

## Scholl College of Podiatric Medicine Chapter of American College of Foot and Ankle Pediatrics Constitution

### I. Purpose

The American College of Foot and Ankle Pediatrics strives to disseminate new and advanced information on the latest techniques in pediatric foot and ankle care through seminars, publications, and research; dispense information to the public on the care of children's feet; and promote commitment to, and excellence in, pediatric foot and ankle care.

### II. Membership

Any student enrolled in Scholl College of Podiatric Medicine is welcomed to join ACFAP. Membership will be commenced with annual dues. Members are expected to attend any speakers, events, or lectures that they may be interested in. There will be no attendance requirement; however, all members are expected to behave with respect to the podiatric profession and any visiting professional. Expulsion from ACFAP will ensue if a member treats another classmate, colleague, professional, or patient with disrespect while participating in an ACFAP event. The expulsion will be decided by the ACFAP executive board.

### III. Elections

ACFAP elections will be held every April. The current executive board will hear all candidates and choose the next years positions. Mid year vacancies will hold new elections for the vacant position. In the event that a president leaves his/her position, the vice president will take over and there will be elections for the new vice president. All other mid year vacancy positions will have elections; there are no other upgraded positions.

### IV. Responsibilities of Officers

The President of ACFAP will oversee all other positions. He/she will keep the other officers on task. The president will plan executive board meetings as well as schedule any other speakers, volunteer events, or meetings with IPMSA.

The Vice President will be in charge of speakers. He/she will contact podiatrists or other medical professionals to lecture to ACFAP.

The Treasurer will be in charge of the finances. He/she will deposit and withdraw the necessary funds.

The Secretary will be in charge of the meeting minutes. He/she will record what is said and discussed at all executive board meetings as well as general meetings.

New executive board positions will begin immediately after elections. Transition information will given to the new executive board members at a meeting with the old executive board members. If a new member is unable to attend this meeting, a separate meeting for that specific position may be scheduled. An officer may be removed from office if the other executive board members notice that officer is not heeding to the membership requirements.

### V. Committees

There are no committees planned to exist with the induction of this club; however, if ACFAP chooses to have committees in the future, they will be formed by the executive board.

#### VI. Constitutional Review

The constitution will be reviewed every five years by the executive board. After review, if the executive board wishes to make changes, they will be presented to the members and will take a majority vote to approve the changes. All ACFAP members will be allowed to vote on a new constitution.

#### VII. Faculty Advisor

ACFAP will have an appointed faculty advisor. The executive board will choose the advisor based on interest. The advisor may remain until he/she does not wish to participate in ACFAP. The advisor will be a podiatric professional to answer questions and aid in finding speakers. He/she will be a mentor for all members.

#### VIII. Finances

All financial issues are handled by the treasurer. Dues will be collected in September. When spending funds, the executive board must approve all transactions.

#### IX. Affiliations

There is a national American College of Foot and Ankle Pediatrics. There is email communication with the national ACFAP president.

#### X. Amendments

Any amendments to the constitution will be approved by the executive board. Constitution objections may be raised at any time and the executive board will review the suggested changes. When presenting constitutional amendments, the ACFAP member must notify the president through email.

#### XI. Extras

ACFAP will not be active during the months of June and July.