

International Podiatric Club (IPC) Constitution

MISSION STATEMENT

The International Podiatry club at the New York College of Podiatric Medicine strives to promote education and the enhancement of knowledge in the field of podiatry of different countries. Our goal is to provide students an opportunity to advance their understanding of podiatric significance/importance and podiatric scope in countries around the world through educational seminars, guest speakers and research. We believe that through this mission, we will give the prospective podiatrist an idea of what to expect if he/she decides to ultimately pursue this profession in another country, as well as to give a general idea of how podiatry is perceived and applied internationally.

CONSTITUTION

Article I. NAME

Section 1:

The name of this association shall be the International Podiatry Club. The abbreviation of this organization shall be IPC.

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 IPC.

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 half (50%) of the meetings/events sponsored by IPC.

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.

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, 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 IPC, 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 IPC
2. To coordinate efforts amongst all chapter officers and members

3. To represent IPC 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 IPC in the absence of the President
2. In consultation with the President, to coordinate all lectures and workshops sponsored by IPC.
3. In the absence of the President, to represent IPC 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 IPC
7. In the absence of the Secretary, to act as Historian at all IPC 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 IPC functions
5. To act as Historian at all IPC 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 IPC
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 IPC 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 IPC 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 2nd year NYCPM students, and an active member of IPC.
2. Candidates for the position of Vice President, Secretary, and Treasurer must be at least a 2nd year student and active members of IPC.
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 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 3rd 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 IPC 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 IPC 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 IPC 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 IPC 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 IPC 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 IPC 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 IPC 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 IPC 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 IPC 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