonographer members. The Sonographer Board Co-Chair shall maintain the SOPE calendar with the listed target dates for various activities including updating the Board with target dates and progress updates, shall initiate quarterly social media posts, shall ensure that one webinar per year is under their direction, shall advocate for sonographer specific issues and perspectives, shall assist in any projects and/or objectives as needed, and shall represent SOPE on issues related to the Intersocietal Accreditation Commission (IAC).
2. **Sonographer Member.** The Sonographer Member shall support the activities of the Sonographer Co-Chair, and shall assume the responsibilities of the Sonographer Co-Chair in their absence, shall ensure that one webinar per year is under their direction, shall advocate for sonographer-specific issues and perspectives, shall assist in all projects and/or objectives as needed and directed, and shall assist with registration during the SOPE annual meeting.
3. **Executive Director**. The Executive Director is employed by the Society with the approval of the Executive Board. The Director's responsibilities are as follows:

* Receive and bank all monies, issue receipts thereof, keep accurate records of the same, and report on the financial status of the Society to the Treasurer. Pay all bills for utilities, necessary maintenance and repairs, and SOPE-sponsored events without further authorization.
* Maintain an accurate, updated list of all current members with their mail and e-mail addresses.
* Arrange for the publication and distribution of the newsletter
* Oversee website maintenance and updates.

# Arrange for the location, meal, and necessary audiovisual support for all meetings.

# Arrange teleconference calls for the Executive Board as needed. Attend all Executive Board conference calls.

# Notify the President of the Executive Board with concerns or problems that arise or with requests that are made to the organization.

**Article V-Meetings of the Society**

The Society shall hold an annual meeting. The meetings may be strictly business meetings, educational presentations, or a combination of both. In addition, the Society may hold special meetings when deemed necessary by the President. All regular meetings of the Society shall be held at the time of the American Society of Echocardiography, unless logistical issues preclude such coordination. Prior to the annual meeting, the Executive Board shall nominate new officers. All meetings should require four weeks written or electronic notice to the Society members. A quorum consisting of twenty-five (25) members must be established to conduct business.

**Article VI-Raising of Funds**

Funds for the conduct of the affairs of the Society of Pediatric Echocardiography shall be obtained in the following ways:

1. The annual dues set by the Executive Board.
2. Voluntary contributions, bequests, and other gifts.
3. Any fundraising program approved by majority of the Executive Board.
4. Vendor, professional society or other organization support as approved by the Executive Board.

**Article VII- Committees and Subcommittees**

The Committees and Subcommittees of the Society of Pediatric Echocardiography shall be formed by approval of the Executive Committee in order to represent its membership as effectively as possible. Committees and Subcommittees may include any of the following listed below, and others that are deemed necessary by the Executive Board:

1. Constitution Committee. The duties of this Committee shall be to review the constitution and bylaws of the Society and make amendments to the constitution when necessary. Proposed amendments shall be consistent with the purposes stated in Article II of the constitution. Proposed amendments shall be distributed to the membership electronically or by mail with a ballot for approval. Amendments to the constitution and bylaws must be passed by a 2/3 vote of the members who respond to the ballot. The vote will be tallied at least four weeks after distribution of the ballot. The Constitution Committee will be responsible for adding the amendments to the Constitution. There should be at least four members on this committee.
2. The Nominations Committee. The Executive Board shall serve as the Nominating Committee and shall be composed of no less than four of the Executive Board members. The Nominations Committee shall make recommendations to the Society for nominations to the office of, Secretary, and Sonographer Member.
3. Education Subcommittee. The Education Subcommittee shall be responsible for promoting continuing education in the field. In addition, this Subcommittee shall, as requested, provide input to the Pediatric Council of the American Society of Echocardiography, as well as to certifying organizations that request this. The Education Subcommittee shall oversee the webinar learning program.
4. Communications Subcommittee. The Communications Subcommittee shall bring value to SOPE via implementation of newsletters, social media presence, and other communication methods including website oversight.
5. Echo Collaborative Subcommittee. The Echo Collaborative Subcommittee shall bring echocardiography laboratories together as a learning collaborative to improve the quality and value of echocardiography and the outcome of children with congenital and acquired heart disease. The collaborative will develop projects for all echo labs to participate in with this goal in mind.
6. Early Career Development Subcommittee. The Early Career Development Subcommittee shall identify senior mentors and coordinate a process whereby these senior mentors are made available to junior faculty, fellows, and sonographers to use as a resource, and to pair mentors with mentees.

**The Education, Communications, Echo Collaborative and Early Career Development Subcommittees shall:**

* be comprised of 4 subcommittee members – Chair and 3 members
* be composed of a minimum of one physician, and one sonographer
* have member term limits of 2 years, with a possible 2-year extension
* every November: distribute new member application via social media, email, SOPE website, or other applicable means
* discuss/approve new subcommittee member(s) at the annual January Executive Board meeting
* nominate a current subcommittee member by other subcommittee members as incoming chair every other January. The Executive Board shall approve nomination of subcommittee chairs at the March Executive Board meeting
* shall meet at the annual SOPE meeting, or in close proximity thereof.

**Article VIII-Authority**

Robert's Rules of Order Newly Revised shall govern the Society in all cases in which they are applicable and in which they are not inconsistent with these bylaws

**Article IX-Dissolution**

Upon the dissolution of the Society, the Executive Board shall, after paying or making provision for the payment of all of the liabilities of the Society, dispose of all of the assets of the Society exclusively for the purposes of the Society in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, literary or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c)(3) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue Law, as the Board of Governors shall determine. Any such assets not so disposed of shall be disposed of by the district court of the county in which the principal office

of the Society is then located exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operate exclusively for such purposes.

President \_\_Mark Lewin, MD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Original: November 1992 Reviewed 1/9/98, 4/1/03, 2/5/2020

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