

# **BYLAWS**

**January 2004**

**Student Chapter of  
American College of  
Foot and Ankle Surgeons  
Of Scholl College of Podiatric Medicine  
At Rosalind Franklin University**

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**Bylaws of the Student Chapter of  
American College of Foot and Ankle Surgeons of Scholl College of Podiatric  
Medicine at Rosalind Franklin University**

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**CHAPTER I.           NAME**

The name of this organization shall be the Student chapter of American College of Foot and Ankle Surgeons of Scholl College of Podiatric Medicine at Rosalind Franklin University (hereinafter referred to as Student Chapter of ACFAS at Scholl College, the Student Chapter of ACFAS, or the Student Chapter).

**CHAPTER II.           OBJECTIVES**

The Student Chapter of American College of Foot and Ankle Surgeons at Scholl College is dedicated to supplement courses in surgery with additional information and hands on experiences to prepare its members for future surgical endeavors. The objectives of the organization shall be

1. To promote dissemination of information on podiatric foot and ankle surgery to the students of Scholl College of Podiatric Medicine and to rest of Rosalind Franklin University.
2. To promote programs for clinical and experimental research to improve podiatric foot and ankle surgery.
3. To promote and encourage publication of research and other literature by students.
4. To promote and improve the practice of podiatric foot and ankle surgery and engage in other activities beneficial to its membership through the establishment of, and participation in, appropriate programs, activities, and ventures for students who are preparing for a future as a podiatric foot and ankle surgeon.

**CHAPTER III.           MEMBERSHIP**

Section 1.           **CLASSIFICATION:** The members of this organization shall be classified as:

- A. Officers ( part of Leaders )
- B. Class Representatives ( part of Leaders)
- C. Student Chapter Members
- D. Faculty Advisor
- E. Faculty

Section 2.           **QUALIFICATIONS**

- A. **Officers:** Elected or appointed student members of the student Chapter of ACFAS who have the responsibility to conduct daily tasks needed to ensure that its members receive the benefits of a student membership. Officers include President, Vice-President, Secretary, Treasurer, President- Elect, and Immediate Past-President.
- B. **Class Representative:** An Elected or appointed position given to students who have shown extraordinary talent or desire to develop talents needed to be a successfully podiatric surgeon.
- C. **Student Chapter Members:** Any student who is in good standing at Scholl College of Podiatric Medicine at Rosalind Franklin University and has paid the Student Chapter of ACFAS dues. The term good standing is to be determined by the Student Chapter Officers and the Student Chapter's Academic Adviser.
- D. **Faculty Advisor:** This individual is a Faculty member at Scholl College of Podiatric Medicine at Rosalind Franklin University who is a member in good standings of the Parent Chapter of the American College of Foot and Ankle Surgeons. The faculty advisor is responsible for ensuring that the Student Chapter of ACFAS is ran according to its Bylaws and assisting with the designing and implementation of activities put on by the Student Chapter. The faculty advisor is not required to pay Student Chapter dues.
- E. **Faculty:** Faculty members of Scholl College of Podiatric Medicine at Finch University who wish to participate either by instructing an activity or participating in an activity put on by the Student Chapter. Faculty members are not required to pay Student Chapter dues.

Section 3. **PROFESSIONAL CONDUCT:** All members of the Student Chapter of American College of Foot and Ankle Surgeons at Scholl College, as a condition to membership and continued membership, shall conduct themselves in accordance with the requirements of the Code of Ethics of the APMA, The Principles of Professional Conduct of the Parent and Student Chapters of ACFAS ( Student Chapters Principles of Professional Conduct located in Chapter VI), and rules and regulations of Scholl College of Podiatric Medicine at Rosalind Franklin University.

Section 4. **APPLICATION PROCESS:** All students in good standings according to Chapter III Section 3 as determined by the Student Chapter Officers and the Student Chapter's Faculty Advisor are eligible for membership in the Student Chapter of American College of Foot and Ankle Surgeons at Scholl College as long as they are up to date on their Student Chapter dues and are willing to abide by the guidelines set forth by the Principles of Professional Conduct (Chapter VI).

## **CHAPTER IV. COMPONENTS OF THE STUDENT CHAPTER**

Section 1. **DUES:** The Student Chapter Officers shall determine a uniform amount of dues to be assigned to be charged to the Student Chapter of American College of Foot and Ankle Surgeons at Scholl College members. These dues shall be utilized in any manner deemed appropriate by Student Chapter Officers. Either the Student Chapter President or Treasurer will administer collection of dues during any part of the year. Payment of dues is mandatory and failure to pay will result in forfeiture of ACFAS membership.

Section 2. **ACTIVITIES:** The Student Chapter activities should include, but not limited to, the following:

- A. Supporting, promoting, and presenting local scientific programs for member edification.
- B. Supporting the national organization by:
  - a. Promoting Student Chapter membership to eligible non-Student Chapter of ACFAS students at Scholl College of Podiatric Medicine at Rosalind Franklin University
- C. Providing assistance to member of the Student Chapter with national ACFAS projects, programs, and publications.

## **CHAPTER V. LEADERSHIP**

Section 1. **DEFINITION AND PURPOSE:** Leaders are defined as the Student Chapter Officers and Class Representatives. The Leaders of the Student Chapter of American College of Foot and Ankle Surgeons at Scholl College shall serve as the governing body of the Student Chapter.

Section 2. **MEETING:** The Leaders shall meet at least two times per semester and whenever the Student Chapter president deems it necessary.

Section 3. **OFFICERS:** The Officers shall consist of a President, and appointed President-Elect, Vice-President, Secretary, Treasurer, and the Immediate Past-President. Officer duties are as follows:

- A. **PRESIDENT:** This individual shall be forthcoming second year student who has been a member in good standing for at least one year prior to his/her appointment. He/she shall oversee all business of the organization and serve to represent the Chapter, coordinate all activities and appoint officers and class representatives. In the event that the president is unable, unwilling, and/or unfit to serve, the Vice-President shall assume the duties of President..
- B. **VICE-PRESIDENT:** This individual shall be a forthcoming second or third year student who has been

in good standing for at least one year prior to his/her appointment. He/she shall assist the President, officiate in his/her absence, and oversee the actions of the appointed committees. He/she shall assume the responsibilities of the President in the event that the President is unable, unwilling, and/or unfit to serve. If the Vice-President is unable to serve in this capacity, the Leaders shall meet in person within ten (10) days and elect by two-thirds affirmative vote, a person to fill vacancy until the President-Elect is ready to take over the position at the end of the spring semester.

- C. **SECRETARY:** This individual shall be a forthcoming second or third year student. He/she shall be in charge of the dissemination of information to the officers, the maintenance of records of all Chapters actions, to carry out correspondence for the officers and to acquire any materials for monthly meetings
- D. **TREASURER:** This individual shall be a forthcoming second or third year student. He/she shall maintain records of paid memberships, receipts and expenditures of the Chapter funds and present an annual budget.
- E. **IMMEDIATE PAST PRESIDENT:** This individual shall help the current President with any number of daily task and will make sure that the transition from President-Elect to President goes smoothly. This individual will have voting powers at meetings and will serve as an officer.
- F. **PRESIDENT ELECT:** This individual shall be a forthcoming first year student. He/she shall shadow the current President in order to learn the specific functions of the organization and of the presidential role.

Section 4. **OFFICER APPOINTMENT:** The appointment of Officers shall be conducted via interview with the incoming President (President-Elect) and past Vice-President, past Secretary and past Treasurer, and take place at a designated interview meeting time late in spring semester. Candidates seeking office positions must be members in good standing. The appointment of the President-Elect position shall be conducted via interview with the current President during the end of the fall semester.

Section 5. **TENURE:** An Officer's term is one year, as described in Chapter V Section 4, but may continue to serve beyond one year if their successor is not yet elected and installed.

Section 6. **VACANCIES OTHER THAN PRESIDENT:** Vacancies other than President shall be filled by an individual receiving majority vote by the Student Chapter Officers.

Section 7. **REMOVAL OF AN OFFICER:** The student Chapter of ACFAS may remove any officer for neglect of duty, misconduct in office and/or a lack of fitness to serve by an affirmative vote of two-thirds of the members of Leaders. Any vacancy thus created shall be filled in a manner consistent with Section 6 of this Chapter.

Section 8. **CLASS REPRESENTATIVES:** The President shall designate up to four (4) class representatives for the first, second and third year classes. The Class Representative shall be responsible to the Chapter officers. Class Representatives duties are to encourage participation and publicize Chapter activities to their classmates.

Section 9. **COMMITTEES:** The President shall appoint committee chairmen responsible to the Chapter officers for the following standing committee(s):

- 1) Publicity Committee shall assist the Secretary in dissemination of information to the members and interested persons concerning chapter activities and events.
- 2) Internet Liaison to the Students shall design and update the organizational website to aid members and interested persons concerning information on Chapter activities and events

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

Section 10. **REMOVAL OF A CLASS REPRESENTATIVE OR MEMBER OF A COMMITTEE:** The Student Chapter of ACFAS may remove any Class Representative or committee member for neglect of duty, misconduct in office and /or a lack of fitness to serve by an affirmative vote of the majority of the Student Chapter Officers. Any vacancy thus created shall be filled in a manner consistent with Section 6 of this chapter.

## **CHAPTER VI. MEETINGS, VOTING, AND PETITIONS**

Section 1. **DATE AND LOCATION OF BI-SEMESTER AND OTHER NECESSARY MEETINGS:** The bi-semester meetings and other necessary meetings shall be held at date, time, and location as determined by the President of the Student Chapter.

Section 2. **VOTING PRIVILEGES AT ALL MEETINGS:** At all meetings, all attending Leaders will have the privilege to cast one vote on each matter of business duly presented.

Section 3. **AMENDMENTS TO THE CONSTITUTION OR BYLAWS OF THE STUDENT CHAPTER:** Proposed amendments to this Constitution must be distributed to the Student Chapter Officers at least one week prior to a Chapter business meeting, at which time the amendment will be presented to and voted on by the membership. For passage, a vote of two-thirds of the Student Chapter's membership is required.

Section 4. **ADOPTION OF THE CONSTITUTION:** This constitution shall become effective immediately upon adoption by a majority of Chapter members present at a special meeting. This constitution shall remain effective for a period of no longer than one year.

Section 5. **LIMITATIONS:** Nothing stated in this Constitution or by its Bylaws shall supersede the rules and regulations governing the operation of the Scholl College of Podiatric Medicine at Rosalind Franklin University. No action taken by this body shall counter the constitution and Bylaws of the parent chapter of the American College of Foot and Ankle Surgeons.

Section 6. **SPECIAL MEETINGS:** A special meeting of the Leaders may be called by the President or by a written petition of twenty (20) percent of the entire Student Chapter members. The Student Chapter President or faculty Advisor shall determine the time, date, and location.

Section 7. **PETITIONS:** Petitions may be presented by any member of the Student Chapter of ACFAS, may be for any purpose, and may occur at any time during Rosalind Franklin University academic calendar year.

- A. **Mechanism:** At least twenty (20) percent of the entire Student Chapter's members must sign the petition for it to be considered valid.
- B. **Content:** The petition must elaborate only on single issue to be presented to the Student Chapter of ACFAS Leaders.
- C. **Presentation to the Leadership:** The individual who wishes to introduce the petition to the Leadership will have no longer than two (2) weeks to prepare the petition for presentation to the Leaders of the Student Chapter.
- D. **Voting:** For a petition to pass 2/3 of the voting members, as described in Chapter VI Section 2, must vote to uphold the

petition. Considerations must also be taken into deliberation the contents of Chapter VI Section 5, when a petition is being reflected upon.

## **CHAPTER VII      PRINCIPLES OF PROFESSIONAL CONDUCT**

Section 1.            **CODE OF ETHICS:** The principles of professional conduct of the membership shall be governed by the Code of Ethics of the APMA, the Principles of Professional Conduct of the Parent and Student Chapters of ACFAS, and all rules and regulations of Scholl College of Podiatric Medicine at Rosalind Franklin University, as adopted and/or amended.

Section 2.            **REVOCAION OF MEMBERSHIP:** The student Chapter Officers may consider revocation of membership of any ACFAS member for the following, and shall consider these cases on an individual basis, acting in the best interest of the Student Chapter.

- A. Failure to abide by the Code of Ethics of the APMA, the Principles of Professional Conduct of the Parent and Student Chapters of ACFAS, and/or all rules and regulations of Scholl College of Podiatric Medicine at Rosalind Franklin University.
- B. Failure to pay dues and any penalties by dates established by the Student Chapter Officers
- C. Failure to pay any special assessment authorized by the Student Chapter officers.
- D. Failure to maintain membership in the APMA.
- E. Conviction of a felony.
- F. Falsification of any information in the application for membership in the Parent Chapter of ACFAS or any other documents that the Student or Parent Chapters require and/or documents important to continue at Scholl College of Podiatric Medicine at Rosalind Franklin University.

Section 3.            **PROCEDURES FOR REVOCATION:**

- A.            **Automatic Revocation.** Without Hearing. Any member who violates Section 2 part B, C, D, or F as outlined above shall be subject to revocation of membership without hearing.
- B.            **Hearing Committee.** Upon being informed that a member has exhibited conduct for which membership may be revoked, the Student Chapter Officers will begin to investigate the Charges. The Student Chapter Officers may ask the Student Chapter Faculty Advisor and/or other Faculty members of Scholl College of Podiatric Medicine at Rosalind Franklin University to assist in the investigative process. The hearing Committee shall consist of at least five (5) members, four (4) of which shall be Officers of the Student Chapter. The Student Chapter President will choose the four (4) Student Chapter Officers to

be in the committee. The President may not be a member of the committee. The final member will be chosen randomly for the rest of the Student Chapter Leaders. The member so charged shall, upon the appointment of the Hearing Committee, be informed in writing of the establishment of the Committee, the nature of the charges, and the member's right to submit evidence to the Committee and to appear in person or through counsel at one of the Committee's deliberation sessions. Before recommending that a membership be revoked, the Committee shall conclude that the member has, in fact, engaged in conduct that warrants revocation of membership. The Committee may also recommend other sanctions to the Faculty Advisor and President of the Student Chapter of ACFAS. The findings shall be forwarded to the member under review, the Student Chapter President, and Faculty Advisor of the Student Chapter.

- C. **Faculty Advisor and President Action.** The Faculty Advisor and President of the Student Chapter may adopt the findings or dismiss the charges. The member under review may file written objection to the Hearing Committee's findings or recommendations directly to the Faculty Advisor and President. Any action taken by the Faculty Advisor and President of the Student Chapter shall be final.

## **CHAPTER VIII      AMENDMENTS TO THE BYLAWS**

All proposed amendments to these Bylaws shall be presented to the Student Chapter Officers for the purpose of preparing them for presentation to the Members for consideration.

### **Section 1.      MECHANISM:**

Amendments to the Bylaws may be proposed in any of the following three mechanisms:

- A. **By the Officers:** Any Officer may propose amendments to the By laws. A majority of the Members must approve the proposed amendments at any regular or special meeting for the amendment to take place.
- B. **By the Leaders:** Any Leader may propose amendments to the Bylaws. A majority of the Membership must approve the proposed amendments at any regular or special meeting for the amendment to take place.
- C. **By the Membership:** Any member may submit a proposed amendment(s) to the Bylaws. Any proposed amendment submitted by a member must have at least signatures from twenty (20) percent of fellow members who are currently in good standing to be considered by the Membership as a whole at any regular or special meeting.

## **CHAPTER IX      RULES OF ORDER**

The deliberation of the Student Chapter, its bi-semester meetings, special meetings, councils, and committees shall be governed by parliamentary rules and usages contained in the current edition of Roberts Rule of Order, Newly Revised, when not in conflict with the Bylaws of the Student Chapter of American College of Foot and Ankle Surgeons at Scholl College, the parent chapter of the American College of Foot and Ankle Surgeons at Scholl College, the parent chapter of the American College of Foot and Ankle Surgeons, or Scholl College of Podiatric Medicine at Rosalind Franklin University.

## **CHAPTER X            PUBLICATION OF BYLAWS**

Adopted March of 2004 by 2/3 vote of Student Chapter Membership.