American College of Emergency Physicians

CLINICAL ULTRASOUND ACCREDITATION PROGRAM
GOVERNANCE CHARTER

Approved by the CUAP Board of Governors, June 2019
Approved by the ACEP Board of Directors, June 2019

At its October 2008 meeting, the ACEP Board of Directors accepted the strategic plan developed by the Emergency Ultrasound Section regarding the adoption and execution of an accreditation program for the performance of point-of-care ultrasound studies by emergency physicians. At that time, the Board agreed with the following principles:

• The College and the Emergency Ultrasound Section take the lead in the initiation of a point-of-care ultrasound accreditation program;
• The accreditation of emergency ultrasound be voluntary and integrated with the revised ACEP Ultrasound Guidelines; and
• The proposed accreditation program be simple, clear, efficient and cost-effective in structure and function.

In line with these principles, ACEP has created the Clinical Ultrasound Accreditation Program (CUAP) as a separate, segregated unit within ACEP’s organizational structure that operates in accordance with this Governance Charter (Charter). CUAP is also subject to the terms and conditions of ACEP’s bylaws and other applicable ACEP governing documents and policies (including conflict of interest and confidentiality policies for ACEP Board of Directors and/or ACEP committees), as well as all laws and regulations applicable to ACEP. Stewardship of CUAP rests with ACEP. As a program of ACEP, CUAP is at all times subject to the oversight and control of the ACEP Board of Directors.

This Charter is intended to facilitate CUAP’s governance and operations.

1. **Name**
   The name shall be the Clinical Ultrasound Accreditation Program (CUAP).

2. **Purpose**
   To provide a national accreditation body that will formally accredit clinical ultrasound programs throughout the United States.

3. **Objectives**
   CUAP shall promote quality, patient safety, communication, responsibility, and clarity in the use of point-of-care ultrasound.

4. **Governance**
   4.1. The governing body of CUAP shall be a Board of Governors (BOG) composed of eight (8) regular members with full voting authority as follows:
   a) Chairperson;
   b) Chair-Elect;
   c) Immediate Past Chair
   d) Secretary;
   e) Four (4) At-large Governors
   4.2. Each member of the BOG shall be entitled to one (1) vote.
   4.3. The governing body of CUAP will also include:
   a) One (1) sitting Director of ACEP’s Board of Directors who shall serve as an ex-officio member of the BOG without any vote.
   b) One (1) sitting Chair of the ACEP Emergency Ultrasound Section who may not review or vote on applications, but may vote on other matters affecting CUAP.
   4.4. The Board of Governors will work collaboratively with the CUAP Staff Liaison and other assigned ACEP staff.
4.5. Except as otherwise set forth herein, members of the Board of Governors shall each serve one two (2) year term.
4.6. If a CUAP BOG vacancy occurs as a result of resignation, removal, or election to an officer position, the Chair shall appoint a qualified individual to serve the remainder of the vacated position’s term, except the President of ACEP or the Board of Directors shall appoint another member of the Board of Directors to fill a vacancy in the Board of Directors’ ex officio seat.
4.7. All requests for ACEP staff and other resources shall be coordinated through the CUAP Staff Liaison.
4.8. No member of the Board of Governors, acting alone or in concert with others, has the authority to engage staff, consultants, or any other advisors to CUAP.

5. Board of Governors Eligibility
5.1. All BOG members should maintain membership in ACEP and the Emergency Ultrasound Section.
5.2. All BOG member appointments are subject to ACEP Board of Directors’ approval.
5.3. The four at large Governors shall be elected from the slate of nominees selected by the CUAP Nominating Committee. Following election, each Governor shall serve a two (2) year term, subject to reappointment, not to exceed three (3) consecutive terms.

6. Officers
6.1. The Officers of the BOG shall be the Chair, the Chair-Elect, the Immediate Past Chair, and the Secretary. Officers shall be selected from the voting members of the BOG. The Chair, Chair-Elect, and Immediate Past Chair shall each serve a two (2) year term. The Secretary shall serve a two (2) year term, subject to reappointment, not to exceed three (3) consecutive terms.
6.2. Nominees for Officer positions shall be members of the BOG presented to the Board by CUAP’s Nominating Committee.
6.3. The BOG shall elect the Chair-Elect and the Secretary. The Chair-Elect shall become the Chair at the end of his/her two-year term as Chair-Elect. The Chair shall become the Immediate Past Chair at the end of his/her two-year term. If for any reason the current Chair-Elect cannot serve as Chair, the BOG will also elect a different Chair.

7. Duties of the Officers
7.1. The duties of the Chair are as follows:
   a) May attend ACEP Board of Directors meetings at his/her own expense or participate by telephone. However, if CUAP’s Chair is specifically invited by the ACEP Board of Directors to conduct official CUAP business at an ACEP Board meeting, ACEP will reimburse travel expenses related to the attendance of the CUAP Chair or his/her designee from the BOG pursuant to ACEP’s Reimbursement Policies and Procedures.
   b) Shall keep the CUAP Staff Liaison informed of CUAP activities through quarterly reports, correspondence, agenda, meeting minutes, etc.
   c) Shall submit an annual report to CUAP Staff Liaison by March 1 of each year. The annual report shall consist of a list of CUAP achievements and activities of the past year and goals and objectives for the coming year and shall be provided to the ACEP Board of Directors prior to its June meeting.
   d) Shall preside over all meetings of the BOG.
   e) Shall appoint committees or subcommittees to carry out CUAP’s activities.
   f) Shall perform such other duties customarily associated with such position.
7.2. Duties of the Chair-Elect:
   a) Shall act as Chair in the event of the Chair’s absence, resignation or death.
   b) Shall serve as Chair of the Nominating Committee.
   c) Shall carry out such other duties as are assigned by the Chair or the BOG.
7.3. Duties of the Immediate Past Chair:
   a) Shall facilitate transition for incoming Chair including a summary of active items being addressed by the BOG.
7.4. Duties of the Secretary:
   a) Shall keep minutes of the proceedings of all meetings in written form or in any form capable of being converted into written form within a reasonable period of time and perform such other duties customarily associated with such position.
8. **Nominating Committee**
   The Chair shall appoint a Nominating Committee as a standing committee and shall designate the Chair-Elect to serve as Chair of the Nominating Committee. In addition to the Chair-Elect, the Nominating Committee shall consist of two (2) members of the BOG appointed for a term of one (1) year.

9. **Removal**
   Any member of the BOG may be removed from office at any meeting of the BOG by a three-quarters vote of all voting members of the BOG.

10. **Elections**
    10.1. Unless otherwise set forth in this Charter, nominees for Officers shall be presented by the Nominating Committee, in writing, to the BOG and ACEP’s Board of Directors at least sixty (60) days prior to the CUAP’s annual meeting.
    10.2. The election of Officers shall be by a majority vote held electronically thirty (30) days prior to the annual meeting.

11. **Meetings**
    11.1. The annual meeting of the BOG shall be held during ACEP’s annual Scientific Assembly.
    11.2. Except for executive sessions, the annual meeting shall be open to all members of the College.
    11.3. Other meetings may be held on an as-needed basis throughout the year by teleconference or in person, if appropriate, as long as all members of the BOG can communicate with each other in real time, as determined by CUAP’s officers or ACEP’s President.
    11.4. A quorum shall be necessary to take official action at any meetings and shall consist of a majority of BOG members present.
    11.5. No official action may be taken if a quorum is not present at a scheduled meeting, but the BOG may still meet and discuss its business without taking any formal actions.
    11.6. The Secretary shall take minutes for each meeting of the BOG. Such minutes shall be maintained in the official records of the BOG.

12. **Parliamentary Authority**
    12.1. The parliamentary authority for all meetings of the BOG shall be the parliamentary authority approved for use for ACEP Board of Director meetings and proceedings. However, should conflicts or inconsistencies arise between the parliamentary authority and this Charter, this Charter shall govern.

13. **Award of Accreditation**
    13.1. Entities wishing to pursue accreditation must comply with the procedures established by CUAP’s BOG for such accreditation.
    13.2. When an entity is under consideration for award of accreditation and the entity is affiliated in any way with a member of the BOG considering such nomination or review, such Board member shall not participate in any vote related to the accreditation of such entity.

14. **Voting**
    14.1. A majority of the BOG present at a meeting, or represented by proxy, and eligible to vote, shall constitute a quorum. If a quorum exists, actions may be approved by majority vote of eligible BOG members.
    14.2. Voting on any issue, except for officer removal, may be accomplished either during the annual meeting or by teleconference or mail (including email ballot). The Chair shall determine which method is appropriate for each item coming before the BOG except for Officer elections.
    14.3. Voting by email:
        a) Email or electronic voting software may be used to email the ballots and tally the results.
        b) An email notice shall be sent to all members of the BOG at least three (3) days prior to transmittal of a ballot. Such notice shall provide the BOG background information necessary to make an informed decision about the issue upon which they are requested to vote.
        c) The ballot shall be emailed once to all voting members with a due date for return by email within a time specified by the Chair.
15. **Accreditation Application Reviewers**
   15.1. All reviewers must maintain membership in ACEP and the Emergency Ultrasound Section.
   15.2. Reviewers may be nominated by members of the Emergency Ultrasound Section. Nominees may self-nominate or be nominated.
   15.3. All reviewer nominations are subject to ACEP’s CUAP Board of Governors’ approval.
   15.4. Approved reviewer nominees will be subject to election by a majority vote of the Emergency Ultrasound Section held electronically thirty (30) days prior to the annual meeting. Should there be more than one nominee in any given election, members must vote for the number of candidates equal to or less than the number of available positions in order for their votes to be considered valid. The total valid votes for each candidate will be tallied and candidates who receive a plurality of votes cast shall be elected.
   15.5. Reviewers term of office will be three (3) years and is subject to re-election at the end of the term.
   15.6. Reviewers may serve no more than two (2) consecutive terms.

16. **Amendments**
   16.1. Any member of the BOG or ACEP’s Board of Directors may originate a proposed change in this Charter. Proposed amendments to the Charter must be submitted in writing to the Chair of the BOG in care of the CUAP Staff Liaison at least ninety (90) days prior to a scheduled meeting of ACEP’s Board of Directors.
   16.2. The CUAP Staff Liaison shall submit proposed amendments in writing by email to the BOG at least forty-five (45) days prior to the ACEP Board of Directors’ meeting. Voting will be completed no less than 30 days prior to the ACEP Board of Directors’ meeting. Any proposed amendment must be approved by two-thirds (2/3) of the members of the BOG. The adopted amendments shall then be forwarded to ACEP’s Board of Directors for review at its next scheduled meeting.
   16.3. ACEP’s Board of Directors will review the BOG’s approved amendments, and shall determine whether to adopt the proposed amendments. Amendments shall not be effective until adopted by majority vote of ACEP’s Board of Directors.