

# **PRACTICE MANAGEMENT CLUB**

**Approved on 3/12/04**

## **PURPOSE:**

The purpose of the Practice Management Club shall be to supplement related courses of the study in, to increase the awareness of, and to educate the podiatric medical student in the area of podiatric management.

## **MEMBERSHIP:**

Membership of this chapter shall be duly registered students of the Dr. William M. Scholl College of Podiatric Medicine at the Rosalind Franklin University of Medicine and Sciences who have paid their annual membership fee. Any student is eligible for membership. All members are eligible to attend all lectures and activities, except when limited to space restrictions. Current officers may allow non-members to attend at their discretion. It is expected that a member attend a majority of the chapter's business meetings and functions. Senior students who were members of good standing for two (2) academic years shall be granted honorary membership.

## **ELECTIONS:**

Election of Officers shall take place at a designated meeting in December and it shall be the responsibility of the outgoing President to conduct this election. Candidates seeking office must meet the constitutional requirements dictated for each office. All offices will be held for one calendar year. Each candidate will be given the opportunity to express his or her qualifications for the office. The nominee receiving a majority of cased votes will be considered the duly elected officer.

## **OFFICER DUITES:**

It is the duty of all officers to:

- Attend meetings unless a conflict exists( conflicts must be expressed to the club President)
- Encourage other students to become members and attend meetings
- Assist in student sign-ups

Assist in delivering food and refreshments

## **Officers:**

### **President**

The president shall be a current PM2 student at the time of election, and a member in good standing for at least one year prior to the election.

The President shall:

- Represent the chapter and coordinate all activities
- Appoint class representatives and committee chairperson( as needed)
- Ensure the organization and scheduling of at least one guest lecture and at least one social activity for the club each semester

Call and conduct all elections

### **1<sup>st</sup> Vice President**

The first Vice-President shall be a current PM2 student at the time of election, and a member in good standing for at least one year prior to election.

The 1<sup>st</sup> Vice-President shall:

- Assist the President and officiate in his/her absence
- Oversee the actions of the class representatives and committees
- Obtain room reservations for all meetings in advance
- Be responsible for coordinating the 2<sup>nd</sup> Vice-President and class representatives to publicize club functions and notify club members of activities
- Organize and schedule at least one guest lecturer per semester

### **2<sup>nd</sup> Vice-President**

The 2<sup>nd</sup> Vice-President shall be a current PM1 or PM2 student at the time of election, and a member in good standing prior to the election.

The 2<sup>nd</sup> Vice-President shall:

- Disseminate all written notices and information to members
- Work with the 1<sup>st</sup> Vice- President and class representatives to publicize club functions and notify all club members of activities
- Organize and schedule at least one social function each semester

### **Treasurer**

The treasurer shall be a current PM1 or PM2 student at the time of election, and a member in good standings prior to the election.

The treasurer shall:

- Maintain records of membership
- Collect all club fees from members and officers
- Maintain receipts and expenditures of the chapter's funds
- Award honoraria to speakers( as approved by two-thirds majority vote at a membership meeting preceding the award)
- Present an annual budget for two-thirds approval by the membership present at the first club meeting after the December election of the new club officers

### **Secretary**

The secretary shall be a current PM1 or PM2 student at the time of election, and a member in good standing prior to the election.

The secretary shall:

- Maintain a record of all club activities/minutes from meetings
- Compose a thank-you card for guests and lecturers following presentations
- Assist other officers as needed

### **Appointed Class Representatives**

Class representatives are appointed on an as-needed basis by the President and are responsible, when indicated, for representing the Practice Management Club at all

IPMSA meetings. In addition, class representatives are responsible for working in conjunction with the Vice-Presidents and Secretary to verbally announce all meetings to his/her class several days before and on the day of the function.

Additional responsibilities:

Post and remove all signs and notices from bulletin boards and Chalkboards before and after all scheduled meetings and events

## **FACULTY ADVISOR**

Dr. Severko Hrywnak

## **SCHEDULED GUEST LECTURERS**

1. Clinician, faculty member, private physician, etc.
2. Lecture should discuss topic related to podiatric practice management
3. Inform lecturer of the level of students that will be attending to allow them to gear the topic appropriately
4. Obtain topic and title from lecturer
5. Coordinate date for lecture that complements students' test schedules
6. Inform officers of lecturer, date, time, and title.
7. Introduce lecturer to audience and run auditorium lighting.
8. Work with secretary to write thank –you note

## **COMMITTEES**

Officers shall have the power to create committees as necessary for specific functions.

## **AMENDMENTS**

Proposed amendments to this constitution will be presented to and voted on by the general membership. For passage, a vote of two-thirds of the total membership is required.

## **AWARDS**

Certificates may be presented to its officers and graduating members who have met the membership requirements specified.

## **CONSTITUTION**

This constitution shall remain effective for a period of one year

Nothing stated in this constitution or its laws shall supersede the rules and regulations governing the operation of the Dr. William M. Scholl College of Podiatric Medicine at the Rosalind Franklin University of Medicine and Sciences.