

American Academy of Podiatric Sports Medicine SCPM Chapter

MISSION STATEMENT

The Dr. William M. Scholl College of Sports Medicine Local Chapter of the American Academy of Podiatric Sports Medicine strives to promote education and the enhancement of knowledge in the field of podiatric sports medicine. Our goal is to provide students an opportunity to advance their understanding of evaluation, treatment, management, and prevention of lower extremity injuries in sports and fitness through educational seminars and workshops. We believe that through this mission, we will positively affect the public's awareness of podiatric sports medicine and its promise to ensure health and safety in the active individual.

CONSTITUTION

Article I. NAME

Section 1:

The name of this association shall be the American Academy of Podiatric Sports Medicine, a local student chapter of the national parent chapter. The abbreviation of the organization shall be AAPSM.

Article II. MEMBERSHIP

Section 1: Members

All persons duly registered as students of the Dr. William M. Scholl College of Podiatric Medicine and who have paid the membership fee shall be a member of AAPSM.

Section 2: Active Membership

Active membership is defined as any member that has paid the local fee and has attended at least one event sponsored by AAPSM.

Section 3: Membership Dues

Membership fees consist of a local fee that is used solely for the local chapter at the discrepancy of the executive board and the active chapter members. Local dues are set at \$5 for the 2021-2022 academic year and only need to be paid once. Local dues shall be set at the beginning of the academic year by the executive board.

Article III: OFFICERS AND REPRESENTATIVES

Section 1: Executive Board

The executive board shall consist of the elected offices of: President, Vice President, Secretary, Treasurer, Workshop Coordinator, and the AAPSM Student Representative. The Faculty Advisor to AAPSM will be elected by the executive

voting members of AAPSM. 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 AAPSM, 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, Treasurer, Workshop Coordinator, and Involvement and Outreach Coordinator.

Section 3: Non-Voting Members of the Executive Board

Non-voting members of the Executive Board include: the AAPSM Student Class Representative and the Faculty Advisor.

Section 4: Duties of the President:

The duties of the President shall include:

1. To preside over all meetings of AAPSM
2. To coordinate efforts amongst all chapter officers and members
3. To represent AAPSM at meeting of the Dr. William M. Scholl College of Podiatric Medicine student leaders
4. To represent AAPSM at the meetings of the Executive Student Council of Rosalind Franklin University of Medicine and Science.
5. To maintain communications the National organization regarding events
6. To notify all members of meetings and/or important events
7. To appoint committees and committee chairs as he/she deems necessary
8. To submit reports to the other members of the council as to the progress of activities
9. To write the end of the year budget report in conjunction with the Treasurer
10. 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 AAPSM in the absence of the President
2. In consultation with the President, to coordinate all lectures and workshops sponsored by AAPSM
3. In the absence of the President, to represent AAPSM at meetings of the SCPM student leaders
4. In the absence of the President, to represent AAPSM at meetings of the Executive Student Council of Rosalind Franklin University of Medicine and Science
5. To submit reports to the President as to the progress of each activity
6. To assist with officer turnover at the end of his/her term

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 act as Historian at all AAPSM functions and obtain visual records of events
5. To notify all members of upcoming events and deadlines in conjunction with the President
6. To maintain access to the schedules of all SCPM classes
7. 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 AAPSM
2. To handle all financial paperwork for AAPSM at the Executive Student Council meetings of Rosalind Franklin University of Medicine and Science each month.
3. To write the end of the year budget report with the President
4. To handle all disbursements after chapter approval
5. To notify members of due date of national and local dues
6. To maintain and submit an accurate roster of membership to the President
7. To assist with officer turnover at the end of his/her term

Section 8: Duties of the Workshop Coordinator:

The duties of the Workshop Coordinator shall include:

1. In conjunction with the President, to coordinate all off-campus activities, community service projects, and fund-raisers of AAPSM
2. To submit reports to the President as to the progress of each activity
3. In the absence of both the President and the and Vice President, the workshop coordinator may be appointed by the President to represent AAPSM at various school functions
4. To submit reports to the President as to the progress of each activity
5. To assist the President in hosting learning activities or presentations and finding community service opportunities
6. To assist with officer turnover at the end of his/her term

Section 9: Duties of the Involvement and Outreach Coordinator:

The duties of the Involvement and Outreach Coordinator shall include:

1. To maintain and submit a current list of members and their contact information to the President
2. Create and distribute flyers for events hosted by AAPSM
3. Manage the AAPSM social media accounts
4. To take attendance of members at all AAPSM functions
5. To submit reports to the President as to the progress of each activity
6. To assist with officer turnover at the end of his/her term

Section 10: Student Class Representative

This is an appointed position. There will be 1 student representative chosen from interested members of the 1st year podiatry class. Members interested in this position will submit a letter of interest to the President one (1) week before the Executive Council meets. The voting members of the Executive Council shall choose the student representatives in a closed meeting.

Duties of the Student Representative include:

1. Attend workshops sponsored by AAPSM
2. Assist with clinical skills taught at workshops sponsored by AAPSM
3. Provide assistance and support to the voting members of the Executive Council of AAPSM
4. In the absence of voting members of the Executive Council of AAPSM, the student representative may be appointed by the President to represent AAPSM at various school functions
5. Notify the P1 class of workshops and events being hosted by AAPSM

Section 11: Faculty Advisor

Upon assuming office, the newly elected AAPSM Executive Council shall select one (1) faculty member from the SCPM faculty to serve in the capacity as Faculty Advisor. This position allows the Faculty Advisor to serve as a non-voting member of the Executive Council and to advise the Executive Council of AAPSM as necessary.

For the 2019 – 2020 academic year, Sydney Yau, DPM, has accepted the position of faculty advisor.

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 SCPM students, and an active local member of AAPSM as defined in Article II, Section 2.
2. Candidates for the positions of Vice President, Secretary, Treasurer, Workshop Coordinator, and Involvement and Outreach Coordinator must be at least a 2nd year SCPM student and have paid local dues.
3. Candidates for the student representative position shall be 1st year podiatry students. If possible, at least one (1) of these candidates shall be a certified athletic trainer.
4. All candidates are required to send a letter of intent to the current voting executive board members and an interview will follow if deemed necessary.
5. All other election proceedings shall be held in accordance with the guidelines found in Article VIII, Section 2 of the IPMSA Constitution.

Section 2: Election of Officers

Election of officers shall take place during the first weeks of the beginning of each academic school year. Only voting executive board members are able to

vote. Each board 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 AAPSM Executive Council or the AAPSM student class representative. 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 AAPSM President within two (2) weeks after charges have been filed. An officer may be impeached only by a three-fifth (3/5) vote of the AAPSM 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 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 AAPSM 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 AAPSM First Vice President.

Section 4: Impeachment of Non-Voting AAPSM Executive Council Members

Any member of the AAPSM Executive Council may call for the recall of any AAPSM committee person, class committee person, or non-voting AAPSM Executive Council member for gross failure in performance of duties. The accused may defend him/herself before the Executive Council. A three-fifths (3/5) vote of the AAPSM Executive Council is required to remove the accused.

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. Filing of necessary paperwork with the Rosalind Franklin University Office of Student Development, Executive Student Council and the IPMSA Executive Council.
2. Dissemination of information regarding the function of the AAPSM Executive Council.
3. 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.
4. Review and revision of the AAPSM 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 AAPSM 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 AAPSM feel that revision of the constitution is necessary, revisions can be proposed by a three-fifths (3/5) concurrence of the voting members of the executive council or by a petition of 20% of the general membership of the AAPSM 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-fifths (3/5) 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 per quarter while school is in session. Until the next scheduled general meeting, members shall be notified by e-mail, phone, 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.

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: Special Olympics of Wisconsin State Games

This event occurs at the beginning of August. Dr. Josephine Lyons is the contact person for this event. Lodging for 3 or 4 members of the AAPSM to attend this event is provided. SCPM students will provide a general foot screening for the SOWI State Game participants.

Section 2: Chicago Marathon

This event occurs every year in October. Dr. Jeffery Baker is the contact person and event coordinator for this event. Before the event occurs, Dr. Baker visits SCPM to give a lecture about the Marathon course and the commonly encountered injuries at this type of event. AAPSM members are needed to help work in the Podiatry Tent at this event.

Section 3: Food Drive

This event occurs every year in December. The voting members of the Executive Council shall decide upon a donation to this event.

Section 4: Dance for Diabetes

This event occurs every year in January. The voting members of the Executive Council shall decide upon a donation to this event.

Section 5: IPMSA Mid-Winter Conference

This event occurs every year in January. The voting members of the Executive Council shall decide upon an appropriate way to provide support to the Executive Members of IPMSA for this event.

Section 7: Arthritis Walk

This event occurs every year in April. The voting members of the Executive Council shall decide upon an appropriate way to provide support through a donation to this event in the form of money or volunteers.

Section 8: Workshops and Lectures

Workshops and lectures shall be planned by the members of the Executive Council with or without the assistance of another student organization. One (1) workshop, lecture, or other event shall be held during each academic semester.