



**ILLINOISPODIATRIC**  
MEDICAL STUDENTS' ASSOCIATION

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## **CONSTITUTION AND BYLAWS**

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## **PREAMBLE**

We, the students of Dr. William M. Scholl College of Podiatric Medicine-in order to unite into one organization all of the students attending Dr. William M. Scholl College of Podiatric Medicine at Rosalind Franklin University of Medicine and Science, to stimulate a greater interest and better understanding of podiatric medicine, to effectuate fellowship among students, faculty, administration and practitioners, to afford a means of association among the students of the other colleges of podiatric medicine, to act as a local agency which shall clear information concerning students, the American Podiatric Medical Students' Association and hence, the American Podiatric Medical Association, to provide for the promotion, maintenance and regulation of such matters as are delegated by the Chairman of the Board of Directors to the student government-do ordain and establish this Constitution and Bylaws. Article I shall henceforth be considered the "Constitution", and all remaining articles henceforth be considered the "Bylaws."

### **Article I – NAME AND MEMBERSHIP**

#### **Section A - NAME**

The name of this organization shall be the Illinois Podiatric Medical Students' Association (hereinafter called the Association, an affiliated organization of the Dr. William M. Scholl College of Podiatric Medicine at Rosalind Franklin University of Medicine and Science and the American Podiatric Medical Students' Association). The official abbreviation of the Association shall be "IPMSA".

#### **Section B - MEMBERSHIP**

All persons duly registered as students in the Dr. William M. Scholl College of Podiatric Medicine who have paid the membership fee and have not forfeited the right to membership by infraction of any rule or regulation of the College or the Association shall be a member of the Association and the American Podiatric Medical Students' Association. All members shall hold equal voting rights in the association, except as otherwise provided in the Bylaws. Subject to the other applicable qualifications, all members shall be eligible to hold office in the Association or in any of its subordinate organizations.

#### **Section C - AFFILIATION**

The IPMSA is an organization of the Student Council of the Rosalind Franklin University of Medicine and Science. It is autonomous in its existence, maintains separate finances, and oversees subordinate organizations.

### **Article II – OFFICERS AND REPRESENTATIVES**

#### **Section A - EXECUTIVE OFFICERS**

The Executive Officers of the Association are listed in descending order of rank as follows:

President  
Vice President of Academic Affairs  
Vice President of Organizational Affairs  
Treasurer

Secretary  
Parliamentarian

These officers shall have the power to meet between meetings of the Executive Council, and to meet as a closed committee, being chaired by the Association President. The purpose of this group is:

1. to handle any business that arises that requires action before it is possible to hold an Executive Council meeting.
2. to prepare a preliminary budget for the Executive Council.

### **Section B - GENERAL QUALIFICATIONS, TERMS OF OFFICE**

Each officer or representative of the Association and its subordinate organizations shall be, both at the time of candidacy and during tenure of office, a member of the Association and not on academic or other probation. Each officer and representative of the Association shall serve in office for a period of one (1) year, unless otherwise specified. The candidates receiving a sufficient number of votes to win the election (Article VIII, Section B4), shall assume "elect" status immediately following the posting of results.

### **Section C1 - PRESIDENT**

The President of the Association shall serve from February of PM2 year through January of PM3 year and shall not hold any other Association, Class, or Representative position at the College. He or she shall assume the Presidency after having served as President-Elect or after having been elected or appointed, due to a vacancy, as provided for in Article VIII, Section H. Duties and powers shall be:

- a. to serve as chief officer of the Association
- b. to serve as the official representative of the Association
- c. to call Association meetings and elections as directed by these bylaws
- d. to preside at the meetings of the Association, the Executive Council and the Executive Officers
- e. to serve as a voting member at all meetings only in cases of a tied vote
- f. to serve as an ex-officio member of all subordinate organizations of the Association
- g. to appoint such sub-committees as may be necessary for the proper conduct of the affairs of the Association
- h. to make appointments as directed by these bylaws and to make such additional appointments from the members of the Association at large as may be necessary
- i. to authorize expenditures of Association funds not to exceed limits set by the Executive Council
- j. to exercise such other powers as may be necessary for the efficient and proper performance of his or her duties
- k. to attend the monthly Student Council Meetings
- l. to serve as liaison to the APMA Educational Foundation (AEF)
- m. to serve as liaison between the IPMSA and the following State Podiatry Societies: Arkansas, Illinois, Indiana, Iowa, Kansas, Louisiana, Michigan, Minnesota, Missouri, Nebraska, Texas, and Wisconsin, and to obtain and make available State Society newsletters from the aforementioned State Podiatry Societies to the students of the College.
- n. to coordinate information concerning students pertaining to legislation and affiliation, and to make available State Society newsletters from the aforementioned State Podiatry.

### **Section C2 - PRESIDENT – ELECT**

The President-elect shall serve from April of PM1 year through January 31 of PM2. He or she shall be elected by a majority vote of the members of the Association by means of a general election. The only duty of this position is to train under and assist the current President of the Association. He/she has no voting privileges and is not authorized to exercise any of the powers or perform any of the official duties of the president of the Association, as this is strictly a training position.

### **Section D1 - VICE-PRESIDENT OF ACADEMIC AFFAIRS**

The Vice-President of Academic Affairs shall serve from February 1 of PM2 year through January 31 of PM3 year and shall not hold any other Association, Class, or Representative position at the College. He or she shall assume the office after having served as Vice-President of Academic Affairs-elect or after having been appointed due to a vacancy, as provided for in Article VIII, Section H. During the absence of the President, he/she shall assume the duties of the President of the Association. Primary duties shall be to conceive, plan, organize, and execute all aspects of the Annual Mid-Winter Seminar, including: to plan and secure all speakers and arrange their accommodations, to secure speaker sponsorship, and to form a committee of volunteers at his/her discretion to help execute the above mentioned duties; to oversee student representatives on College committees, to report to the President regularly and assist the President as needed, and to serve as a voting member of the Executive Council.

### **Section D2 - VICE-PRESIDENT OF ACADEMIC AFFAIRS – ELECT**

The Vice-President of Academic Affairs-elect shall serve from April of PM1 year through January 31 of PM2 year. He or she shall be elected by a majority vote of the members of the Association by means of a general election. The only duty of this position is to train under and assist the current Vice-President of Academic Affairs. He/she has no voting privileges and is not authorized to exercise any of the powers or perform any of the official duties of the Vice-President of Academic Affairs, as this is strictly a training position.

### **Section E1 - VICE-PRESIDENT OF ORGANIZATIONAL AFFAIRS**

The Vice-President of Organizational Affairs shall serve from February 1 of PM2 year through January 31 of PM3 year and shall not hold any other Association, Class, or Representative position at the College. He or she shall assume the office after having served as Vice-President of Organizational Affairs-Elect or after having been appointed, due to a vacancy, as provided for in Article VIII, Section H. Primary duties shall be to conceive, plan, organize and execute all Association parties, picnics and social affairs; to organize catering services for the IPMSA Mid-Winter Seminar; to utilize the committee of volunteers the Vice-President of Academic Affairs may have formed to assist in Mid-Winter duties; to oversee and support all class social functions, to meet regularly with club and organization presidents in order to coordinate activities at the College; to maintain the Association Bulletin Board and calendar, to report to the President regularly; to assume a liaison position between outside website provider or maintain the official IPMSA website if the IPMSA Executive Council assumes responsibility from the outside website provider; to oversee an annual panel (consisting of the executive councils of the IPMSA and P2 class, and the P2 APMSA delegate) for the P1 class, and to serve as a voting member of the Executive Council.

### **Section E2 - VICE PRESIDENT OF ORGANIZATIONAL AFFAIRS – ELECT**

The Vice-President of Organizational Affairs-elect shall serve from April of PM1 year through January 31 of PM 2 year. He or she shall be elected by a majority vote of the members of the Association by means of a general election. The only duty of this position is to train under and assist the current Vice President of Organizational Affairs. He/she has no voting privileges and is not authorized to exercise any of the powers or perform any of the official duties of the Vice President of Organizational Affairs, as this is strictly a training position.

### **Section F - TREASURER**

The Treasurer of the Association shall serve from February of PM1 year through January of PM2 year. He/she shall be elected by a majority vote of the members of the Association by means of a general election. Duties of the office shall be to maintain an accurate record of all receipts and expenditures of the Association funds; to ensure that all checks are countersigned by the President or either of the vicepresidents, to properly maintain saving accounts, to present the annual budget to the Executive Council for approval and present a written fiscal year financial report that shall be published by the Executive Council; and, to serve as a voting member of the Executive Council.

### **Section G - SECRETARY**

The Secretary of the Association shall serve from February of PM1 through January of PM2 year. He/she shall be elected by a majority vote of the members of the Association by means of a general election. Duties of the office shall be to maintain minutes of the Association and Executive Council Meetings; to type and distribute minutes of all meetings to members of the Executive Council preceding the next Association meeting; to post the minutes of Association Meetings on the Association Bulletin Board; to type and distribute minutes of all student meetings with the administration and to post these minutes on the Association Bulletin Board; to manage the registration desk during the IPMSA Mid-Winter Seminar; to update the class composites for all four classes; to conduct correspondence as directed, to maintain the files, records and property of the Association; to take roll at all meetings, and to serve as a voting member of the Executive Council.

### **Section H - PARLIAMENTARIAN**

The Parliamentarian of the Association shall serve from February of PM1 through January of PM2. He or she shall be elected by a majority vote of the members of the Association by means of a general election. Duties of the office shall be to announce and publicize all Association Meetings to the student body, Executive Council Members, and Association Representatives; to read important correspondence or synopses thereof; to publicize, coordinate, and conduct all elections and inform the election results to the Association and appropriate administration personnel; to be versed in the rules and procedures of parliamentary law; to serve as a Vendors Chairperson of the IPMSA Mid-Winter Seminar, to serve as Election Committee Chairperson and, to serve as a voting member of the Executive Council.

### **Section I - CLASS REPRESENTATIVES**

Each class shall have three (3) official representatives to the Executive Council. The three official representatives shall be the Class President, along with the two Class Vice Presidents. Duties of these representatives shall be to relay all information between the class and the Executive Council. The Class Presidents shall be voting members of the Executive Council; Class Vice Presidents are non-voting members. In the absence of the President, one of the Vice Presidents shall assume voting member status.

### **Section J - AMERICAN PODIATRIC MEDICAL STUDENTS ASSOCIATION (APMSA)**

The Executive Council shall have two (2) members from the APMSA House of Delegates as voting members. These shall be the two ranking APMSA members at the meeting.

### **Section K - STUDENT NATIONAL PODIATRIC MEDICAL ASSOCIATION (SNPMA)**

The Executive Council shall have one (1) voting member from the Student National Podiatric Medical Association (SNPMA). This member shall be the President of SNPMA or his/her designee.

### **Section L - REPRESENTATIVE TO THE FACULTY**

The Association shall vote and elect one (1) PM2 student, who is in good standing, as the Student Representative to the Faculty for a one year term. The school-wide election shall take place in November in conjunction with the IPMSA officers' elections. Notification of the election results shall be forwarded to the Dean's office. Duties of the representative shall be to attend general meetings of the Faculty and serve as student liaison between the students and the faculty, to co-coordinate the Alumni Cocktail Hour during the annual Midwest Conference with the Representative to the Alumni Association, to report in writing to, and serve as a non-voting member of the Executive Council.

### **Section M - REPRESENTATIVE TO THE ALUMNI ASSOCIATION**

The Association shall vote and elect one (1) PM2 student, who is in good standing, as the Student Representative to the Alumni Association for a one year term. The school wide election shall take place in November in conjunction with the IPMSA officers' elections. Duties of this representative shall be to attend the meetings of the Alumni Association, to coordinate information, to co-coordinate the Alumni Cock-

tail Hour during the annual Midwest Conference with the Representative to the Faculty, to report in writing and serve as a non-voting member of the Executive Council.

#### **Section N – STATE SOCIETY REPRESENTATIVE**

The Association shall vote and elect one (1) PM2 student, who is in good standing, as the Student Representative to the State Society (IPMA) for a one year term. The school wide election shall take place in November in conjunction with the IPMSA officers' elections. Duties of this representative shall be to attend the state society meetings, to coordinate information and efforts between the Association and State Society, to report in writing to, and serve as a non-voting member of the Executive Council.

#### **Section O - PAST PRESIDENT**

The Past President of the Association shall have a seat on the Executive Council. He or she shall act as consultant on matters encountered during his or her administration that may affect present procedures of the Executive Council, and serve as non-voting member of the Executive Council.

#### **Section P - FACULTY REPRESENTATIVE**

Upon assuming office, the newly elected IPMSA President shall request the names of three (3) College faculty members from the Chairman of the Faculty Executive Committee. The IPMSA Executive Officers shall select one (1) faculty member to be the Faculty Representative, subject to majority approval by the IPMSA Executive Council. This one year position allows the Faculty representative to be a non-voting member of the Executive Council.

#### **Section Q - ADMINISTRATIVE REPRESENTATIVE**

Upon assuming office, the newly elected IPMSA President shall request the names of three (3) College administrators from the President of the College. The IPMSA Executive Officers shall select one (1) administrator to be the Administrative Representative subject to majority approval by the IPMSA Executive Council. This one year position allows the Administrative Representative to be a non-voting member of the Executive Council.

#### **Section R – LIAISON TO THE AMERICAN MEDICAL STUDENT ASSOCIATION (AMSA)**

The association shall vote and elect one (1) PM1 student, who is in good standing, as the Student Liaison to the American Medical Student Association for a one year term. The school-wide election shall take place in April in conjunction with the IPMSA officer elections. Duties of the liaison will be to attend all meetings of the American Medical Student Association, to coordinate information, and to represent the professional goals of the American Podiatric Medical Association, Illinois Podiatric Medical Association, and all related professional organizations. The liaison will work with AMSA on a regional level to facilitate arrangements between podiatric medical students and members of AMSA. The liaison will also be responsible for reviewing and establishing, if possible, common lobbying interests, in an effort to promote parity. The liaison shall report in writing to, and serve as a non-voting member of the Executive Council.

### **ARTICLE III - EXECUTIVE COUNCIL**

#### **Section A - AUTHORITY**

All legislative and final administrative authority of the Association shall be vested in the Executive Council of the Association.

#### **Section B - VOTING POWERS**

There shall be twelve (12) voting members on the Executive Council of the Association as specified in Article II Sections D through K, with the exception of Class Vice Presidents as described in Article II

Section I. One (1) additional voting member, the President, is authorized as stated in Article II Section C1. All other members of the Executive Council shall be non-voting members as specified in Article II Sections L through R. No student may hold more than one position on the Executive Council.

### **Section C - MEETINGS AND QUORUM**

The Executive Council Meetings:

The Executive Council of the Illinois Podiatric Medical Students' Association shall meet at the call of the President at least once a month during the period of regular class sessions at the College.

A majority of the voting members present shall constitute a quorum.

The IPMSA Meetings:

To further the purpose of the IPMSA as the primary organization for student governance and representation, all organizations sanctioned by the Executive Council of the Association shall meet once a month during the period of regular class sessions at the College. One representative from each organization must be present at all scheduled IPMSA Executive Council meetings. A person may represent only one organization to which he or she belongs. Roll call shall be used to determine the presence or absence of a representative from each organization. The penalty for an organization being absent from three (3) or more consecutive IPMSA Executive Council meetings will result in loss of IPMSA funding for the remainder of the current academic year – thus, funds must be returned to IPMSA; also, the organization is placed on probation and is not allowed to plan or host any events for the remainder of the year.

### **Section D - FUNCTIONS AND POWERS**

The Executive Council shall:

1. have final authority in the supervision and direction of the affairs, conduct, policies; and properties of the Association in accordance with the Bylaws of the Constitution
2. have final authority on matters of interpretation of the Constitution
3. act on matters of impeachment and recall as specified in Article IX
4. levy all Association assessments, approve Association budgets and exercise all controls over the finances of the Association in accordance with Article XI
5. upon approval, publish the annual fiscal year financial report of the Association in a form generally available to all members of the Association
6. establish rules governing nominations, campaigns and elections of the Association not covered by this Constitution and Bylaws
7. establish eligibility requirements for participation in the activities of the Association not covered by this Constitution and Bylaws
8. approve or accept the bylaws of subordinate organizations of the Association
9. establish rules for granting awards from the Association not covered in this Constitution and Bylaws
10. work with the administration and the faculty in assuring effective and progressive student government
11. present appropriate requests, recommendations, and decisions in writing to the Dean of the College

### **Section E - REFERENDUM**

Upon the presentation to the Association President of a petition signed by twenty (20) percent of the members of the Association, any act of the Executive Council shall be submitted to a vote by the members of the Association. The petition shall be presented within two (2) weeks following the passage of said act or rule. The President shall call for a special meeting of the members of the Association within one (1) week following the presentation of the petition. At said meeting, the act in question shall be openly discussed. An election shall be scheduled by the President no less than one (1) week and no longer than two (2) weeks following the meeting. A majority of the Association must vote in order for the election to be valid. Concurrence of at least two-thirds (2/3) of the votes cast shall be necessary to repeal the act or rule.

### **Section F - ACTION PETITION**

Upon the presentation to the President of the Association of a petition in the event of a recall, 25% of the members of the association for an IPMSA officer election, or 25% of the class for a class officer election signing the petition, or fifteen percent of the association dealing with other affairs, requesting action on any matter within the jurisdiction of the Executive Council, the Council shall consider the proposal within seventy-two (72) hours following its submittal.

## **ARTICLE IV - CLASS GOVERNMENT**

### **Section A - CLASS OFFICERS**

Each class shall elect a President, two (2) Vice Presidents, a Secretary, and a Treasurer.

### **Section B - CLASS ELECTIONS**

Class officer elections are to be held in accordance with IPMSA rules and regulations.

### **Section C - QUALIFICATION OF OFFICERS**

Class officers must be in good academic standing. Officers on academic probation must resign their office, in accordance with IPMSA rules and regulations.

### **Section D - CLASS AND OFFICER MEETINGS**

1. Officer meetings shall be called as necessary by the President for the purpose of informing and coordinating activities with the other class officers.

2. Class meetings shall be scheduled at least once every month by the Class President while in active session. Meetings are largely informative and should be conducted in an expedient and organized fashion. Whenever possible, a class meeting requiring a vote should be announced forty-eight (48) hours in advance. For the purpose of a vote, a majority is defined as one (1) more than half of the voting membership present at the meeting. The President votes only in the case of a tie.

### **Section E - DUTIES AND POWERS**

#### **PRESIDENT**

Shall serve as Chief Officer and Official Representative of the Class. Shall call and preside over Class meetings and serve as a voting member only in cases of a tied vote. May appoint such sub-committees (such as fundraising or community service) as may be necessary for the proper conduct and affairs of the Class. To make appointments as directed in the IPMSA Constitution and Bylaws, and to make additional appointments (such as class parliamentarian or historian) from the Class members as may be necessary. To authorize expenditures of the Class. To exercise such other powers as may be necessary for the efficient and proper performance of his/her duties, and to keep the Class informed. To maintain communication with the Class and with the Administration. To serve as a voting member of the Executive Council.

#### **ACADEMIC VICE-PRESIDENT**

Shall assume the office of President in his/her absence. Shall serve as a liaison between the Class and Faculty, inform students of tutoring sessions and other academic assistance, attend Executive Council and All-School meetings in addition to class officer and regular class meetings. Serve as a non-voting member of the Executive Council. In the absence of the Class President, shall serve as a voting member.

### **SOCIAL VICE PRESIDENT**

Shall conceive, plan, and execute Class recreational activities and parties. The PM3 Officer shall operate the School Halloween Party; the PM2 Officer shall operate the Annual Dance for Diabetes with the PM1 Officer acting as an assistant; the PM4 Officer shall plan activities and events of Senior Week. Officers shall attend the Executive Council and All-School meetings in addition to class officer and regular class meetings. Shall report to the Vice President of Organizational Affairs of the Association. Shall serve as a non-voting member of the Executive Council. In the absence of the Class President, one of the Vice Presidents shall assume voting member status.

### **TREASURER**

Shall maintain an accurate budget of expenditures of the Class funds.

### **SECRETARY**

Shall maintain minutes of the Class officer meetings, type and distribute minutes and/or any information pertinent to the Class, and distribute and record the distribution of any printed matter to the Class members that is separate from other School Departmental duties.

## **Section F - RESERVED POWERS**

All powers not herein delegated to IPMSA Executive Council and Executive Officers are reserved for Class Government.

## **ARTICLE V – COLLEGE COMMITTEES WITH STUDENT REPRESENTATION**

### **Section A- COMMITTEES**

#### ***1. Judicial Committee***

##### **a. Definition and Membership**

Within a professional school, the pressures placed on the student are much more demanding than those encountered in previous educational institutions. Despite these pressures, the student has an obligation to exhibit honesty and fairness in relations with Faculty, administration and fellow students and to respect the ethical studies of podiatric medicine. The main objective of the Judicial Committee is to hear and make recommendations about certain student problems. The problems may include grievances between two students and also between Faculty and student.

##### **b. Election and Appointment**

The Judicial Committee will have four student members and two faculty members. The Assistant Dean of Student Records and Registrar serves as an ex-officio member. One class member will be elected each year during class elections and will hold office until graduation. The IPMSA President will serve in place of the fourth year student when that member is absent due to his/her clinical schedule. Additionally, the third year Class President will appoint, upon majority approval of the Class Officers, an appropriate student representative to serve as the third year Judicial Committee Student Representative when that member is absent due to his/her clinical schedule. In the event that the first year Judicial Committee Student Representative has not yet been elected or in the absence or involvement of Judicial Committee representatives, the Class President will appoint, upon majority approval of the Class Officers, an appropriate student representative to serve. The faculty members shall be appointed by the Dean of the College. In the case where one or both faculty members are directly involved in a matter before the Committee, they will be excused and the President of the College will appoint faculty to replace them. Each member of the Committee shall have one vote.

#### ***2. Curriculum and Student Appraisal Committee***

**a. Definition and Membership**

The Curriculum and Student Appraisal Committee is responsible for: review of the College curriculum, syllabi, methods of instruction and student appraisals; recommending the relative emphasis to be given to various elements of the educational program; recommending the academic requirements for the degrees offered by the College; and participating in the College's outcomes assessment program. The Committee makes recommendations to the Associate Dean. Membership on the Committee consists of Clinical and Basic Biomedical Science Department chairs, faculty members from Basic Biomedical Science and Clinical Science departments and an elected student representative from each class. The Assistant Dean for Basic Biomedical Sciences, the Assistant Dean for Clinical Sciences, and the Special Assistant to the Dean for Graduate Placement serve as ex-officio members of the Committee. The Chair of this committee is appointed by the Associate Dean. The Curriculum Committee periodically evaluates and recommends changes in the College academic program. Recommendations are submitted to the Dean of Academic & Clinical Affairs. Each student is entitled to one-half vote.

**b. Election and Appointment**

Each first year class will elect one (1) student during Class Elections. This one Representative will serve until graduation.

***3. Clinical Advisory Committee***

**a. Definition and Membership**

The Clinical Advisory Committee makes recommendations on matters concerning the clinical programs. Membership on the Committee consists of a faculty representative from each of the Clinical Science departments, two (2) elected student representatives from each of the second, third, and fourth year classes, and the Assistant Dean of Clinical Sciences. The Chair of the Committee is appointed by the Associate Dean.

**b. Election and Appointment**

Each first year class will elect two Representatives. These positions are to be added to the spring ballot for general class election. These representatives will serve until graduation.

***4. Committee on Academic Review and Promotion***

**a. Definition and Membership**

The Committee on Academic Review and Promotion reviews and evaluates the records of students in academic difficulty and recommends appropriate action to the Associate Dean. The Committee also evaluates charges of academic misconduct against students and recommends appropriate action to the Associate Dean. Membership on the Committee consists of Basic Biomedical and Clinical Science faculty and a student representative from the third year class.

**b. Election and Appointment**

The student representative is appointed by the Association President and, upon approval by the Committee, the student representative shall serve for a one (1) year term.

***5. Financial Aid Committee***

**a. Definition and Membership**

The Financial Aid Committee provides recommendations on various financial aid subjects as needed, and serves as an appeals board for the impact of financial aid decisions on individual students. Membership is appointed by the Dean of the College and consists of a faculty member, an administrative staff member and a third year student. The Assistant Dean for Student Services serves as an ex-officio non-voting member of the Committee. The chair of the Committee is appointed by the College Dean.

**b. Election and Appointment**

The student representative is appointed by the Association President and, upon approval by the Committee, the student representative shall serve for a one (1) year term.

### **Section B - FUNCTIONS AND RESPONSIBILITIES OF STUDENT REPRESENTATIVES ON COLLEGE COMMITTEES**

1. The student members of all Committees of the Association shall be responsible to the Executive Council of the Association. The student members shall abide by the functions and powers authorized to the Committee by the College.
2. Those student members of committees that were elected by the Association or appointed by the President of the Association shall report to and be responsible to the Vice President of Academic Affairs.
3. Those student members of committees that were appointed by their respective Class Presidents shall report to and be responsible to their Class President.
4. It is the responsibility of each student member of College Committees to obtain a schedule of upcoming meetings of their respective committees, and a list of active members on their committee including the committee chairperson.
5. With committees that contain more than one (1) student member, it shall be the responsibility of those student members to select a student chairperson amongst themselves to act as coordinator of student activity on that committee.
6. It is the responsibility of all student members on College Committees to attend all meetings of their respective committee. Failure to attend a committee meeting without due reason shall be grounds for possible impeachment as specified in these Bylaws.

### **Section C - COMMITTEE REPORTS**

1. All designated committee representatives shall file a report with the Vice President of Academic Affairs of the Association and/or Class President within one (1) week following a committee meeting.
2. Failure to File Reports. Failure to file a Committee report within the allotted time period without due reason for delay shall be grounds for possible impeachment according to these bylaws.

## **ARTICLE VI - CLUBS, ORGANIZATIONS, AND FRATERNITIES**

### **Section A - MEMBERSHIP**

All student clubs, organizations and fraternities of the College shall be responsible to the Executive Council of the Association. Student members shall abide by the functions and powers authorized to the club, organization or fraternity by its own constitution which has been approved by the Executive Council of the Association.

### **Section B - ADOPTION**

This Constitution may be amended to include or exclude any club, organization, or fraternity by a majority vote of the Executive Council of the Association, providing the following criteria are followed:

1. a letter of introduction be presented to the Association President
2. the President shall then ask for the submittal of a Constitution and a list of interim officers
3. the President shall then call for approval no sooner than ten (10) days and no later than four (4) weeks following the submittal of the above
4. upon approval of a majority vote by the members of the Executive Council of the Association, each club, organization or fraternity will be placed on a probationary status for a period of one (1) year, and be reviewed for further approval at that time.
5. each club, organization or fraternity, upon approval, will submit a list of Officers, members, and planned activities to the Vice-President of Organizational Affairs of the Association within one (1) month following approval.

6. each College fraternity must follow the Constitution and Bylaws of the Inter-fraternity Council.
7. each club, organization and fraternity is reviewed annually by the Executive Council of the Association and can be approved for a maximum of one (1) year by a majority vote of the Executive Council. The Executive Council may vote to place any club, organization or fraternity on probation for a one (1) year period after which time a recommendation may be made to inactivate, continue on probation or grant a one (1) year charter. Any inactivation will immediately dissolve that club, organization or fraternity from the Association and cause future consideration to be made only after criteria in sections A-E are met.

## **ARTICLE VII - STUDENT PUBLICATIONS**

### **Section A - CLASS YEARBOOKS**

It is left to the discretion of each first year Class to select its Yearbook Editorial Staff/Committee. It is intended that this staff/committee serve until graduation. The staff/committee must report to the Class President as stated in Article V, Sections B & C.

## **Article VIII – ELECTIONS**

### **Section A - ELECTION COMMITTEE**

1. The Election Committee shall be empowered to conduct elections for the following: IPMSA officers, Representative positions, and the APMSA delegates. The Parliamentarian of the IPMSA shall serve as Election Committee Chairperson. The committee shall consist of one student from each of the first (PM 1), second (PM2), and third (PM3) year classes. The Election Committee members shall be appointed during their first year by the PM1 Class President and shall serve through the final election of their PM3 year. Members are given the option to resign at the end of each school year. In the case of a resignation, that member's class President shall be charged with appointing a replacement to serve through the last election of the PM3 year. Committee membership is subject to the approval of 2/3 majority of the Executive Council present and voting at a scheduled Executive Council meeting.
2. The Election Committee shall be responsible for the procedural operation of all elections. Duties include, but are not limited to, conducting election announcements, distributing election materials to candidates, attending speeches, collecting letters of intent from candidates, setting up and ensuring routine operation of campaigning tables, regulating campaign procedures, staffing the voting tables, checking off voters as they cast votes, counting votes, and posting results. Committee members will be knowledgeable of all election procedures.
3. In the event that members of the appointed Election Committee are unable to fulfill the duties of an election due to academic or other reasons deemed necessary, the Executive Council Vice President of Academic Affairs, President, Vice President of Organizational Affairs, Treasurer, and Secretary shall proceed in said order to replace those members. In the event of an academic related interference, at least two members of the committee shall be present during election events. However, all Election Committee members or replacements must be present during the counting of ballots.
4. Appointed committee members are ineligible for candidacy for any elected position (this does not include club or organization officer positions). However, the Election Committee Chairperson (IPMSA Parliamentarian) is not prohibited from running for an elected position due to the term limitations of the position of IPMSA Parliamentarian. In the event that the Committee Chairperson is a candidate in an election, a member of the Executive Council of IPMSA shall serve as Election Committee Chairperson during that election.

### **Section B - GENERAL ELECTION PROCEDURES**

1. For one (1) week, a sign-up sheet shall be placed on the IPMSA bulletin board so that any eligible student may sign up to run for one (and only one) position. A second week is designated for

campaigning, with elections immediately following.

2. All voting shall be by means of secret ballot. A copy of the ballot shall be reviewed by the Election Committee for accuracy and proper format. Candidates for each office shall be listed alphabetically. A blank space (underlined) shall appear below the last candidate's name for each office so as to provide voters the option of a write-in candidate. No ballot may be placed in the ballot box unless the voter's name is checked off of the master class list by one (1) of the Election Committee members. No student may cast more than one ballot and voting by proxy is strictly prohibited.

3. The Election Committee shall count the ballots and tabulate the results immediately after the close of balloting. Ballots shall be counted twice by the Election Committee. Results are then to be posted promptly.

4. All elections held by the Election Committee shall be decided by a simple majority (50% + 1 of the votes cast for that position) for election of a candidate. If no candidate receives 50% + 1 of the votes cast, the two (2) candidates with the highest vote totals shall be placed into a run-off election which should be held within two school days. A second run-off will only be necessary in the event of a tie in the first run-off election.

5. Campaign materials shall be defined as anything distributed for the purpose of soliciting votes for a candidate. Bulletin boards reserved for departmental organizational announcements shall not be used for campaigning. Candidates must refrain from posting material over another candidate's material and from saturating any one area with their own publicity. Advertising or campaigning, which interferes with classes (unless with instructor's permission) or usual college business, is prohibited.

6. All write-in candidates must file a letter of intent by the second day of campaigning to be eligible. Write-in candidates shall be subject to the same requirements as regular candidates.

7. Uncontested candidates shall adhere to general election procedures. In the case of class elections, the class may elect by a 2/3 majority vote of all class members to forgo elections.

### **Section C - IPMSA ELECTIONS**

The Election Committee shall be responsible for IPMSA elections. In addition to the general election procedures (Article VIII, Section B), candidates will be required to be present at election campaigning tables at designated location during the noon hour of the week of campaigning. Candidates must use the tables a minimum of one day and a maximum of two days prior to elections. Candidates can use this time: to speak with fellow students about qualifications, ideas, etc., to hand out any campaigning paraphernalia, and to encourage students to vote on election day. Candidates are required to give a campaign speech of no more than three minutes, and participate in a question and answer period immediately prior to the casting of votes.

#### **1. April Elections**

The Election Committee shall conduct elections for IPMSA President-elect, Vice President of Academic Affairs-elect, and Vice President of Organizational Affairs-elect, and Liaison to the American Medical Association (AMSA).

#### **2. November Elections**

The Election Committee shall conduct elections for IPMSA Treasurer, IPMSA Secretary, IPMSA Parliamentarian, Representative to the Faculty, Representative to the Alumni Association, and State Society Representative.

### **Section D - CLASS ELECTIONS**

The Election Committee, in conjunction with the Student Council Parliamentarian, shall be responsible for Class elections. In addition to the general election procedures, all Class Officer candidates will submit a letter of intent to the Election Committee Chairperson prior to the beginning of the week of campaigning. Letters will then be posted for members of the class view. Campaigning will occur during the week following the removal of the sign-up sheet. At the end of the campaigning week, elections will occur.

1. The First Year Class shall attend a class election meeting at which time candidates will take part in a question-answer period with voting immediately following. All other Class elections shall proceed

without a question-answer period, unless decided otherwise by a simple majority vote by the class.

**2. September First Year Elections**

The PM1 class elections shall occur during September. Positions include: President, Academic Vice President, Social Vice President, Treasurer, Secretary, Representative to the Curriculum Committee, and Representative to the Judicial Committee. Newly elected PM 1 officers shall assume their positions immediately following the posting of election results.

**3. November Fourth Year Elections**

The PM3 class elections shall occur during November. Positions include: President, Academic Vice President, Social Vice President, Treasurer, and Secretary. Newly elected officers maintain "elect" status until the last IPMSA meeting of the spring semester.

**4. April Elections**

The PM1 and PM2 class elections shall occur during April prior to the last IPMSA meeting of the spring semester. Positions include: President, Academic Vice President, Social Vice President, Treasurer, and Secretary. In addition, the PM 1 Class will elect two (2) representatives to the Clinical Advisory Committee. The two (2) Clinical Advisory Committee candidates receiving the largest number of votes shall serve until graduation. Newly elected officers maintain "elect" status until the last IPMSA meeting of the spring semester and will serve in their elected positions the following year.

**Section E - REPRESENTATIVE ELECTIONS**

**1. February Elections**

Elections for the Representative to the Faculty and the Representative to the Alumni Association shall occur shortly after the new Executive Officers take office. The election shall follow the procedures of the IPMSA officer elections.

**2. November Elections**

Elections for the State Societies Representative shall occur in November in conjunction with the IPMSA officers election. The election shall follow the procedures of the IPMSA officer elections

**Section F - APMSA ELECTIONS**

The Election Committee shall hold elections for one (1) first year delegate and one alternate every third year (next in Fall 2007) to serve on the American Podiatric Medical Students Association. Elections shall proceed according to APMSA regulations and bylaws.

**Section G - POST ELECTION REGULATIONS**

1. Ballots shall be retained for a minimum of six (6) months.

2. Candidates are responsible for the removal of all posted campaign materials within 48 hours of the completion of the polling.

3. A candidate has the right to demand one recount of the ballots cast for the office in which he/ she is running, and the Election Committee shall agree to his/ her request if the demand is submitted in writing within 24 hours after the results of the election have been posted.

4. In the event that the recall of an election takes place, proceedings and protocol would follow that stated in Article III, Section F, under Action Petition, and the petition must be addressed to the executive council within 24 hours, and the party would have two weeks to compile the necessary amount of signatures.

**Section H - VACANCIES**

1. An IPMSA Presidential vacancy shall be succeeded by the Vice President of Academic Affairs of the Association. If any other IPMSA office of the Association is vacated, the President shall appoint an eligible member of the Association to fill the vacancy, who shall assume office immediately upon majority approval by the Executive Council.

2. A Class President vacancy shall be succeeded by the Vice President of Academic Affairs. If any other class office is vacated, the vacancy shall be filled, according to eligibility rules and regulations in these Bylaws, by means of a class election. The elected officer shall take office immediately after

the official election results has been posted.

3. Vacancies of elected student representatives to College Committees shall be filled by the IPMSA President appointing an eligible member of the Association to fill the vacancy. The appointed student shall assume office immediately upon majority approval by the Executive Council.

4. Vacancies of class elected student representatives to College Committees shall be filled by the Class President appointing an eligible member of the Association to fill the vacancy. The appointed student shall assume office immediately upon majority approval by the Class.

### **Section I - SPECIAL BALLOTING**

All referendums, polls, Constitutional amendments, and special balloting of any kind are to be conducted by the Election Committee. The format is to be the same as those governing the IPMSA Officer elections as indicated in these Bylaws.

## **ARTICLE IX - IMPEACHMENT AND RECALL**

### **Section A - PROCEEDINGS**

Any member of the Association may initiate impeachment proceedings against any voting member of the IPMSA Executive Council, the APMSA Representative and alternates, as well as against any of the five (5) class officers. The defendant shall be given the opportunity to plead his/her case (with or without legal assistance) before a closed (defendant may request an open) hearing of the voting members of the Executive Council. The accuser (initiator of the impeachment proceedings) must be present such that the accused may face and interrogate his/her accuser in the tradition of American jurisprudence. This hearing shall be called by the IPMSA President within two (2) weeks after charges have been filed. An officer may be impeached only by a two-thirds (2/3) vote of the IPMSA Executive Council is required to remove the accused after the case has been presented. (This is only by secret ballot.) Grounds for impeachment shall include:

1. failure to resign office after being placed on academic or other probation
2. gross negligence in the performance of assigned duties
3. failure to uphold the ideals and ethics of the profession
4. attempting to misuse the power granted by the office
5. conviction of a felony by a court of law

In cases of academic or other misconduct as defined in the Scholl College Student Handbook, impeachment proceedings may begin only after until the charges of misconduct have been confirmed by either Scholl College's Committee on Academic Review and Promotion or the College's Judicial Committee, and the College administration.

### **Section B - PRIVILEGE OF PETITION**

When impeachment charges are filed, the Association President reserves the right to call for a petition of at least twenty-five (25) percent of the members of the Association who support said charges, or twenty five percent (25) of the class if a class officer is charged. If called for, the petition shall be presented to the President within one (1) week. Failure to produce said petition shall result in dismissal of all charges.

### **Section C - CONTROL OF PROCEEDINGS**

The IPMSA President shall conduct and interpret all aspects of said proceedings unless the President is being impeached. In such case, said powers and responsibilities are conferred upon the IPMSA First Vice President.

### **Section D - IMPEACHMENT OR RECALL OF COMMITTEE PERSONS AND NON-VOTING IPMSA EXECUTIVE COUNCIL MEMBERS**

Any member of the IPMSA Executive Council may call for the recall of any IPMSA committee person, class committee person, or non-voting IPMSA Executive Council member for gross failure in performance of duties. The accused may defend him/herself before the Executive Council. A two-thirds (2/3) vote of

the IPMSA Executive Council is required to remove the accused.

## **ARTICLE X - MEETINGS**

### **Section A - NOTICE OF MEETINGS**

There shall be at least forty-eight (48) hour notice before holding a meeting (excluding an emergency meeting). Date, time and place shall be announced. The President shall call for meetings of the Association:

1. in accordance with regular meeting times for the Executive Council, Article III, Section C
2. in accordance with referendum and action petition procedures, Article III, Sections E and F
3. in accordance with impeachment procedures, Article IX
4. in cases of urgent business
5. upon request of a majority of the voting membership of the Executive Council of the Association
6. as the President deems necessary

### **Section B - ORDER OF BUSINESS (AGENDA)**

The agenda for IPMSA meetings shall be:

1. call to order by the President
2. roll call by the Recording Secretary (To expedite meetings, this shall be done visually after the first meeting)
3. presentation and approval of the Recording Secretary's minutes
4. President's report
5. unfinished business
6. new business
7. committee reports
8. club/organization reports
9. adjournment

### **Section C - PLACING ITEMS ON THE AGENDA**

Any member of the Association may place an item of business on the agenda by submitting a written request to the Recording Secretary of IPMSA up to twenty-four (24) hours before the meeting is scheduled. All such requests, regardless if they are from an Executive Council member or any other member of the Association, are to be placed on the agenda under Item F, New Business, in the order that they are submitted to the Recording Secretary. The Executive Officers may, by a majority vote, alter the order of items within Item F, New Business, up until twenty-four (24) hours before the meeting. (The Executive Council may, of course, move to alter the orders of the day anytime during a meeting that such a motion is allowable under Robert's Rules of Order).

### **Section D - VOTING BY PROXY**

Members of the Executive Council, the Association, or any committee of the Association SHALL NOT have the right to vote by proxy.

### **Section E - RULES OF ORDER**

The rules contained in the most recent edition of Robert's Rules of Order shall govern meetings of the Association, the Executive Council, classes and committees of the Association, except where superseded by this Constitution.

## **ARTICLE XI - ASSOCIATION FINANCES**

### **Section A - ASSOCIATION BUDGET**

The annual budget of the Association shall be submitted and approved by the Executive Council within thirty (30) days following the official beginning of the fall term.

### **Section B - EXPENDITURE RECEIPTS**

Expenditure of any Association funds shall be verified by a receipt. Failure to produce such shall result in payment of expenses incurred by the individual responsible.

### **Section C – FINANCIAL REPORTS**

Year-end financial statements must be submitted to the Dean of the College.

## **Article XII - AMENDMENTS AND INTERPRETATION**

### **Section A - AMENDMENTS**

An amendment to the Constitution may be proposed by either a two-thirds (2/3) concurrence of the voting membership of the Executive Council or by a petition of twenty percent (20%) of the members of the Association presented to the President of the Association. A full statement of the amendment shall be distributed to the members of the Executive Council. A concurrence of at least two thirds (2/3) of the votes cast shall be necessary for the adoption of the amendment. In order for the election to be valid, a majority of the members of the Executive Council must vote. The amendment shall take effect immediately or whenever specified.

An amendment to the bylaws may be proposed by any member of the Executive Council or by petition of twenty percent (20%) of the members of the Association presented to the President of the Association. A full statement of the amendment shall be distributed to the members of the Executive Council. A concurrence of at least two-thirds (2/3) of the votes cast shall be necessary for the adoption of the amendment. In order for the vote to be valid, a majority of the members of the Executive Council must vote. The amendment shall take effect immediately or whenever specified.

### **Section B - INTERPRETATION**

All questions of interpretation of this Constitution and Bylaws shall be decided by the Executive Council of the Association as specified in Article III Section D2.

## **Article XIII – AWARDS**

### **Section A - IPMSA EXECUTIVE COUNCIL SERVICE CERTIFICATES**

The IPMSA Executive Council Service Certificate shall be presented to any member of the Association who has meritoriously served the IPMSA. IPMSA Executive Council members must have attended a minimum of seventy-five percent (75%) of IPMSA Executive Council meetings to be eligible (with allowance for second semester third year students and all fourth year students due to scheduling). Nominations shall be presented to the IPMSA Executive Council for majority approval no later than 30 days prior to the scheduled date of the IPMSA Awards Ceremony.

### **Section B - ORGANIZATION OF THE YEAR AWARD**

The Organization of the Year Award shall be presented to one club/organization that has performed outstanding service to the profession and College throughout the year. In order to be eligible, the club/organization must be recognized under, and be in good standing with the IPMSA. Nominations shall be presented by any member of the Association to the IPMSA Executive Council for majority approval no later than 30 days prior to the scheduled IPMSA Awards Ceremony.

### **Section C - FINALIZATION, ARRANGEMENTS AND PRESENTATION**

Recipients of all awards and certificates shall be finalized, and arrangements made by the IPMSA President no later than 20 days prior to the scheduled IPMSA Awards Ceremony each year. Awards shall be presented at an annual awards ceremony held at the College.