

STUDENT NATIONAL PODIATRIC MEDICAL ASSOCIATION

Of the

DR. WILLIAM M. SCHOLL COLLEGE OF PODIATRIC MEDICINE

CONSTITUTION

PREAMBLE

We, the members of the Student National Podiatric Medical association of the Dr. William M. Scholl College of Podiatric Medicine, unite to promote student ethnic equality, and to effectuate harmonious fellowship between students of all backgrounds and heritages at the Dr. William M. Scholl College of Podiatric Medicine; to maintain and sustain a high degree of professionalism amongst the students; to promote the recruitment and retention of ethnic minority students; and to provide a channel of communication between minority students, school administration, and members of the Student National Podiatric Medical Association on the local and national level.

ARTICLE I: NAME

The name of this association shall be the Student National Podiatric Medical Association of the Dr. William M. Scholl College of Podiatric Medicine (SCPM) at Rosalind Franklin University of Medicine and Science in North Chicago, IL. This organization is a non-profit local chapter of the Student National Podiatric Medical Association. This chapter shall also be known as SNPMA.

ARTICLE II: MEMBERSHIP

All persons duly registered as students of the Dr. William M. Scholl College of Podiatric Medicine who are of ethnic minority heritage and others, who have paid the membership fees shall be a member of SNPMA. Subject to other applicable qualifications, listed in this constitution, all members shall be eligible to hold office in SNPMA.

ARTICLE III: OFFICERS

Section 1: Executive Board

The Executive Board shall consist of the elected offices of President, 1st Vice-President, 2nd Vice President, Secretary, Treasurer, and National Delegate. However if there are not enough members to fill the officer positions, the positions can be combined (e.g. the VP positions and/or the Secretary and Treasurer positions can be combined). The Executive Board shall meet, as the officers deem necessary, between General Meetings, to disseminate urgent information, discuss topics vital to the running of SNPMA, and to vote on action items whose decision cannot wait until the next General Meeting.

Section 2: Duties of the President

The duties of the President shall include:

- 1) To preside over all meetings of SNPMA.
- 2) To coordinate efforts amongst all chapter officers and members.
- 3) To represent SNPMA at meetings of the SCPM student leaders, this will include monthly ESC and IPMSA (executive and administrative) meetings.
- 4) To cosign all disbursements along with at least one of the other officers who are authorized to do such (e.g., 1st V.P., Treasurer, Secretary).
- 5) To maintain communications with the National Executive Board of the SNPMA.
- 6) To notify all members of meetings and/or important events.

Section 3: Duties of the 1st Vice-President

The duties of the 1st Vice-president shall include:

- 1) To preside over all meetings of SNPMA in the absence of the President.
- 2) In consultation with the President, to coordinate all lectures and workshops sponsored by SNPMA.
- 3) In the absence of the President, to represent SNPMA at meetings of the SCPM student leaders.

Section 4: Duties of the 2nd Vice-President

The duties of the 2nd Vice-President shall include:

- 1) In conjunction with the President, to coordinate all activities for Student Outreach, Social Functions, and Fund-raisers.
- 2) To submit reports to the President as to the progress of each activity.
- 3) In the absence of both President and 1st Vice-president, a 2nd Vice-president may be appointed by the President to represent SNPMA at various school functions.

Section 5: Duties of the Treasurer

The duties of the Treasurer shall include:

- 1) To handle all moneys, checking accounts, and financial records of the organization.
- 2) To cosign all check disbursements with the President.
- 3) To handle all disbursements after chapter approval.
- 4) To submit types reports at all meetings on financial status.
- 5) To notify members of due date of national and local dues.
- 6) To disburse all membership cards.
- 7) To maintain an accurate roster of membership.

Section 6: Duties of the Secretary

The duties of the Secretary shall include:

- 1) To record the minutes at all meetings and submit typed copies to the President.
- 2) To maintain and type all correspondence of the organization.
- 3) To maintain all records for the organization.
- 4) To serve as an alternate to the National Delegate. In the absence of the National Delegate the Secretary is to represent the chapter in the House of Delegates at national meetings of the Student National Podiatric Medical Association.

Section 7: Duties of the National Delegate

The duties of the Nation Delegate shall include:

- 1) To represent the chapter in the House of Delegates at national meetings of the Student National Podiatric Medical Association
- 2) To submit typed reports of national meetings to the chapter.
- 3) To submit monthly typed reports of chapter activities to the National President of the Student National Podiatric Medical Association.

Section 8: Executive Position Forfeiture

Any officer shall forfeit his/her position:

- 1) Upon being dropped from the rolls of SCPM.
- 2) Because of disciplinary action taken against him/her by SCPM.
- 3) Upon voluntarily resigning his/her position.
- 4) If the executive members vote to remove the officer (majority rules).

ARTICLE IV: OFFICER CONTRACTS

Before taking officially taking office during the new academic year, all officers must read and sign an agreement statement. The contents of the statement are as follows:

I, _____, hereby acknowledge that I have received and read the SNPMA constitution and understand the duties of my elected position. As an elected officer, it is my responsibility to uphold my duties and assist my fellow officers in organizational endeavors. I am aware that as an officer I must attend ALL meetings and events. I further understand that two (2) unexcused absences OR three (3 or more) excused absences from meetings or events for the academic year will constitute as my voluntary resignation from my position. I realize that this rule is in place so that no one officer will be burdened with carrying the majority of the weight of managing the organization. I plan to put forth great effort to ensure that I represent SNPMA and SCPM to the fullest of my potential.

ARTICLE V: VOTING

Section 1: Election of Officers

Election of officers usually takes place during the first meeting of the Fall Quarter in August or September. To help make the transitions of the new officers better, the

positions of President, Vice-President, and National Delegate can be elected during late Spring Quarter (e.g. April). Only paid members are eligible to vote. Each member may cast only one (1) vote for each office. Election of officers shall be by secret ballot. The decision is determined by a simple plurality of quorum. If there is a tie for first place, a run-off between only the tying candidates shall be held immediately. The new officers shall assume their offices at the beginning of the next new school year.

Section 2: Action Items

If there is no objection, an action item may be determined by General Consent.

If a vote is requested, only members who have paid their membership fee are eligible to vote upon action items. The votes will be determined by members' raising one of their hands. Unless otherwise stated a vote is determined by simple majority of quorum

ARTICLE VI: MEETINGS

Section 1: Executive Meetings

Executive meetings shall be held at least once a month while school is in session, preferably on the first or last Wednesday of each month. Executive and General meetings DO NOT both have to be held each month. One meeting can serve both functions. It is important that officers are on one accord when they meet with general members.

Section 2: General Meetings

General meetings are to be held as needed (i.e. for event planning, community service projects, volunteering, elections, etc). During month's where there are only executive meetings, information will be shared with general members via email.

Section 3: Special Meetings

The President may call a special session of all members and/or the Executive Board if he/she deems it necessary to disseminate vital information before the next scheduled general meeting. There should be at least two days notice given for special sessions.

Section 4: Absenteeism

Executive officers must attend ALL meetings and events. Two (2) unexcused absences **OR** three (3) or more excused absences from meetings or events for the academic year will constitute as my voluntary resignation from my position. This rule is in place so that no one officer will be burdened with carrying the majority of the weight of managing the organization.

****PLEASE NOTE:** There may be extenuating circumstances regarding absenteeism. In those instances, the remaining executive board will decide whether or not they feel that the officer in question can maintain his/her duties. If the board decides that the officer cannot maintain the duties of his/her position, a decision can be made to relinquish the officer from his/her duties. Otherwise, the officer will be put on a probationary period. The length of said period will be decided upon by the board.

Section 5: Order of Business

The order of business for all meetings shall be as follows:

- 1) Call to Order
- 2) Reading of the Minutes
- 3) Remarks from the President
- 4) Old Business
- 5) New Business
- 6) Officer Reports

- 7) Remaining Remarks
- 8) Questions/Comments
- 9) Adjournment

ARTICLE VII: COMMITTEES

Section 1:

The president shall appoint committees and committee chairs as he/she deems necessary.

Section 2:

The chapter may vote for the establishment of a committee.

Section 3:

The committees' chairs shall submit a report at all chapter meetings.