

American Microsurgical Orthoplastic Society Constitution of the Illinois Student Chapter

As drafted July 30, 2019

PREAMBLE

We, as students of the Dr. William M. Scholl College of Podiatric Medicine, in order to bring together those students wishing to increase their knowledge in the field of microsurgery and orthoplastic technology and surgical techniques, do hereby institute and establish this constitution.

ARTICLE I. NAME

The name of this organization shall be the Illinois Student Chapter of the American Microsurgical Orthoplastic Society.

ARTICLE II. OBJECTIVES

The objectives of the Illinois Student Chapter of the American Microsurgical Orthoplastic Society shall be:

- (1) To supplement and enhance the student's course and study in microsurgery and orthoplastic technology and surgical techniques
- (2) To provide programs that allow the students to learn and practice skills and techniques of microsurgery and orthoplasty.

ARTICLE III. ORGANIZATION

Section 1. NON-PROFIT ORGANIZATION: As an organization of Rosalind Franklin University, which maintains non-profit status with the state of Illinois, the Illinois Student Chapter of the American Microsurgical Orthoplastic Society is a non-profit organization under the laws of the State of Illinois.

Section 2. AFFILIATION: The Illinois Student Chapter of the American Microsurgical Orthoplastic Society is affiliated with the national organization of the American Microsurgical Orthoplastic Society.

ARTICLE IV. MEMBERSHIP

Section 1. GENERAL REQUIREMENTS: Student membership may be conferred upon any student in good academic standing as defined by the Student Handbook of the Dr. William M. Scholl College of Podiatric Medicine.

Section 2. APPLICATION FOR MEMBERSHIP: Each student candidate must submit an Application for Membership accompanied by the annual membership dues to the Treasurer of the Illinois Student Chapter of the American Microsurgical Orthoplastic Society.

Section 3. DUES: Student members shall pay annual dues as determined by the Executive Board of the Illinois Student Chapter of the American Microsurgical

Orthoplastic Society. The membership dues shall contribute towards events and functions hosted by the Illinois Student Chapter of the American Microsurgical Orthoplastic Society.

Section 4. TERMINATION: Student membership shall terminate when the student fails to pay annual membership dues, is not in good academic standing as defined by the Student Handbook of the Dr. William M. Scholl College of Podiatric Medicine, or upon leaving the Dr. William M. Scholl College of Podiatric Medicine.

Section 5. DESIGNATION: Student members shall not use any designation after their name to demonstrate membership of the American Microsurgical Orthoplastic Society.

ARTICLE V. GENERAL AND SPECIAL MEETINGS

Section 1. GENERAL MEETINGS: General meetings of the Illinois Student Chapter of the American Microsurgical Orthoplastic Society shall be called for the purpose of electing officers, voting on constitutional amendments, or at the request of the Executive Board.

Section 2. DATE AND LOCATION: General meetings of the Illinois Student Chapter of the American Microsurgical Orthoplastic Society shall be held at a date, time, and location as determined by the Executive Boards.

Section 3. VOTING PRIVILEGES: Each student of the Illinois Student Chapter of the American Microsurgical Orthoplastic Society who has fulfilled all the requirements of membership according to Article IV, Sections 1, 2, and 3 shall have the right to cast one vote on each matter of business duly presented.

Section 4. SPECIAL MEETINGS: A special meeting of the membership may be called by the President, the majority of the Executive Board, or by written petition of 20% of the entire Illinois Student Chapter of the American Microsurgical Orthoplastic Society membership eligible to vote. This meeting shall be called for a determined time and place, to conduct only such business as stated in the call.

Section 5. Quorum: At least 25% of the entire Illinois Student Chapter of the American Microsurgical Orthoplastic Society membership eligible to vote must be present in order to constitute a quorum at any general or special meeting.

Section 6. OFFICIAL CALL: Notification of general or special meetings shall be made as follows:

- A. **GENERAL MEETINGS:** The Executive Board shall send written notice of the time and place for the general meeting to each member of the Illinois Student Chapter of the American Microsurgical Orthoplastic Society.
- B. **SPECIAL MEETINGS:** The Executive Board shall contact by telephone or send written notice of the time and place for any special meetings, together with an explanation of the business to be considered, to each member of the Illinois

Student Chapter of the American Microsurgical Orthoplastic Society at least one week prior to any such meeting.

Section 7. PETITIONS: The membership may petition the Executive Board to bring before the general membership of the Illinois Student Chapter of the American Microsurgical Orthoplastic Society any issue at any time.

- A. **MECHANISM:** At least 10% of the entire Illinois Student Chapter of the American Microsurgical Orthoplastic Society membership eligible to vote must sign the petition for it to be considered valid.
- B. **CONTENT:** The petition must elaborate only a single issue to be represented to the Illinois Student Chapter of the American Microsurgical Orthoplastic Society membership.
- C. **PRESENTATION TO THE MEMBERSHIP:** The Executive Board must present the petition to the membership for a vote no longer than sixty days from the receipt of the valid petition.
- D. **VOTING:** The vote of the petition shall be conducted as prescribed in Section 2 of this Article. Passage of the ballot shall occur when the majority of those responding vote affirmative, provided that at least 25% of the entire Illinois Student Chapter of the American Microsurgical Orthoplastic Society membership eligible to vote respond.

ARTICLE VI. EXECUTIVE BOARD

Section 1. COMPOSITION: The Executive Board shall be composed of the elected President, Vice President, Secretary, Treasurer, Immediate Past President, and the appointed Parliamentarian.

Section 2. QUALIFICATIONS: All Executive Board members must be students in good academic standing at the Dr. William M. Scholl College of Podiatric Medicine.

- A. **PRESIDENT:** The President shall be at least a rising second year student of Dr. William M. Scholl College of Podiatric Medicine, who has been a member of the Illinois Student Chapter of the American Microsurgical Orthoplastic Society for at least one year prior to the election of office.
- B. **VICE PRESIDENT:** The Vice President shall be at least a rising second year student of Dr. William M. Scholl College of Podiatric Medicine, who has been a member of the Illinois Student Chapter of the American Microsurgical Orthoplastic Society for at least one year prior to the election of office.
- C. **SECRETARY:** The Secretary shall be at least a rising second year student of Dr. William M. Scholl College of Podiatric Medicine, who has been a member of the Illinois Student Chapter of the American Microsurgical Orthoplastic Society for at least one year prior to the election of office.
- D. **TREASURER:** The Treasurer shall be at least a rising second year student of Dr. William M. Scholl College of Podiatric Medicine, who has been a member of the Illinois Student Chapter of the American Microsurgical Orthoplastic Society for at least one year prior to the election of office.
- E. **IMMEDIATE PAST PRESIDENT:** The Immediate Past President shall be at least a rising third year student who has served as the President of the Illinois Student

Chapter of the American Microsurgical Orthoplastic Society the term immediately proceeding this office.

- F. **PARLIAMENTARIAN:** The Parliamentarian shall be appointed by the President and shall be at least a first year student of Dr. William M. Scholl College of Podiatric Medicine.

Section 3. ELECTIONS: It shall be the responsibility of the outgoing President to conduct the election process.

- A. **DATE AND LOCATION:** Election of Executive Board officers shall be held at a general meeting of the Illinois Student Chapter of the American Microsurgical Orthoplastic Society membership as outlined in Article V, Sections 1 and 2 of this constitution.
- B. **NOTICE OF OPEN OFFICES:** A notice of all Open Executive Board offices and their respective duties shall be made available to the membership a minimum of two weeks prior to the election date.
- C. **NOMINATIONS:** Candidates shall be nominated by the general membership of the Illinois Student Chapter of the American Microsurgical Orthoplastic Society.
- D. **APPLICATION FOR OFFICE:** Each candidate nominated for office shall submit an Application for the Office to the President no later than three days (72 hours) prior to the election date.
- E. **PRESENTATION OF SPEECHES:** Each opposing candidate shall present a brief speech on the date of the election to the general membership. The order of the offices shall be the President, Vice President, Secretary, and Treasurer.
- F. **ABSENTEE BALLOTS:** Absentee ballots may be obtained from the Secretary no earlier than three days prior to the election date and must be returned to the Secretary no later than the date of the elections.

Section 4. DETERMINATION OF ELECTION RESULTS: Those candidates for each position receiving the highest number of votes cast by secret ballot shall be declared the new Executive Board members. In the event of a tie, the existing Executive Board shall meet in person within 24 hours of the announcement of an inconclusive tie election and select, by a majority secret ballot vote, a new Executive Board office from among those nominees who had the most but equal number of votes.

Section 5. TENURE: Executive Board members are elected to serve a one-year term. No Executive Board member shall be elected more than two consecutive one-year terms. However, an Executive Board member may serve an additional year immediately following the completion of a second term only if that year is served as Immediate Past President.

If an Executive Board member who has been appointed to fill a vacancy on the Executive Board, according to Section 7 of this Article, is elected to the board according to Section 3 and 4 of this Article, his/her term as an appointed member of the Executive Board shall not count toward the maximum allowable tenure of an Executive Board member as described herein.

Section 6. INSTALLATION: The Installation of new officers shall be at the last general meeting of the academic year or at a time and place determined by the exiting Executive Board.

Section 7. VACANCIES: In the event that the office of the President becomes vacant, the Vice President shall become President and serve until the following annual elections are held. A vacancy in other offices shall be filled from the general membership of the Illinois Student Chapter of the American Microsurgical Orthoplastic Society by appointment of the Executive Board. A majority vote of the Executive Board is required. The vote shall be conducted by secret ballot. Each of these appointed officers shall serve only until the next annual elections are held.

Section 8. MEETINGS: The Executive Board shall meet at the time and place of the General Meetings of the Illinois Student Chapter of the American Microsurgical Orthoplastic Society. Interim meetings may be called by the President or by the request of the majority of Executive Board members. Notice of interim meetings shall be given to all members of the Executive Board at least five days in advance of the meeting.

Section 9. QUORUM: A majority of the voting members of the Executive Board shall constitute a quorum.

Section 10. REMOVAL FROM OFFICE BY MEMBERSHIP: The membership may remove an Executive Board member for neglect of duty, misconduct, and/or lack of fitness to serve by an affirmative vote of majority of those members eligible to vote. The applicable provides in Article V, Section 6 of this constitution, shall dictate the mechanism for removal of an Executive Board member. Any vacancy thus created shall be filled in according with Section 7 of this Article.

Section 11. REMOVAL FROM OFFICE BY EXECUTIVE BOARD: The Executive Board may remove any Executive Board member for neglect of duty, misconduct, and/or lack of fitness to serve by an affirmative vote of two-thirds of the entire Executive Board. Any vacancy thus created shall be filled in accordance with Section 7 of this Article.

Section 12. POWERS AND DUTIES: The Executive Board shall be the administrative body of this organization. It shall conduct the business, manage the affairs and properties, and control the collection and disbursement of the funds subject to this constitution and the mandates of the membership.

- A. **PRESIDENT:** It shall be the duty of the President:
- a. To serve as chair of the Executive Board.
 - b. To serve as official representative of this organization in its contacts with all professional organizations for the purpose of advancing objects and policies of the Illinois Student Chapter of the American Microsurgical Orthoplastic Society.
 - c. To serve as chair at all meetings of the membership and Executive Board.

- d. To call for meetings of the Executive Board as heretofore provided for in Article V, Section 4 of this constitution.
 - e. To fill all vacancies, with approval of the Board, occurring on the Executive Board as provided in Article VI, Section 7 of this constitution.
 - f. To recommend committee appointments and designate chairs for approval by a majority of the Executive Board.
 - g. To sign on appropriate ESC budget paperwork for Rosalind Franklin University.
- B. VICE PRESIDENT:** It shall be the duty of the Vice President:
- a. To assist the President.
 - b. To serve as a member of the Executive Board.
 - c. To officiate in the absence of the President.
 - d. To oversee the actions of the appointed committees.
- C. SECRETARY:** It shall be the duty of the Secretary:
- a. To supervise the recording and keeping on file the minutes of the meetings of the Illinois Student Chapter of the American Microsurgical Orthoplastic Society and the Executive board.
 - b. To carry out all official correspondence of the Executive Board.
 - c. To serve as a member of the Executive Board.
- D. TREASURER:** It shall be the duty of the Treasurer:
- a. To oversee the management of all funds and property of the Illinois Student Chapter of the American Microsurgical Orthoplastic Society.
 - b. To supervise, collect, and receive all fees, assessments, and all other financial belongings of the Illinois Student Chapter of the American Microsurgical Orthoplastic Society and shall be accountable, therefore, to the Executive Board at such time as it may designate.
 - c. To supervise the depositing of funds of the Illinois Student Chapter of the American Microsurgical Orthoplastic Society in such depositories as shall be designated by the Executive board and shall maintain such funds in the name of the Illinois Student Chapter of the American Microsurgical Orthoplastic Society.
 - d. To maintain an official membership list of all members who have paid annual dues.
 - e. To house group funds within Rosalind Franklin University's Executive Student Council account.
 - f. To sign on appropriate ESC budget paperwork for Rosalind Franklin University.
 - g. To prepare and present the annual budget to the Executive Board.
 - h. To serve as a member of the Executive Board.
- E. IMMEDIATE PAST PRESIDENT:** It shall be the duty of the Immediate Past President:
- a. To assist the President.

- b. To serve as a member of the Executive board with all rights and privileges of an Executive Board member.

F. **PARLIAMENTARIAN:** It shall be the duty of the Parliamentarian:

- a. To be responsible for the interpretation of this constitution.
- b. To serve as a member of the Executive Board.

ARTICLE VII. CLASS REPRESENTATIVES

Section 1. NUMBER AND APPOINTMENT: The President shall appointment one class representative for each of the first, second, and third year classes, respectively.

Section 2. TENURE: The Executive Board shall determine the tenure of each Class Representative.

Section 3. DUTIES: The duties of each Class Representative shall be:

- (1) To be directly responsible to the Executive Board.
- (2) To encourage participation and publicize chapter activities to their classmates.

ARTICLE VIII. COMMITTEES

Section 1. COMMITTEES OF THE EXECUTIVE BOARD: The President shall recommend Executive Board members to various working committees for the efficient functioning of the Executive Board and the Illinois Student Chapter of the American Microsurgical Orthoplastic Society. Non-Executive Board members may also be recommended to committees as needed. These, and all other committee appointments, shall be approved by affirmative vote of a majority of the Board. All committees shall report to the Executive Board and take no independent action unless authorized by the Executive Board. The committee of the Board shall be an Executive Committee.

The Executive Committee shall consist of the President who will serve as chair, Vice President, Secretary, Treasurer, Immediate President, and the Parliamentarian. This committee shall be responsible for the administrative matters, budget, preparation, financial reporting, and other such functions as may be assigned by the President.

Section 2. STANDING COMMITTEES: Standing committee members and chairs are recommended by the President and approved by affirmative vote of a majority of the Executive Board. All committees shall report to the Executive Board and take no independent action unless authorized by the Executive Board. The standing committees shall include the following:

- A. **EDUCATION AND SCIENTIFIC AFFAIRS COMMITTEE:** The Education Affairs Committee shall be responsible for scientific seminars and educational programs, exhibits at seminars, seminar evaluation, and other such functions as may be assigned by the President.
- B. **MEMBER SERVICES COMMITTEE:** The Member Services Committee shall be responsible for member services and recruitment, serve as liason with other Student Chapters and the national organization of the Illinois Student Chapter of

the American Microsurgical Orthoplastic Society; and perform other such functions as may be assigned by the President.

- C. **BYLAWS COMMITTEE:** The Bylaws Committee shall be responsible for receiving those amendments that are proposed by the Executive Board and the Illinois Student Chapter of the American Microsurgical Orthoplastic Society membership, and presenting them to the membership for approval.
- D. **PUBLIC AFFAIRS COMMITTEE:** The Public Affairs Committee shall be responsible for the oversight of public education and public relations that are conducted by the Illinois Student Chapter of the American Microsurgical Orthoplastic Society.

Section 3. SPECIAL COMMITTEES: The President may appoint special committees as the need arises. The President with approval of the Board shall determine the number of members, the designation of the chair, the charge, and its duration.

Section 4. COMMITTEE VACANCIES: The President shall fill committee position vacancies as they may occur throughout his/her term in office.

Section 5. ANNUAL REPORTS: All standing committees shall present an annual written report to the Executive Board.

ARTICLE IX. SCIENTIFIC SESSIONS

Section 1. OBJECTIVES: Scientific sessions shall be established for the presentation and discussion of subjects pertaining to the arts and sciences of microsurgery and orthoplastic skills, techniques, and technology.

Section 2. TIME AND PLACE: Scientific sessions shall be held at the time and places determined by the Executive Board.

Section 3. EXHIBITS: Products and services of interest may be exhibited at scientific sessions under the direction of the Executive Board and in accordance with the rules and regulations established by that body.

ARTICLE X. FINANCES

Section 1. FUNDS: Funds shall be raised by annual dues paid by members of the Illinois Student Chapter of the American Microsurgical Orthoplastic Society, by any fees, by fundraising events, and by any other manner recommended by the Executive Board. The amount charged for each of these shall be determined annually by the Executive Board.