

DR. WILLIAM M. SCHOLL COLLEGE OF PODIATRIC MEDICINE
AT THE ROSALIND FRANKLIN UNIVERSITY
OF MEDICINE AND SCIENCES STUDENT CHAPTER OF
THE AMERICAN ASSOCIATION OF WOMEN PODIATRISTS
CONSTITUTIONS AND BY-LAWS

PREAMBLE

The purposes of the association are the following: to further the art and science of podiatric medicine; to promote interests to women podiatrists and the public; to aid and encourage women, pre-podiatry, podiatry, and post graduate podiatry students in the study, practice, and advancement of the profession through education and research; and to make more visible the talents, training, work, and efforts of women podiatrists.

ARTICLE I: MEMBERSHIP

General members shall be full time male or female students in good standing, currently enrolled, and working towards a degree at the Dr. William M. Scholl College of Podiatric Medicine at the Rosalind Franklin University of Medicine and Sciences, who have paid their bi-annual membership fee. Members may participate in the following: vote and hold office, participate in educational and social events, and publish articles using the organization's name if so approved by a majority vote of the executive committee.

ARTICLE II ADVISORS

There shall be a minimum of one clinical faculty advisor. The advisor shall be selected by the executive committee to exist in accomplishing the stated objectives. This advisor shall be active until otherwise determined by the executive committee or by resignation acceptable by the executive committee.

ARTICLE III: ORGANIZATION

A. Elections and Tenure

1. Only members in good standing shall be eligible to hold office and vote.
2. All officers shall be elected for one year (January-----December).
3. Voting shall be done by ballot.
4. Nominations for each office will be made from the floor at location and time determined by the executive committee prior to the election. Each candidate shall be given the opportunity to express his or her qualifications for the office. The nominee receiving a minimum of 51% of the votes cast by ballot will be considered the elected officer and shall serve the one year term.
5. In the case of vacancy of office, the president shall appoint a general member to fill the vacancy subject to a majority vote by the executive committee.

B. Duties of the Officers

1. 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 election.

The president shall perform the following:

- a. Attend student council meetings monthly
- b. Schedule and preside over general meetings of the organizations

- c. Preside over the executive committee
- d. Appoint all committee chairpersons and representatives to appointed offices with the majority approval of the executive committee
- e. Be responsible for the membership development and public relations of the organization
- f. Ensure the organization and scheduling of at least one guest lecturer and at least one social activity for the organization each semester
- g. In the event the president-elect is unable to take office, the current president shall appoint a member of the executive committee to fill the vacancy subject to a majority vote by the executive committee
- h. Call and conduct all elections

2. President-Election

The President-Elect shall be a current PM1 student at the time of election, and a member in good standing for the semester prior to the election. He shall be elected by a majority vote of members of the association and by means general election. The only duty of this position is to train under and assist the current president of the association.

3. Vice President-----Academic Affairs

The vice president of academic affairs 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 vice president of academic affairs shall:

- a. Assist the president and officiate in his or absence
- b. Obtain room reservations for all meetings in advance
- c. Be responsible for coordinating with the vice president of organizational affairs and class representatives in publicizing functions and notifying members of activities
- d. Organize and schedule at least one guest lecture per semester.

4. Vice President- Organizational Affairs

The vice president of organizational affairs shall be a current PM1 or PM2 student at the time of election and a member in good standing for at least one year or one semester prior to election. The vice president of organizational affairs shall:

- a. Disperse all written notices and information to members
- b. Be responsible for coordinating with the vice president of academic affairs and class representatives in publicizing functions and notifying members of activities
- c. Organize and schedule at least one social function per semester

5. Treasurer

The treasurer shall be a current PM1 or PM2 student at the time of election and a member in good standing for at least one year or one semester prior to election. The treasurer shall:

- a. Prepare and maintain a yearly budget
- b. Collect and disperse all chapter funds
- c. Keep a roster of all paid members
- d. Have a report of all transaction available to all members upon request.

6. Secretary

The secretary shall be a current PM1 or PM2 student at the time of election and a member in good standing for at least one year or one semester prior to election. The secretary shall:

- a. Keep minutes of all executive committee and student chapter meetings
- b. Keep officers and members notified of meetings
- c. Be responsible for recording attendance and verifying quorum at meetings
- d. Keep a roster of all paid members.

7. Class Representatives

There shall be one class representative for each class. The president shall hold elections in the fall for the incoming PM1 class representative. The class representative shall perform the following:

- a. Attend all meetings of the organization
- b. Act as correspondent to their class concerning activities of the organization (through announcements, notice on boards, sign-up sheets, including removal of any such materials).

ARTICLE IV: FINANCES

- A. The treasurer shall be responsible for the collections and disbursement of all funds.
- B. All expenditures are subject to approval by the executive committee.
- C. The amount of bi-annual dues will be set by the executive committee.
- D. These dues will be collected bi-annually at times and locations set by the executive committee.
- E. These dues shall be deposited and maintained in a bank account in the organization's name.
- F. Anticipated sources of funding: membership dues, fundraising, Illinois Podiatric Medical Student Association, and the Rosalind Franklin University of Medicine and Sciences.

ARTICLE VI: AMENDMENTS TO THE CONSTITUTION

- A. Amendments to these by-laws may be made by majority vote of the executive committee and/or by the general membership, by 2/3 vote.
- B. All amendments shall be effective upon approval of the executive committee or by the general membership.