

**APMSA**

**CONSTITUTION & BYLAWS**

## CONSTITUTION OF THE APMSA

The American Podiatric Medical Students' Association (APMSA) shall be composed of all dues-paying students in good standing regardless of race, creed, color, religion, sex, or disability, age, or sexual orientation enrolled in schools of podiatric medicine, given accredited or candidate status by the Council on Podiatric Medical Education of the APMA. In addition, any dues-paying student in good standing participating in a DPM-dual degree program is eligible for APMSA membership.

The Association's function is to represent and further the interests of its members, especially when those interests may be unique from those of other members of the podiatric profession. The Association must realize its fiduciary duty toward the student and future practitioner.

Toward this end, the Association will maintain a governing APMSA HOD in the tradition of representative democracy. This APMSA HOD will consist of one delegate elected from each class from each of the schools. These elected APMSA member delegates will organize themselves to hold semi-annual meetings, develop a consensus representative of student opinion, and act to further these views. The APMSA HOD will meet twice yearly; once concurrent to the APMA National meeting, and one other time during the year. Each year, the APMSA HOD will choose by simple majority officers from amongst the members, according to the Bylaws.

It is of utmost importance that at all times; the APMSA HOD, President and President-elect regard their duties as service to their student constituency and not of authority over those who chose them.

APMSA HOD of Delegate members will organize themselves into a Board of Trustees (BOT) to advise and consider the President and APMSA HOD. The Association's APMSA HOD shall also elect from its members, representatives or liaisons to organizations outside the APMSA. Recognizing that this document and its attending Bylaws evolve and will require modification, the procedure to affect an amendment is to have such a proposal brought forth before the APMSA HOD, considered and submitted to a vote. All questions or disputes shall be settled by referring to the Bylaws, Robert's Rules of Order or referred to the BOT.

An amendment to the APMSA Constitution or Bylaws may be proposed by a HOD voting member. A favorable vote of no less than two-thirds of the APMSA HOD of Delegates shall be necessary for adoption of the amendment.

All questions of interpretation of this Constitution and the following Bylaws shall be decided by a vote of no less than two-thirds of the HOD.

## BYLAWS OF THE APMSA

## SECTION I GENERAL MEMBERSHIP

**1.1** The APMSA membership includes all dues-paying students in good standing regardless of race, creed, color, religion, sex, or disability, age or sexual orientation enrolled in schools of podiatric medicine which have been granted candidate or accredited status by the Council on Podiatric Medical Education of the APMA.

**1.2** In addition, any dues-paying student in good standing participating in a DPM-dual degree program is eligible for APMSA membership.

## SECTION II MEMBERSHIP OF THE APMSA HOD OF DELEGATES

**2.1** To comply with the constitutional requirements of an APMSA HOD of Delegates, in the tradition of representative democracy, each matriculating class of podiatric medical students at each school shall elect by simple majority from among its members a delegate to the APMSA HOD of Delegates. An alternate delegate shall be similarly selected.

**2.2** The elections shall be held within the first half of the academic year or three to four weeks prior to APMSA First Year Delegate Orientation Conference which ever comes first. All procedures involved in the elections shall be certified as fair and correct by the schools student government and APMSA delegation. The election should be run by the second year APMSA representative.

**2.3** Although most delegates/alternates will serve until graduation, the delegate/alternate shall forfeit his/her position should he/she no longer be a member of the class from which he/she was elected, upon transfer to another college, upon being dropped from the rolls of said college, or upon dismissal due to disciplinary action taken against him/her. As the APMSA has no access to the academic records of the members of the APMSA HOD of Delegates, the responsibility of removing a delegate/alternate from his/her position due to changes in academic standing lies solely with the administration of the school of the delegate/ alternate. Should this occur to the delegate, the alternate delegate shall fill the position. Another election may be held to choose a new alternate. Should this occur to the alternate, it is up to the individual school to elect a new alternate. However, if the school is currently represented by multiple alternates, they may decide whether or not to elect a new alternate.

**2.4** The class may also, by a three-fourths majority of the class total, vote to recall its delegate. In this occurrence, an election to choose a new delegate shall be held; the alternate delegate may be elected to the position, but cannot simply assume the vacated position.

**2.5** Each newly elected delegate and alternate shall be presented to the APMSA HOD by another delegate, along with an account of the election.

**2.6** The delegate shall uphold the APMSA Constitution, its Bylaws, Resolutions, and Procedures as well as his/her responsibilities to his/her class and student government. If he/she does not do so, recall procedures may be initiated.

**2.7** Other national podiatric related organizations may become a voting member of the APMSA HOD upon successful completion of the following requirements. Specifically, petitions must gain the support in the amount of twenty-five percent (25%) per class per school to obtain membership in the APMSA HOD. The national organization must submit an application and supporting documents (i.e., the petitions) for approval from the APMSA HOD. In addition, each such organization will annually provide a copy of their budget, updated bylaws, meeting minutes to the HOD, and the requesting organization must assume full financial responsibility. The names of organizations with such status will be listed herein:

\*Student National Podiatric Medical Association

**2.8** In addition to the elected representatives described above, the President from each school's student government will also serve the APMSA HOD of Delegates as a voting member. Any President-elect or Vice President may cast a vote in his/her respective Student Body President's absence.

**2.9** Once a delegate seat is vacant, as set forth above, a delegate from the same class of the same college of podiatric medicine as that of the vacating member shall fill the vacant seat and have the rights and responsibilities thereof, pending approval of the BOT.

### SECTION III BOARD OF TRUSTEES

**3.1** To comply with Constitutional requirements, delegates serving during the two years prior to their class graduation date will serve, subject to an affirmative majority APMSA HOD vote at the midwinter meeting, as the APMSA Board of Trustees. The APMSA President and President-elect shall become BOT members, and meetings shall be chaired by the President. The Secretary/Parliamentarian shall sit as a non-voting member, unless otherwise entitled.

BOT members shall work with each other as equals in maintaining coordination in performing related functions.

BOT members shall work to maintain the objectives of the APMSA and to make recommendations to the BOT regarding plans, policies, and procedures in the area of their delegated responsibility.

BOT members shall integrate and coordinate the work of the administrative subdivisions within their area of jurisdiction, and articulate the work of their area with that of the other areas of APMSA activity.

It is the responsibility of BOT members to provide professional leadership in recruiting and developing staff members in the area of their delegated responsibility.

BOT members are responsible for the preparation of special written reports that may be requested by the BOT and for the selection of annual and other recurring reports in their delegated area of authority.

All BOT members are responsible for attending all BOT meetings.

**3.2** The Board of Trustees will uphold the Constitution, Bylaws, and Resolutions, advise the APMSA HOD and its officers, oversee APMSA financial affairs, interpret these documents, transmit information to the APMSA HOD and schools, publish records of its proceedings, hear and resolve any grievances.

**3.3** BOT members shall serve as such until the end of the midwinter meeting immediately preceding graduation, resignation of the seat or forfeit by transferring to a different college of podiatric medicine or other institution, during the period he/she is a Board of Trustee member.

### SECTION IV ELECTED OFFICERS

**4.1** The APMSA HOD shall organize itself to choose via majority vote, persons to serve as officers.

**4.2** President and President-Elect The APMSA HOD will elect yearly at its winter meeting from among its elected delegate or alternate members, a President-Elect. This individual shall serve a one year term, then assume for one year the APMSA presidency. Candidates must have served one year in the APMSA HOD, and have two years until graduation.

**4.3** The President and President-elect shall generally:

- Consider themselves representatives of the APMSA, the APMSA HOD, and the profession, subjugating personal opinion and gain to the betterment of the Association.
- Support and uphold the APMSA Constitution, Bylaws, and Resolutions.
- Act to disseminate information and gather opinions.
- Notify the APMSA HOD and BOT should they know of any unfulfilled responsibilities.

**4.4** The President shall specifically:

- Prepare and execute plans, with officers and staff, for the semi-annual APMSA HOD meeting.
- Prepare agenda.
- Chair and preside over the HOD meetings.
- Submit semi-annual reports of his/her activities to the APMSA HOD.

- With the Executive Director and President-elect, prepare annual budgets, and submit them at winter meetings, carefully allocating the Associations' financial resources.
- With the officers and APMSA HOD, keep APMSA staff responsive to the Association's needs.
- Educate the President-elect to ensure continued success in future administrations.
- Act as the official representative between APMSA and APMA and affiliated organizations.--Appoint APMSA members to represent APMSA at otherwise non-scheduled meetings, conferences and congresses to which APMSA is to be represented.
- Write an annual address entailing activity within the APMSA HOD, liaison updates, progress in short term and/or long-term goals.

#### 4.5 The President-elect shall specifically:

- Plan and execute orientation of new members and officers.
- Facilitate communications with the President's Committee.
- Assist the APMSA President, while in training to be fully capable during his/her tenure.
- Responsible for the Photo book; which includes: taking photos at orientation of the first years, keeping all photos of previous years, , and displaying them at the APMSA HOD meetings. (refer to Operations Manual).
- Write an APMSA Welcome Letter to the incoming 1<sup>st</sup> year podiatry students.
- Write an APMSA Leadership Retreat summary to be included in the next APMSA HOD agenda book.

#### 4.6 Liaisons to other organizations

The APMSA HOD will elect representatives to maintain liaison with other organizations.

4.7 These liaisons will serve as long a term as possible, being elected by a majority at the APMSA HOD meeting preceding their predecessor's final meeting. Candidates will be nominated by a BOT member. The liaison-elect shall be oriented by the outgoing representative, and assume the office at the subsequent meeting. Should all delegates and alternates, save one, decline or be occupied, delegates from outside organizations may run. Any election should always have more than one candidate nominated.

#### 4.8 Duties

Liaisons shall serve to represent the APMSA opinion to outside organizations. They shall:

- Educate the APMSA to how the outside organization's function will impact on students and the future practitioner.
- Encourage APMSA to form a consensus when applicable, present to the HOD in the form of a resolution.
- While acting as a representative of the APMSA, an individual must not express a personal opinion that is in conflict with the position of the APMSA.
- Represent the APMSA for the mutual benefit of enhancing communications and understanding between students and the respective organization.
- Prepare two reports annually for presentation to the HOD outlining the activities of the organization.
- Submit an annual budget of expenses.
- Attend the annual conference of the respective organization upon invitation as deemed necessary by the HOD.
- Maintain contact throughout the year with the organization so as to inform them of any relevant progress within the APMSA as well as to be kept informed of their activities.
- Submit written summaries of the organization's activities to the APMSA HOD, and publish in the APMSA publications.
- To attend all APMSA HOD of Delegates meetings.

## SECTION V SECRETARY/PARLIAMENTARIAN

5.1 The APMSA Executive Committee (EC) will appoint every 2 years Secretary/Parliamentarian. This person is responsible to the APMSA EC. The term of Secretary/Parliamentarian may be extended one year if that person is available to fulfill the term with the approval of APMSA EC. For responsibilities please refer to Procedures Manual.

**5.2** The Secretary/Parliamentarian shall serve two years, with an option for an additional one-year term if so approved by the APMSA HOD. Candidates for the office of Secretary/ Parliamentarian-elect shall be general members, who are in their first year of podiatric medical school, and have at least three years until graduation. They shall not be delegates. They shall submit an application letter and a resume to any member of the HOD. The APMSA HOD shall consider the applications and choose by simple majority the successful candidate. The outgoing Secretary/Parliamentarian shall notify, congratulate, and orient the new officer at the Midwinter meeting.

**5.3** Duties of Secretary/Parliamentarian

- Recording and distributing minutes of the APMSA. Minutes shall be distributed no later than four weeks following the close of a meeting.
- Recording and distributing actions of the APMSA BOT.
- Act as Parliamentarian to the APMSA HOD.
- Chair meetings when so requested.
- Delegate appropriate duties to members and staff.
- Notify the APMSA HOD should duties not be fulfilled.
- Adhere to responsibilities as defined in the APMSA Procedures Manual.

**SECTION VI** PRESIDENT'S COMMITTEE

**6.1** The APMSA HOD recognizes the student body Presidents as voting members of the APMSA HOD and are granted the same rights and privileges as such. The student body Presidents are encouraged to meet and conduct business separately and report to the APMSA HOD at its meetings and as necessary.

**6.2** The APMSA HOD recognizes the primary role of student body Presidents and understands that it may be conflict with the APMSA HOD and expects him/her to recuse him/herself in the event of a conflict.

**6.3** The Chair of the President's Committee will be elected by the President's Committee at the conclusion of the President's Committee meeting at the MidWinter APMSA HOD meeting. The Chair's term will begin at the conclusion of the MidWinter APMSA HOD meeting in which he/she was elected and will end at the conclusion of the next MidWinter APMSA HOD meeting. In the event that no President runs for this position, then the Chair of the President's Committee will be the President of the college attended by the APMSA President. The Chair of the Presidents Committee will also serve as a non-funded member of the BOT.

**SECTION VII** VOTING

**7.1** The APMSA has organized a APMSA HOD, to function after the tradition of a representative democracy, and such a body must discuss, deliberate, and make decisions. The right and responsibility of voting is paramount. Each class has elected one delegate, and thus has one vote in the APMSA HOD. Any alternate delegate may cast a vote in any delegate's absence. No representative may cast more than one vote.

**7.2** As representatives from other organizations assume status as APMSA HOD member delegates, they receive one vote per organization. (See Section 2.7).

**7.3** One student body President per school may cast a vote as their school's representative. Any President-elect, Past-President or Vice President may serve as an alternate in the absence of the Student Body President.

**7.4** Votes will be conducted verbally, by counting raised hands, or by secret ballot. All votes concerning election of officers will be held by secret ballot. The Secretary/ Parliamentarian has responsibility for the fair and correct counting of the vote in the presence of the Executive Director (ED).

**7.5** In instances which an urgent vote is required between HOD Meetings, the individual will submit his/her item of New Business to the Executive Committee and within 3 business days the Executive Committee will decide whether or not the item of new business is considered an emergent item before the next the next HOD session. If deemed an emergent item, the items of new business will be electronically mailed to the HOD members by the Executive Director. Voting members will respond to the email with one word, YES, NO, or ABSTAIN. Voting members will have seven days to respond with a vote.

The seven-day period should be used by HOD members for debate and discussion by any available means, i.e. telephone or email. This one-word vote should be followed by the delegate's name, school, and class. The votes will be tallied by the Executive Director and the results electronically mailed to the HOD within 3 business days after the deadline. The results' e-mail will consist of the number of YES, NO, and ABSTENTION votes, followed by a list of the HOD Members and how each member voted to avoid fraud. The only instance in which member's votes would not be revealed is if the electronic ballot specifically states SECRET BALLOT as called for by the APMSA President or called for by a member of the HOD and approved by the APMSA President. A quorum must be received for the vote to be valid. In the event a quorum is not received the e-mail ballot could be resubmitted if requested by the New Business sponsor.

**7.6** In the event of an electronic vote on a Resolution, the said Resolution must first comply with SECTION 9.2 or 9.4 to be considered for an electronic vote. As stated in 9.5 the Resolution must be certified by the Secretary/Parliamentarian and require a majority affirmative vote to pass.

## SECTION VIII FINANCES

**8.1** Dues will be assessed at fifty dollars per annum. These monies will be collected by each school's student government and forwarded to APMSA's Executive Director at the commencement of the academic year. Each local delegation should endeavor to facilitate such activities.

**8.2** All APMSA monetary transactions will be scrupulously accounted for by the Executive Director, along with the Budget & Audit Committee, the BOT, and the APMSA HOD. Budgets are reviewed and prepared annually to reflect either a balanced budget and/or net gains for the APMSA HOD.

**8.3** APMSA will agree to pay for the following:

Travel, lodging, meals for BOT delegate members during the semi-annual meetings as specified in the APMSA Procedures Manual.

- Travel, lodging, meals of the APMSA President, President-elect (whether he/she is an alternate delegate or delegate), Secretary/Parliamentarian, and Executive Director, to the semi-annual meetings as specified in the APMSA Procedures Manual.
- Office and business expenses necessary and ordinary to the successful operation of the association.
- Necessary publications.
- When unavoidable, but necessary, the expenses of APMSA representation to outside organizations. It will be the purpose of the representative to obtain funding from the outside organization if possible.

**8.4** Funds for attendance at meetings of the APMSA HOD by the delegates (non-BOT members) shall be provided by the local APMSA organization at the delegates' respective college of podiatric medicine. It is the responsibility of the local APMSA organization to appropriate the funds.

**8.5** Any questions or problems with this funding will be directed to the Budget & Audit Committee.

## SECTION IX RESOLUTIONS

**9.1** The APMSA's constitutionally defined purpose is to represent and further the interests of its members. To better articulate the Association's opinions, formal statements of opinion, known as Resolutions, will be made.

**9.2** Any APMSA member may propose a resolution by one of the following methods:

1st Method: The prepared document, with a supporting petition signed by a number of APMSA members equal to ten percent (10%) of his/her school's on-campus enrollment, shall be submitted to an APMSA HOD of delegate. That delegate may, (1) reproduce the document in numbers equal to one hundred twenty percent (120%) of the attendees of the previous HOD meeting, transport these copies and submit them and the petition to the Secretary/Parliamentarian, or (2) after verifying that time and circumstances allow, transmit the document and petition to the Secretary/Parliamentarian prior to the next meeting.

In any case the supporting petition must be submitted to the APMSA HOD.

**9.3** 2nd Method: Other rules will apply when the APMSA HOD is in session. Any member may prepare and submit a document for APMSA HOD consideration, provided it is accompanied by a supporting petition, signed by ten percent (10%) of the attending members.

**9.4** 3rd Method: (ResolutionsCommittee):

When so directed by the BOT, the APMSA HOD, or its chair, any member may sit with the Resolutions Committee to draw up a proposed resolution for submission. The Committee shall consist of the APMA BoT liaison as chair, President, President-elect, PPAC liaison and one 2<sup>nd</sup> year delegate or alternate from the schools not represented by the above liaisons. The committee may meet in small groups to consider topics. Any document submitted to the APMSA HOD by this committee need not be accompanied by a petition. The committee shall endeavor to minimize conflicting language between resolutions.

**9.5** After the Secretary/Parliamentarian certifies a proposed resolution as proper, it shall be treated as an agenda item and subject to usual procedure, except its passage requires a two-thirds affirmative vote.

**9.6** Approved resolutions shall be known by a brief descriptive title, and enumerated by a digital suffix following the year of their adoption (ex: 1988-1, 1988-2). The resolutions will be reproduced with the minutes. They will be compiled by each delegation indexed by topics.

**9.7** The adopted resolutions will be referred to whenever the APMSA's opinion is sought. The resolution can only be presented formally in written format to various boards and organizations with a majority vote of the HOD.

**9.8** An adopted resolution may be recanted by passage of a resolution calling for that action. Resolutions conflicting with the Bylaws or Constitution shall be superseded by those more significant documents. When resolutions conflict, the more recent document will supersede, and the Resolutions committee shall be consulted.

**9.9** Following proposal, a Resolution may be submitted to the APMSA HOD in consideration for adoption.

## SECTION X MEETINGS OF THE APMSA HOD

**10.1** To fulfill Constitutional requirements, the APMSA HOD shall meet twice yearly; generally held but not limited to being concurrent to the APMA Annual Scientific meeting, and again about six months distant. The first meeting site may be determined by the APMA, the second may vary among the locations of the schools of podiatric medicine in a sequence following their founding dates. The APMSA President, President-elect, officers, trustees and staff, mindful of budgetary constraints, shall plan the meeting.

**10.2** All APMSA HOD meetings are open to the membership who, following the usual rules, are encouraged to participate fully, with the exception of casting a vote.

**10.3** The APMSA HOD shall be called to order when a quorum of over one-half of the elected delegates, or their elected alternates, are present. Provided a quorum is present, a majority vote of the HOD consists of 51% of those Trustees and Delegates present. A majority vote of the BOT consists of 51% of those Trustees present. The President shall preside, and may defer to the President-elect, Secretary/Parliamentarian, or senior most delegate. The presiding member shall refer to the Secretary/ Parliamentarian, the APMSA Procedures Manual and/or Robert's Rules of Order for procedural guidance.

**10.4** Should matters of great importance arise at times distant from meetings, the APMSA HOD should utilize telecommunications or mail ballot to effect a meeting; each school must be represented, a quorum will be a number equal to one half of the number of on-campus elected delegates. An emergency meeting requiring the attendance of the APMSA HOD and/or any of its members may be called by the President, after consulting with the Executive Director.

**10.5** To inform and facilitate business, those organizing a meeting shall collect reports from APMSA functionaries and other materials of interest, reproduce and distribute them to delegates prior to meetings according to the APMSA Procedures Manual.

**10.6** Those non-members wishing to address the APMSA HOD should make arrangements through the President and limit the duration of their remarks to ten minutes, as timed by the Secretary/Parliamentarian. Written supplements are to be encouraged.

**10.7** The meetings should be conducted in an orderly manner, but not to the suppression of free flow of ideas.

## SECTION XI COMMITTEES

**Paragraph 1** To further its purposes, the Association will support two types of committees;

**Paragraph 2** Ongoing committees may be formed by the presiding member of the APMSA HOD or following an action of the APMSA HOD. These committees shall be given a mission, budget, schedules, and Chair. This type of committee can be disbanded or by an action of the HOD and will transmit written reports to the President-elect and report to all meetings.

**Paragraph 3** Temporary committees shall be formed when requirements of a Resolution, Bylaw, or Constitution call for them. They too shall be given a mission, budget, schedule and goals. They shall be similarly chaired and organized, and also listed in the beginning of the minutes with the name of their Chair. The committee may disband itself after reporting or be dissolved by an action of the APMSA HOD.

**Paragraph 4** No APMSA committee may solicit funds, make obligations, add members, or give awards without the expressed approval of the APMSA HOD; or should time not allow that, must seek the approval of the President and President-elect.

**Paragraph 5** Student bodies of institutions such as schools of podiatric medicine traditionally organize to govern themselves. The student body President from each school's student government will join the HOD as a voting member. Any President-elect, Past-President or Vice President may cast a vote in his/her respective Student Body President's absence.

## SECTION XI DELEGATIONS

**Paragraph 1** Elected delegates and alternates from each school form a Delegation. Each Delegation shall secure an office, including a computer with internet access, printer, and telephone, from which to conduct business. The Delegation shall maintain a library with at least copies of APMSA Resolutions, Bylaws, and Constitution, HOD, BOT Minutes, and APMSA Publications, APMA publications including the News and various studies, to become a resource for its constituency.

**Paragraph 2** The Delegation must also secure voting status at the student government and work to fulfill its responsibility as an active member of the school community. Also, an appropriate budget to allow travel to HOD meetings must be sought.

**Paragraph 3** The Delegation must maintain representation on the floor of the APMSA HOD, when that body is in session.

**Paragraph 4** The Delegation must seek to communicate the issues and events to its constituency.

**Paragraph 5** The Delegation will certify the fairness of elections of new delegates and alternates, and undertake their orientations.

## SECTION XII APMSA PLEDGE

**Paragraph 1** The APMSA Pledge shall read as follows:

I pledge my determination to further the objectives and goals of the American Podiatric Medical Students' Association. I hereby affirm that I will, at all times, do my utmost to perpetuate the spirit and idealism of the APMSA. I will be true to the best interests of my class, my school, the Association, and the profession.

I will continually strive to unite to maintain the high standards of podiatric medical education. I will fulfill my obligations and maintain a positive attitude towards the APMSA, understanding that the Association grows through unity, strength, and service to others. I will endeavor in the challenges of tomorrow and succeed in the tasks of today.

**Paragraph 2:** This pledge shall be recited by the members of the APMSA HOD of Delegates with the spirit that the pledge was written at the opening of any and all APMSA meetings

Adopted 8/89

Revised 1/90

Amended 2/91

Amended 2/92

Amended 2/93

Amended 2/95 Re: alternate delegates

Amended 2/96

Amended 2/98

Amended 2/99

Amended 2/05

Amended 8/02 Re: electronic vote

Amended 2/06