

## **MISSION STATEMENT**

The NYCPM Diabetes Club was established to give students the opportunity to become more acquainted with diabetes. In conjunction with the American Diabetes Association, the club will help raise the awareness for the needs of the diabetic population. The club will raise funds for diabetic research and organize a monthly lecture series. The Diabetes Club will also host monthly journal meetings to discuss issues pertaining to Diabetes.

## **CONSTITUTION**

### **Article I. NAME**

#### **Section 1:**

The name of this association shall be the NYCPM Diabetes Club.

### **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 the Diabetes Club.

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

Active membership is defined as any member that has paid the membership fee and has attended at least one (1) events sponsored by the Diabetes Club or the American Diabetes Association. Active members must also attend at least four (4) club monthly meetings and at least three (3) journal meetings.

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

Membership fees consist of a fee that is used solely for the NYCPM Diabetes Club at the discrepancy of the executive board and the active members.

Membership dues are \$10 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, and Treasurer, 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 NYCPM Diabetes Club 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, 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 Diabetes Club
2. To represent the Diabetes Club at meeting of the New York College of Podiatric Medicine student leaders
3. To maintain communication with the ADA regarding events
4. To notify all members of meetings and/or important events
5. To appoint committees and committee chairs as he/she deems necessary
6. To submit reports to the other members of the council as to the progress of activities.
7. To review Journal Articles submitted by the Vice President and elect an active member of the Diabetes Club who shall present this article to the Diabetes Club.
7. To write the end of the year budget report in conjunction with the Treasurer.
8. 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. To preside over all meeting of the Diabetes Club in the absence of the President
2. In consultation with the President, to coordinate all lectures and workshops sponsored by the Diabetes Club.
3. In the absence of the President, to represent the Diabetes Club at meetings of NYCPM student leaders
4. To submit reports to the President as to the progress of each activity
5. To monthly submit Journal Articles to the members of the Executive Board for approval.
6. To assist with officer turnover at the end of his/her term.
7. In conjunction with the President, to coordinate all off-campus activities, community service projects, and fund-raisers of the Diabetes Club.
8. In conjunction with the Secretary, to coordinate the Diabetes Club webpage and keep it up to date with all activities pertaining to the Diabetes Club.
9. In the absence of the Secretary, to act as Historian at all Diabetes club functions and obtain visual records of events

### **Section 7: 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 Diabetes Club functions
5. To act as Historian at all Diabetes Club 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 list of members and their contact information to the President
8. To maintain and submit an active membership list to the president at the end of every month.
9. To maintain access to the schedules of all NYCPM classes.

10. In conjunction with the Vice President, to coordinate the Diabetes Club webpage and keep it up to date with all activities pertaining to the Diabetes Club.
11. To assist with officer turnover at the end of his/her term.

### **Section 8: Duties of the Treasurer**

The duties of the Treasurer shall include:

1. To handle all money, checking accounts, and financial reports of Diabetes Club.
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 for all dues.
5. To maintain and submit an accurate roster of membership to the President which includes members who have paid their membership dues.
6. To assist with officer turnover at the end of his/her term.

### **Section 11: Faculty Advisor**

Upon assuming office, the newly elected 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 NYCPM Diabetes Club 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 as defined in Article II, Section 2.
2. Candidates for the position of Vice President, Secretary, and Treasurer must be at least a 2<sup>nd</sup> year student and have paid local and national dues
3. All candidates are require 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 Board. Only active members are eligible to vote. Each member 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 Diabetes Club 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 Diabetes Club 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 until 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 President reserves the right to call for a petition of at least twenty-five (25) percent of the members of the Diabetes Club 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 Diabetes Club 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 Diabetes Club 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 Diabetes Club 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 Diabetes Club 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 the Diabetes Club 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 the Diabetes Club 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 Diabetes Club 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-1 (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 shall be held once (1) 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: Special Meetings**

The President may call a special meeting of all members and/or the Executive Board if he/she deems necessary to disseminate vital information before the next scheduled general meeting or for the purpose of conducting a lecture or workshop.

### **Section 3: 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 4: 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**

#### **Section 1: Step Out for Diabetes (Diabetes Walk)**

This event takes place in October and shall be coordinated with representatives from the American Diabetes Association and the faculty advisor. All four (4) Diabetes Walks shall be presented to the club and each member shall be given an opportunity to represent the club at any of those events. The four (4) events are as follows:

- a. NYC Diabetes Walk
- b. Long Island Diabetes Walk
- c. Westchester Diabetes Walk
- d. Connecticut Diabetes Walk

#### **Section 2: Diabetes Fundraiser**

Each year the active members of the Diabetes Club shall engage in an active attempt to raise money for the American Diabetes Association. Multiple fundraisers shall be executed by the members of the Diabetes Club and the Executive board shall decide which fundraisers the members will be involved with.

#### **Section 3: Foot Screenings at Javits Center**

This event shall be coordinated with the faculty advisor and will be offered to all members of the Diabetes Club. 3<sup>rd</sup> year students will be given priority over the 2<sup>nd</sup> and 1<sup>st</sup> year members.

### **Article IX: Monthly Events**

#### **Section 1: Journal Meetings**

Every month the members of the Executive board must review and vote on an article or series of articles that shall be presented to Diabetes Club. Articles will be submitted to/or by the Vice President.