

## **ACFAOM Student Chapter**

### **MISSION STATEMENT**

The Local Chapter of the American College of Foot and Ankle Orthopedics and Medicine at New York College of Podiatric Medicine strives to promote education and the enhancement of knowledge in the field of podiatric orthopedic and pediatrics. Our goal is to provide students an opportunity to advance their understanding of evaluation, treatment, management, and prevention of lower extremity injuries that result from pathomechanics and orthopedic dysfunctions in adults and children through hands on experience, educational seminars and workshops.

### **CONSTITUTION**

#### **Article I. NAME**

##### **Section 1:**

The name of this association shall be the NYCPM Student Chapter of the American College of Foot and Ankle Orthopedics and Medicine. This will be the local student chapter of the American College of Foot and Ankle Orthopedics (ACFAOM).

#### **Article II. MEMBERSHIP**

##### **Section 1: Members**

All persons duly registered as students of the New York College of Podiatric Medicine and who have paid the membership fee shall be a member of ACFAOM.

##### **Section 2: Active Membership**

Active membership is defined as any member that has paid the local and national Membership fee and has attended at least 2 of the school meetings/events sponsored by ACFAOM.

##### **Section 3: Membership Dues**

Membership fees consist of a local fee that is used at the discrepancy of the executive board and the active chapter members. There is no national fee for students.

Dues are \$10 and are to be paid every academic year.

#### **Article III: OFFICERS AND REPRESENTITIVES**

##### **Section 1: Executive Board**

The executive board shall consist of the elected offices of: President, Vice President, Secretary, Treasurer, one class representative from each class (unless deemed un-necessary) and Faculty Advisor. The executive board shall meet, as the officers deem necessary, between general meetings. The purpose of these meetings will be to disseminate urgent information, discuss topics vital to running ACFAOM, and to vote on action items whose decision cannot wait until the next general meeting.

##### **Section 2: Voting Members of the Executive Board**

Voting Members of the Executive Board include: President, Vice President, Secretary, class representatives and Treasurer.

##### **Section 3: Non-Voting Members of the Executive Board**

Faculty Advisor.

##### **Section 4: Duties of the President:**

The duties of the President shall include:

1. To preside over all meetings of ACFAOM
2. To coordinate efforts amongst all chapter officers and members

3. To represent ACFAOM at meetings of the New York College of Podiatric Medicine student leaders
4. To maintain communication with prospective speakers and others involved in events.
5. To notify all members of meetings and/or important events
6. To appoint committees and committee chairs as he/she deems necessary
7. To submit reports to the other members of the council as to the progress of activities.
8. To write the end of the year budget report in conjunction with the Treasurer.
9. To assist with officer turnover at the end of his/her term.

**Section 5: Duties of the Vice President:**

The duties of the Vice President shall include:

1. Preside over all meeting of ACFAOM in the absence of the President
2. In consultation with the President, to coordinate all lectures and workshops sponsored by ACFAOM.
3. In the absence of the President, to represent ACFAOM at meetings of NYCPM student leaders
4. To submit reports to the President as to the progress of each activity
5. To assist with officer turnover at the end of his/her term.
6. In conjunction with the President, to coordinate all off-campus activities, community service projects, and fund-raisers of ACFAOM
7. In the absence of the Secretary, to act as Historian at all ACFAOM functions and obtain visual records of events

**Section 6: Duties of the Secretary**

The duties of the Secretary shall include:

1. To record minutes at all meetings
2. To maintain and type all correspondence for the organization
3. To maintain all records for the organization
4. To take role of members at all ACFAOM functions
5. To act as Historian at all ACFAOM functions and obtain visual records of events.
6. To notify all members of upcoming events and deadlines in conjunction with the President
7. To maintain and submit a current list of members and their contact information to the President
8. To maintain access to the schedules of all NYCPM classes.
9. To assist with officer turnover at the end of his/her term.

**Section 7: Duties of the Treasurer**

The duties of the Treasurer shall include:

1. To handle all monies, checking accounts, and financial reports of ACFAOM
2. To write the end of the year budget report with the President.
3. To handle all disbursements after chapter approval
4. To notify members of due date of member dues
5. To maintain and submit an accurate roster of membership to the President
6. To assist with officer turnover at the end of his/her term.

**Section 8: Faculty Advisor**

Upon assuming office, the newly elected ACFAOM Executive Council shall select

one (1) faculty member from the NYCPM faculty to serve in the capacity as Faculty Advisor. This position allows the Faculty Advisor to serve as a nonvoting member of the Executive Council and to advise the Executive Council of ACFAOM as necessary.

#### **Article IV: ELECTION OF OFFICERS**

##### **Section 1: Requirement to Run for Office**

1. Candidates for the positions of President must be at least 2<sup>nd</sup> year NYCPM students, and an active member of ACFAOM.
2. Candidates for the position of Vice President, Secretary, and Treasurer must be at least a 2<sup>nd</sup> year student and active members of ACFAOM.
3. All candidates are required to speak for no more than two (2) minutes stating their intent to run for office

##### **Section 2: Election of Officers**

Election of officers shall take place during the week designated by the executive officers. Each member or prospective may cast only one (1) vote for each office. Election of officers shall be held 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 after one month of officer transition or when the 3<sup>rd</sup> year students and outgoing officers begin their external clinical experiences.

#### **Article V: FORFEITURE OF EXECUTIVE POSITION**

##### **Section 1: Proceedings**

Any member of the Association may initiate impeachment proceedings against any voting member of the ACFAOM Executive Council. 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 ACFAOM President within two (2) weeks after charges have been filed. (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 New York College Student Handbook, impeachment proceedings may begin only after the charges of misconduct have been confirmed by either New York Collage Committee on Academic Review and Promotion or the College's Judicial Committee, and the College administration.

##### **Section 2: 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. 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 3: Control of Proceedings**

The ACFAOM 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 ACFAOM Vice President.

## **Article V: OFFICER TRANSITION**

### **Section 1: Proceedings**

Officer transition shall commence immediately following the posting of election results. At this time newly elected officers shall assume 'elect' status. Transition meetings shall be initiated by the Current President and the President Elect.

Content of these meetings shall include:

1. Dissemination of information regarding the function of the ACFAOM Executive Council.
2. Dissemination of information regarding the titles and duties of office such that each elect officer knows his/her duties as well as the duties of all of the other Executive Council Officers.
3. Review and revision of the ACFAOM Constitution by both Current and Elect Officers.

## **Article VI: CONSTITUTIONAL REVIEW AND REVISION**

### **Section 1: Constitutional Review**

Constitutional review shall take place every year during officer transition. Current and elect officers shall review the constitution of ACFAOM and determine if the document is able to provide guidance, stability and continuity through the ever changing world of podiatric medical education.

### **Section 2: Constitutional Revision or Amendment**

If the joint efforts of the current and elect officers of ACFAOM feel that revision of the constitution is necessary, revisions can be proposed by a three-one (3/1) concurrence of the voting members of the executive council or by a petition of 20% of the general membership of the ACFAOM presented to the President. A full statement of the revision shall be disseminated to the voting members of the Executive Council. A concurrence of three-one (3/1) of the voting members of the Executive Council shall be necessary for the adoption of the revision or the amendment. The revisions or amendments shall take effect immediately or whenever specified in the specific revision or amendment.

### **Section 3: Signing of the Constitution**

Upon concurrence that the reviewed and/or revised constitution is adequate, the constitution shall be signed by the current president and all elect officers and stored in the leadership materials of the Executive Council.

## **Article VII: MEETINGS**

### **Section 1: General Meetings**

General Meetings, including events and guest speaker lectures, shall be held at least once a month while school is in session. Until the next scheduled general meeting, members shall be notified by e-mail and/or in person.

### **Section 2: Order of Business**

The order of business 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

**Section 3: Action Items**

If there is no objection, an action item may be determined by General Consent. If a vote is requested, only paid members are eligible to vote upon action items. The votes will be determined by raising one hand. Unless otherwise stated, a vote is determined by simple majority quorum.

**Article VIII: ANNUAL EVENTS**

**TBD**