



NYCPM
NEW YORK COLLEGE OF PODIATRIC MEDICINE



STUDENTS' ASSOCIATION (NYCPMSA) CONSTITUTION

October 11, 2006

Michael Ann Reuter, Chairperson Constitution Rewrite Committee, APMSA Delegate '08

Committee Members:

- Evan Adler, Student Association President**
- Sam Bark, Past Student Association President**
- Keyoka Smith, Past Student Association Secretary**
- Cathy Coker, Past Student Association Vice President**
- Lou Ciliberti, Past Class of 2008 Vice President**
- Bradley Levitt, Class of 2009 Honor Council**
- Jesika Posthuma, Class of 2008 Vice President**
- Warren Chiodo, Student Council Vice President**
- Soorena Sadri**
- Nicholas Argerakis**
- Stanley Chen**

UPDATED: JULY 22, 2009

- E. Giannin Perez, Student Association President**
- Rafael Ramirez, Past Student Association President**
- Dhaval Patel, Student Association Vice President**
- Kristina Ruff, Student Association Treasurer**
- Manasi Meghpara, Student Association Secretary**
- Candace Buckley, Past Student Association Secretary**

UPDATED: MAY 31, 2012

- Robin Lenz, Student Association President**
- Garrett D. Moore, Student Association President-Elect**
- Lee Greenberg, Student Association Vice President**
- Karim Badawy, Student Association Secretary**
- Jacqueline Prevete, Student Association Treasurer**

UPDATED: MAY 25, 2018

**Thomas Ehlers, Student Association President
Ronald Lowe, Student Association President-Elect
Amber Kavanagh, Student Association Vice President
Michelle Diaz, Student Association Secretary
Kimberly Inocco, Student Association Treasurer
Rowan Mahmoud, Class of 2019 APMSA Delegate
Mohammed Gheith, Class of 2020 APMSA Delegate**

**THE CONSTITUTION AND BY-LAWS OF THE NEW YORK COLLEGE OF
PODIATRIC MEDICINE STUDENTS ASSOCIATION (N.Y.C.P.M.S.A.)**

PREAMBLE

We, the students of the New York College of Podiatric Medicine, in order to unite into one organization all of the students attending the New York College of Podiatric Medicine, to stimulate a greater interest in and a better understanding of podiatric medicine, to effectuate fellowship among students, faculty, administration and practitioners, to afford a means of association among the students of the other colleges of podiatric medicine, to act as a local agency which shall convey information concerning students to the American Podiatric Medical Students' Association (APMSA); the American Podiatric Medical Association (APMA), and to provide for the promotion, maintenance and regulation of such matters as are delegated by the Chairman of the Board of Trustees and the President of the College to the student government, do ordain and establish this Constitution with its By-Laws for the New York College of Podiatric Medicine Students' Association (NYCPMSA).

CONSTITUTION AND BY-LAWS OF NYCPMSA

ARTICLE I - NAME AND MEMBERSHIP

Section 1 - NAME

The name of this organization shall be the New York College of Podiatric Medicine Students' Association (hereinafter called the Student Association), an affiliated organization of the New York College of Podiatric Medicine and the American Podiatric Medical Students' Association (APMSA). The official abbreviation of the Student Association shall be NYCPMSA.

Section 2 - MEMBERSHIP

Any student duly registered as a student in the New York College of Podiatric Medicine who has paid the student activities fees and has not forfeited the right to membership by infraction of any rule or regulation of the College or Student Association, shall be a member of the Student Association and the American Podiatric Medical Students' Association. All members shall hold equal voting rights in Student Association elections and referendum voting except as otherwise provided in this Constitution.

ARTICLE II - OFFICERS

Section 1 - DESIGNATIONS

The members of the Student Association Executive Council are listed in descending order of rank as follows:

President

Vice-President

Secretary

Treasurer

President-Elect (Non-Voting Member)

Section 2 - GENERAL QUALIFICATIONS, TERM OF OFFICE, VACANCIES

Each officer or representative of the Student Association and its subordinate organizations (committees) shall be, both at the time of candidacy and during his/her tenure of office, a member of the Student Association and shall not be on academic or other probation. Each officer and representative of the Student Association shall serve in office for a period of one (1) year, unless otherwise specified. He/she shall assume full tenure of office on July 1 and shall continue until June 30 of a fiscal year at NYCPM. If

a person holding any position would like to run for another position before he/she has served their duties of their current position, he/she must voluntarily drop their current position before said election. In the event of the permanent disability, resignation, or impeachment of an officer or representative, replacement shall be as follows:

- With less than one (1) full semester remaining, a presidential vacancy shall be succeeded by the Vice-President of the Student Association. If any other office of the Student Association is vacated, the President shall appoint a member of the Student Association to fill the vacancy, with a simple majority approval of the Student Council (defined below).
- If there is at least one (1) full semester remaining in the term of office at the time of the vacancy, the office shall be filled by means of a general school wide election as per Article VI, to be held within two (2) weeks after notice of the forthcoming vacancy. The elected officer or representative shall take office immediately after the official election results have been published.

Section 3 - PRESIDENT

The President of the Student Association shall be a member of the third-year class at the time he/she assumes office, and shall not hold any other office at NYCPS, except as otherwise provided in this Constitution. The President must have previously served as the President-Elect to be eligible to assume office. He/she shall be elected as the President-Elect during his/her second year according to the procedures set forth in Article VI. Duties and powers of the President shall be:

- To serve as chief officer of the Student Association.
- To serve as the official representative of the Student Association and the Student Council.
- To call Student Council meetings and Student Association elections as directed by this Constitution.
- To preside at meetings of the Student Council.

- To serve as a voting member of the Student Council only in the case of a tied vote.
- To appoint such committees of the Student Council, with the Council's approval by a simple majority, as may be necessary for the proper conduct of the affairs of the student body.
- To make appointments, as directed by this Constitution, and to make such additional appointments from the members of the Student Association as may be necessary.
- To authorize expenditures of Student Association funds not to exceed limits set by the Student Council.
- To nominate Student Council committee chairpersons to head the Student Association's committees.
- To confer with and inform members of the Student Council on all matters affecting the students of the College.
- To have the option of appointing a Parliamentarian to preside at all council meetings with the Student Council's approval by simple majority. The Parliamentarian shall have no voting privileges.
- To attend and present a President's Report to the APMSA President's Council and House of Delegates at the APMSA Annual and Mid-Winter meetings.
- To exercise such other powers as may be necessary for the efficient and proper performance of his/her duties in service of the Student Association.
- The President of the Student Body will serve as the student representative on the NYCPM Curriculum Committee and Policies Committee.

- To serve as the Student Liaison to the NYCPM/FCNY Board of Directors.

Section 4 – VICE-PRESIDENT

The Vice-President of the Student Association shall be a member of the second- or third-year class at the time he/she assumes office and shall not hold any other office at NYCPM, except as otherwise provided in this Constitution. He/she shall be elected according to the procedures set forth in Article VI. During the absence of the President he/she shall assume the duties of the President. The primary duties of the Vice-President shall be:

- To succeed to the office of the President in the case of the permanent absence of the President should there be less than one (1) semester remaining for the tenure of office.
- To serve as ex-officio member of all standing and temporary Student Association committees. It is the Vice-President's duty to coordinate and expedite the activity of the various committees. The Vice-President shall require that all Student Council committee chairpersons of standing committees report periodically to the Council on their committee's activities.
- The Vice-President shall be a voting member of the Student Council.
- The Vice-President shall assist the President of the Student Association on any occasion designated by the President.
- The Vice-President will oversee, supervise and validate compliance with all NYCPM Student Association Rules and Regulations pertaining to Chartered Clubs. Primary responsibilities to include maintaining election policies, dues collection and individual club regulations and procedures. The Vice-President will conduct two (2) quarterly meetings a year with the respective club presidents or representatives. He/she will be in charge of conducting an audit of all clubs every six (6) months

- The Vice-President shall serve as the Chairperson of the NYCPMSA EDUCATION COMMITTEE (defined below). The Vice-President will oversee and maintain Education Committees for all the individual classes. He/she will be in charge of appointing members of the Education Committee for the incoming class' first semester and the January class' first semester after reviewing each student application.

Section 5 - SECRETARY

The Secretary of the Student Association shall be a member of the second or third-year class at the time he/she assumes office. He/she shall be elected according to the procedures set forth in Article VI. Duties of the Secretary shall be:

- To record an agenda and all minutes of Student Council meetings and distribute a copy of the minutes to all Student Association members within two (2) weeks after said meeting.
- To record an agenda and all minutes of Academic Climate meetings and distribute a copy of the minutes to all Academic Climate meeting attendees (Student Association, Deans, and Administrators) within two (2) weeks after said meeting.
- To maintain, in at least electronic form, all Student Association records, including recordings of all proceedings for which the Council convenes.
- To conduct all written communications on behalf of NYCPMSA under the direction of the Student Council or the President.
- To serve as a voting member of the Student Council.
- To notify the College of the time and place of Student Council meetings.
- To keep an updated and running account of all amendments to the NYCPMSA Constitution and send out the most current version of the Constitution to all NYCPMSA members once per year (beginning with assumption of position responsibilities and as needed thereafter).

- To be knowledgeable about Student Council policy (based on minutes from prior meetings) on all matters of concern to the Student Council.
- To keep a record of attendance of Student Council members present at Student Council and Academic Climate meetings.
- To bring impeachment proceedings against Student Council members who have failed to attend the required number of meetings.
- To supervise the class secretaries and bring any questions or concerns they may have to the Council.

Section 6 - TREASURER

The Treasurer of the Student Association shall be a member of the second- or third-year class at the time he/she assumes office. He/she shall be elected according to the procedures set forth in Article VI. Duties of the office of Treasurer shall be:

- To maintain an accurate record of all receipts and expenditures of the Student Association funds.
- To properly maintain the savings account of the Student Association, by obtaining and keeping a duplicate record of all Student Association financial records currently maintained by the NYCPM Chief Financial Officer (CFO).
- To serve as a voting member of the Student Council.
- To collect all NYCPMSA monies and to disburse funds as directed by the approved budget. Disbursement is subject to final approval of the President. Disbursements will not exceed the maximum allocated amount, as directed by the approved budget, without the approval of 2/3 of the Student Council.

- To present a written fiscal year financial report that shall be published by NYCPMSA and made available to the membership of the Student Association.
- To oversee the financial affairs of all NYCPMSA fund raisers and prepare a financial report accordingly.
- The Treasurer will maintain an official ledger of all Student Association payments and receipts. The official ledger will serve as an accounting tool to track all Student Association funds.
- Plan the Foot Ball. In order to accomplish this responsibility the Treasurer will have the authority to create and oversee a Foot Ball committee comprised of members of the Student Association.
- The Treasurer will maintain and be held responsible for the NYCPMSA bank accounts and check book. The Treasurer's signature will be required along with the signature of the Dean of Students on all NYCPMSA checks. In the event a check is payable to the Treasurer or Dean of Students, the President of the Student Association shall be authorized to provide the necessary co-signature.
- Serve as chair of the Yearbook Committee

Section 7 – PRESIDENT-ELECT

The President-Elect of the Student Association shall be a member of the Second-Year Class at the time he/she assumes office. He/she shall be elected according to the procedures set forth in Article VI. The President-Elect will not be a voting member of The Student Council. If the President-Elect decides to step down prior to assuming the Presidency, an immediate special election will take place to determine the new President-Elect. Duties of the office of President-Elect shall be:

- To assume the office of President of the Student Association upon the expiration of the term of the serving President.

- To apprentice and observe the Student Association President in order to learn the order and orient themselves to the responsibilities and current agenda issues of the Student Association.
- To attend all Student Council and Academic Climate meetings.
- To attend the APMSA Mid-Winter and National meetings, attend all Presidents committee meetings, and to observe the duties required of the President of the Student Association with respect to the APMSA.
- To attend with the President of the Student Association as an observer all NYCPM/FCNY meetings requiring the President's attendance.

ARTICLE III - THE STUDENT COUNCIL

Section 1 - AUTHORITY

Legislative and administrative authority not in conflict with College policy and on matters concerning the students of the College shall be vested in the Student Council of the Student Association.

Section 2 - VOTING POWERS

There are twenty (20) total voting members of the Student Council of the New York College of Podiatric Medicine Students' Association. However, the President of the Student Association is authorized to vote only in the case of a tie. The voting members of the Student Council are listed as follows:

- President of NYCPMSA (votes only in the case of a tie) (1 vote)
- Vice-President of NYCPMSA (1 vote)
- Secretary of NYCPMSA (1 vote)
- Treasurer of NYCPMSA (1 vote)

- Freshman APMSA Representative (1 vote)
- Sophomore APMSA Representative (1 vote)
- Junior APMSA Representative (1 vote)
- Senior APMSA Representative (1 vote)
- State of New York Representative (junior or senior) (1 vote)
- State Society of New Jersey Representative (junior or senior) (1 vote)
- Alumni Association Representative (junior or senior) (1 vote)
- Representative of SNPMA (1 vote)
- President of freshman class (1 vote)
- President of sophomore class (1 vote)
- President of junior class (1 vote)
- President of senior class (1 vote)
- Vice-President of freshman class (1 vote)
- Vice-President of sophomore class (1 vote)
- Vice-President of junior class (1 vote)
- Vice-President of senior class (1 vote)

Section 3 - MEETINGS AND QUORUM

The Student Council of the Student Association shall meet at the call of the Student Association President. Meetings should take place at least once every two months at the discretion of the President. Emergency Student Council meetings may be called by the President as he or she deems necessary.

For the purpose of determining a quorum, eleven (11) votes shall constitute a quorum. The maximum number of votes possible at a Student Council meeting is nineteen (19) votes. The class presidents or vice presidents may designate anyone from their executive council as an alternate to vote in the president's or vice president's absence.

The APMSA, State Society, and Alumni Association representatives may designate anyone from their organization's constituency to vote in their absence. The representative of SNPMA may designate a representative from their executive council as an alternate to vote in their absence. Only the duly authorized alternate may vote in the absence of a class representative.

Attendance at all Student Council and Student Association meetings is mandatory and will be strictly enforced for all voting members. One (1) unexcused absence will be granted per year (year begins upon taking office). Fourth Years on Externship will be excused from this policy. The President of NYCPMSA has the authority to excuse absence from meetings. After two (2) Unexcused or Missed meetings the Student Council will hold a vote of No Confidence, to determine whether to allow the officer to continue to serve in their elected capacity. A vote of No Confidence will be determined by a 2/3 majority of the Student Council.

Section 4 - FUNCTIONS AND POWERS

The Student Council of the New York College of Podiatric Medicine Students' Association:

- Has the power to initiate, enact, and administer legislation not in conflict with College policy and regulations, on all matters concerning the students of the College, and to establish programs for the benefit of the students of the College.
- Through the Council's President, Vice-President, or other duly elected representative (Student Association committee chairperson), the Student Council shall make recommendations to the proper College authorities on all matters concerning the students of the College.
- Should levy all Student Association assessments, with student activities fees to be collected by the Business office of the College; approve all Student Association budgets; and exercise control over the finances of the Student Association.
- Has final authority on matters of interpretation of the Constitution of the Student Association.

- Acts on matters of impeachment and recall as specified in Article VII of this Constitution.
- Establishes rules governing nominations, campaigns and elections of the Student Association not covered by this Constitution.
- Establishes eligibility requirements for participation in the activities of the Student Association not covered in the Constitution.
- Establishes rules for granting awards from the Student Association not covered in the Constitution.
- Determines which students of the College, by virtue of their service to the College, are deserving of Student Association awards (Student Council Certificates of Appreciation).
- Has final approval of all elections and nominations (recommendations for student participation on student/faculty NYCPM committees).
- Presents appropriate requests, recommendations, and decisions, in writing, to the President of NYCPM, to the Chairman of the Board of Trustees of the College, and to other administration/faculty members of the College through the President of the Student Council.
- In addition to the foregoing, the Student Council shall implement any additional responsibilities delegated to it by the proper authorities.

ARTICLE IV – CLASS OFFICERS

Section 1 - DESIGNATIONS

The members of the Class Executive Council are listed in descending order of rank as follows:

President
Vice-President
Secretary
Treasurer
Primary Honor Council Representative

Section 2 - GENERAL QUALIFICATIONS, TERM OF OFFICE, VACANCIES

Each Class Officer shall be, both at the time of candidacy and during his/her tenure of office, a member of the Student Association and shall not be on academic or other probation. Each officer shall serve in office for a period of one (1) year, unless otherwise specified. He/she shall assume full tenure of office at the beginning of his/her class's academic year at NYCPM with the exception of the freshman Class Officers, who shall assume tenure immediately after class elections. In the event of the permanent disability, resignation, removal by NYCPM Administration or impeachment of an officer or representative, replacement shall be as follows:

- With less than one (1) full semester remaining, a Class Presidential vacancy shall be immediately filled by the Class Vice-President.
- If any other Class Officer position is vacated, the Class President shall call for emergency elections within one (1) week to fill the vacancy, as defined by Article VI.
- If there is at least one (1) full semester remaining in the term of office at the time of the vacancy, the office shall be filled by means of a class election, as per Article VI, to be held within one (1) week notice of the vacancy. The elected officer shall take office immediately after the official election results have been published.

Section 3 – CLASS PRESIDENT

The Class President shall be a member of the class at the time he/she assumes office and shall not hold any other office at NYCPM, except as otherwise provided in this Constitution. Duties and powers of the President shall be:

- To serve as chief officer of the Class Executive Council.
- To serve as an official representative of the Class at Student Association Meetings and serve as a voting member of the Student Council.
- To call Class Executive Council meetings when necessary.
- To preside at all meetings of the Class Executive Council.
- To serve as a voting member of the Class Executive Council only in the case of a tied vote.
- To authorize expenditures of Class funds, in consultation with the Class Treasurer, not to exceed limits set by the Student Council.
- To confer with and inform members of the Class on all matters affecting students of the Class.
- To exercise such other powers as may be necessary for the efficient and proper performance of his/her duties in service of the Class, within reason and in consultation with the President of the Student Association if necessary.
- To serve as the Class Liaison to the NYCPM Faculty and Deans.
- To serve as the Education Committee chairperson for each class with the power to remove any student elected to an Education Committee position if they are derelict in their duties outlined in Article V, Section 1C.

Section 4 – VICE-PRESIDENT

The Class Vice-President shall be a member of the class at the time he/she assumes office and shall not hold any other office at NYCPM, except as otherwise provided in this Constitution. The primary duties of the Vice-President shall be:

- To succeed to the office of the President in the case of the permanent absence of the President should there be less than one (1) semester remaining for the tenure of office.
- To serve as ex-officio member of all standing and temporary Education Committees. It is the Vice-President's duty to coordinate and expedite the activity of the various Education Committee members. The Vice-President shall require that all Education Committee members periodically report on their activities. The Vice-President will also serve as a liaison to the Faculty and Deans in the case of any Education Committee irregularities that may arise.
- To serve as an official representative of the Class at Student Association Meetings and serve as a voting member of the Student Council.
- To serve as a voting member of the Class Executive Council.
- The Class Vice-President shall assist the Class President on any occasion designated by the President in service of the class.

Section 5 - SECRETARY

The Class Secretary shall be a member of the class at the time he/she assumes office and shall not hold any other office at NYCPM, except as otherwise provided in this Constitution. Duties of the Secretary shall be:

- To record and maintain all minutes of Class Executive Council meetings and submit an electronic copy to the Class President for approval within two (2) weeks after said meeting.

- To conduct all written communications on behalf of the class under the direction of the Class President.
- To duplicate documents as needed and to make such documents available to appropriate members of the Student Association.
- To serve as a voting member of the Class Executive Council.
- To notify the Class Executive Council of the time and place of Class Executive Council meetings.
- To supervise the class note takers and bring any questions or concerns they may have to the Class President and/or Class Executive Council.
- To keep a record of attendances taken by the faculty and/or administration during all lecture classes. The record will be made available to any student member of the class or Administration upon request. Records maintained by faculty and/or Administration shall be considered official. In the event of discrepancies, the Class President and Class Secretary will confer with appropriate faculty and/or Administration to resolve the issue. The faculty and/or Administration determination should be considered final

Section 6 - TREASURER

The Class Treasurer shall be a member of the class at the time he/she assumes office and shall not hold any other office at NYCPM, except as otherwise provided in this Constitution. Duties of the Treasurer shall be:

- To serve as a voting member of the Executive Class Council.
- To initiate and oversee all class fundraisers under the direction of the Class President.

- To maintain an accurate record of all class account balances, receipts, and expenditures of the class funds as directed by the Class President and Student Association Treasurer and report such records to the Student Association Treasurer no less than monthly.
- To collect all class monies and to disburse such monies as seen fit by the Class Officers, subject to the approval of the Class President, the Class Executive Council, and the Student Association Treasurer.

ARTICLE V - COMMITTEES

The College reserves the right to amend, delete, and or add to the structure and guidelines of the standing College and Student Association committees described in this Article.

Section 1 - NYCPMSA EDUCATION COMMITTEE

- **Purpose**
 - The purpose of the Education Committee (EC) is to provide an adequate safeguard of student interests regarding their intellectual environment at NYCPM. The Education Committee shall act as a conduit to the faculty for the presentation of ideas, suggestions, and complaints. The committee shall also serve as the nucleus for the discussion of advanced or novel educational ideas.
 - To gather questions or arguments from students after an exam has taken place in a particular class for the purpose of seeking amendments to exam questions. There will be such committees for each class semester as well as in each class year.

B. Membership

- The committees will be made up of two (2) students for each subject, in all years, who are appointed by their respective Class Executive Committee. They may hold office in other clubs/committees. The Class Vice President of that particular class year presides over the arrangement of these Education Committees.
- The Class Vice President for a given class year shall serve as the Education Committee chairperson for each class and may remove any student elected to an EC position if they are derelict in their duties. Removal from position must be approved by a majority vote of the Class Executive Council and the approval of the NYCPMSA Vice President. An emergency appointment to replace the EC member must be made within five (5) days if there is more than $\frac{1}{2}$ the semester remaining. If there is less than $\frac{1}{2}$ the semester remaining in the course the Class Vice President will fill in for the missing EC member.
- The NYCPMSA Vice President is the chairperson of all Education Committees and is responsible for overseeing them in conjunction with the Class President and Class Vice President.

C. **Responsibilities**

- The appointed students for a given Education Committee will gather concerns from their fellow classmates, schedule a meeting with the professor within three days of a past exam, and take the written concerns to the respective professor. They will present the class's concerns to the instructor and attempt to persuade him/her to consider the concerns to the best of their ability. After the committee has presented the concerns, the instructor may either accept the concern and amend the answer, or reject the concern. The Education Committee will then notify the class within one (1) day regarding any amendments.
- The appointed students for a given Education Committee will meet with the professor no later than three (3) days before an exam to clarify what material will be tested. They will present any information given to their class in person or via email in its entirety within one (1) day of the meeting.

Section 2 - HONOR COUNCIL COMMITTEE

- **Purpose**

The purpose of the Honor Council Committee shall be to promote the highest standards of ethical and moral conduct among the students of the College through upholding the Honor Code as written in the current Student Handbook. The Honor Council Committee shall notify students when behavior is in violation of the Honor Code, and when necessary, involve the Dean of Students in guiding a student in upholding the ethical standards of our school and profession. If a student is severe violation of the Honor Code, they may be called in front of the Honor Council.

B. Honor Council

The Honor Council consists of 5 faculty members and 1 student from each of the four classes (for a total membership of nine). The function of the Council and its members is to provide guidance to students and faculty concerning the Honor Code and the Honor System, to investigate alleged violations of the Honor Code referred to the Council for review, to make recommendations concerning such violations based upon the Council's findings in such investigations, and to take any other actions the Council deems reasonable and proper in the execution of its responsibilities under the Honor Code and to the Student Body.

C. Elections

Honor Council Committee is a one year position. Elections will be held during annual class elections. Each class will elect one Honor Council Committee member and one Alternate according to the guidelines set forth in Article VI. For the purposes of Class Executive Boards, the Primary Honor Council Committee representative is considered a voting member.

Please refer to the Student Handbook for more detailed information on the Honor Council.

ARTICLE VI - ELECTIONS

Section 1 - CONTROL OF ELECTIONS

The Student Council of the Student Association shall have control of all elections and related activities of the Student Association. Class elections shall follow guidelines established in this Article. General, Class, and special Student Association elections shall be conducted by officers designated by the Executive Council of the Student Association. All candidates running for class position must follow the guidelines and restrictions for general student council positions as stated in Article II. First year freshman class elections shall be conducted by the Executive Council of the Student Association or their appointees

Section 2 - TIME OF ELECTIONS

Special elections and related activities (referendums, recalls) of the Student Association shall be called for by the President of the Student Association. General elections shall be held at the following times:

- Qualified members of the Student Association desiring to become candidates for offices of the NYCPMSA shall submit their names with a designation of the office desired in a letter of intent of a length of 1 page to an APMSA representative, with a Primary Class Honor Council member CC'ed, no later than one week prior to the first day of elections. No additional names will be accepted after this deadline. Campaigning shall be between the submissions of the letters of intent until the election.
- The President of the Student Association shall call an election for council officers no later than the first week of May. Election days will not exceed one day. The President of the Student Association shall call an election for freshman Class Officers no later than the first week of November.

Section 3 - ELECTION RULES

Rules governing elections shall be as follows:

- A listing of those offices to be occupied shall be given to each member of the Student Association eligible for office at least one (1) week prior to nominations

or submittals. It shall be each class's responsibility to select during its annual class election for a one year term four Class Officers: president, vice-president, treasurer, and secretary. Special elections may be held for other class positions at other times during the school year.

- Any candidate wishing to fill a State Representative position, APMSA Representative position, Alumni Representative position, or Student Association Executive Council position must attend a mandatory meeting with the current student(s) holding those positions. Meetings must be held prior to the deadline for Letters of Intent.

- Campaign signs and posters may be displayed in those areas that are authorized by the school administration and in a manner so as not to deface college property.

- A copy of the ballot for any Student Association election shall be reviewed by the President of the Student Association for accuracy and proper format. The format shall be as follows:
 - Names of the candidates appearing on the ballot for any office shall be determined by random selection on the Student Association ballot. Class rank (sophomore, junior, senior) shall be indicated under the heading of each office.

 - Sequentially numbered ballots shall be produced for each class in a quantity equal to class enrollment.

- All voting in elections of the Student Association shall be by secret ballot. Any Student Association election conducted contrary to secret ballot shall be declared illegal and invalid.

- Officials conducting Student Association elections shall have a listing of those members eligible to vote in the election. A committee member shall distribute said list of eligible voters at the time of elections and ensure that each member signs his/her name upon having voted. Should there be proof of improprieties voting having taken place; the election shall be declared illegal and invalid.

- Voting by proxy will be allowed only by means of a secure voting system approved by the Dean of Students Services.
- All election results (Student Association and class) shall be determined by instant-runoff voting. If a position is uncontested, the single candidate must receive a vote of affirmation of at least 40% of the total number of votes to win.
- In the cases of APMSA representatives and Honor Council Committee: The runner-up will be elected to the Alternate Position.
- NYCPM Club elections will follow the same format with the exception that only current Active club members (defined by payment of dues) will be allowed to vote in the elections.
- Ballots for all Student Association and class elections shall be given to the President of the Student Association within 24 hours following the publication of the official election results. The ballots shall remain on file with NYCPMSA for a period of one (1) month at the end of which they shall be destroyed.
- APMSA delegates, SA President, SA President Elect, SA Vice President, SA Secretary, SA Treasurer, Alumni representatives and NY and NJ state representatives are not eligible to hold multiple positions within the Student Association or Class Executive Councils. Such members must forfeit his/her position prior to elections in order to be eligible to run for another position within the Student Association or Class Executive Councils at NCYPM. The forfeited position will then also be put up for election at a time established by the Election Committee.

ARTICLE VII – IMPEACHMENT AND RECALL

Section 1 – DEFINITION OF TERMS

Impeachment of an officer or representative of the Student Association or class shall be defined as formally bringing accusation upon the officer by having him/her brought

before a tribunal or peers on the grounds of misconduct in office. An officer who has been impeached has not been removed from office.

Recall of an officer or representative of the Student Association or a class shall be defined as the removal of an officer from his/her elected office.

Section 2 – PROCEDURE FOR IMPEACHMENT AND RECALL

Impeachment of an officer or representative of the Student Association (not including Class Officers or APMSA Representatives) listed under Sections 3-6 of Article II shall be by concurrence of a majority of the voting members of the Student Council. The defendant shall be given the opportunity to plea his/her case before a closed (defendant may request an open) hearing of the voting members of the Student Council to be held at the discretion of the Student Association President and shall be called for by the him or her within one (1) week after the charges have been brought to the attention of the Student Council. A majority vote of the voting members of the Council validating charges shall call for a trial. The President shall call for a trial one (1) week or the most convenient time within fourteen (14) days following the hearing. Following the trial, the Council shall then vote by secret ballot on the guilt or innocence of the defendant. A 2/3 vote of the majority of the members present at the Student Council trial is required for recall of the officer.

Section 3 – GROUNDS FOR RECALL

- Grounds for removal of an officer from his/her office shall be:
- Failure to resign office after being placed on academic or other probation.
- Gross Negligence in the performance of assigned duties. Assigned duties can be considered those given by an Authority within the College, the APMSA, or the NYCPMSA.
- Failure to uphold the ideals and ethics of the profession.

- Attempting to misuse the powers granted by the office, use the office for personal gain, or execute its duties without benefit to those of the Student Association at large.
- Conviction of a felony by a court of law.

Section 4 - APPEAL AND PRESIDENTIAL IMPEACHMENT

Presentation of new evidence in a case may constitute an appeal to the Student Council. If the President of the Student Association is involved in an impeachment proceeding, the Vice-President of the Student Association shall preside over the case.

Section 5 – PROCEDURE FOR IMPEACHMENT OF CLASS OFFICERS

Class Officers (President, Vice-President, Secretary, or Treasurer) and Class Committee members, may be impeached on those grounds specified in Section 3 of this Article.

The Class President shall present the case before the class. The accused may be given the opportunity to plea his/her case before the class, if he/she so chooses. A majority vote of the voting membership (class census as of the time of impeachment) validating charges shall be required to present the case before the class for removal of the accused officer or committee member. The class will vote to validate the charges and impeach the officer. A simple majority is required. An impeached officer will be relieved of his/her duties until final determination of status can be made at a trial.

The Class President shall call for a trial by the class no later than one (1) week following a class vote for impeachment. The impeached officer or committee member may plea his/her case before the class. The defendant may have his/her case presented by fellow classmates or by persons from outside the class where warranted. After all sides have been heard the class shall then vote on the guilt or innocence of the defendant.

Voting shall be by secret ballot, unless the class votes to have a hand-count. If the defendant is voted innocent, the impeached status will be rescinded and the officer shall resume his/her normal duties. If the defendant is voted guilty he/she will be removed from office and an election for a new officer will be scheduled. Concurrence of at least

2/3 of the voting membership of the class shall be required to remove the officer from office.

The President of the Student Association may be invited by the class to preside over the trial and voting. Presentation of new evidence may constitute grounds for an appeal to the class. If the Class President is involved in an impeachment procedure, the Class Vice-President shall present the case before the class, assume the responsibilities of the president, and preside over the proceedings.

Section 6 – REMOVAL OF APMSA REPRESENTATIVES

See Article XI, Section 4 and 4a

ARTICLE VIII – STUDENT ASSOCIATION MEETINGS

Section 1 – STUDENT ASSOCIATION MEETINGS

The date, time and place of all Student Council meetings shall be announced at least two days in advance. The President of the Student Association shall call for Student Council and Executive meetings of the Student Association:

- In accordance with regular meeting times for the Student Council, Section 3 of Article III.
- In accordance with impeachment procedures, Section 2 of Article VII.
- In cases of urgent business.
- Upon the request of a majority of the voting membership of the Student Council or Executive Council of the Student Association.
- As the President of the Student Association deems necessary.

Section 2 – ORDER OF BUSINESS AND AGENDA

There shall be an agenda for all Student Council meetings. It shall be the responsibility of the President of the Student Association to follow such an agenda. Minutes of all Student Association meetings shall be kept by the Student Association Secretary and approved at the Student Association's following meeting before any business can be considered. All Student Association minutes shall be kept on file with NYCPMSA. Minutes of all Student Association meetings shall be made available to the membership of the Student Association.

Section 3 – CLOSED SESSIONS

The Student Council or any other committee of the Student Association, except in the case of impeachment proceedings of the Council, may hold closed sessions only if two-thirds (2/3) of the voting membership approves. No minutes will be taken for closed sessions. Members of the Student Association may attend open sessions at any time. Members of the Student Association may attend closed sessions only by invitation of the Executive Council. Impeachment proceedings of the Student Association shall be closed sessions unless the defendant requests an open hearing.

Section 4 – VOTING BY PROXY

Members of the Executive Council, the Student Council, or any Student Association committee shall have the right to vote by proxy. Voting in such cases where a Student Association member is absent shall be by duly designated Student Association alternate from the absentees' respective class. The president of the student association must be notified 1 day before the meeting of who is the designated voter.

Section 5 – RULES OF ORDER

The rules contained in Roberts Rules of Order shall govern meetings of the Student Association to be ruled on by the parliamentarian and enforced by the chair, and class committee meetings, when applicable.

Section 6 - VOTING PRIVILEGES OF CLUBS IN STUDENT ASSOCIATION

Any club holding a vote in the student association may have their vote suspended for failure to attend 2 student association meetings. Voting privileges will be suspended pending a 2/3 majority vote of the members present at the Student Council after the voter (on behalf of their represented organization) has had a chance to present their case. These proceedings can take place at any student association meeting. The vote will be reinstated at the conclusion of the 4th consecutive meeting attended by the organization.

ARTICLE IX – STUDENT ASSOCIATION FINANCES

Section 1 – STUDENT ASSOCIATION BUDGET

The NYCPMSA annual budget shall be from the period of July 1 until June 30 of the fiscal year at NYCPM. It shall be the responsibility of the Treasurer of the Student Association to prepare the annual budget and present it to the Executive Council for its consideration. Following the approval of the Executive Council by a simple majority, the annual budget shall be presented to the Student Council no later than within a two month period following the official beginning of the fall semester. Final approval of the annual budget is required by a simple majority of the membership of the entire Student Council (at least 10 votes of approval).

Section 2 – EXPENDITURE RECEIPTS

Expenditure of any Student Association funds shall be verified by receipt or witnessed statement. Failure to produce

such receipt shall result in payment of expenses incurred by the individual who is responsible. The Treasurer of the Student Association is authorized to disburse funds for Student Association activities and programs not to exceed the maximum amount allocated in the yearly budget or the total amount currently held in the Student Association account for the respective organization, event, or purpose – whichever is lesser – without the approval of the Student Council as per Article II, Section 6.

Section 3 – EXPENDITURE REIMBURSEMENT

Expenditure of any Student Association funds shall be reimbursed only if the terms of Article IX, Section 2 is adhered to within the time period of sixty (60) days from the date of the purchase.

Section 4 – BUDGET REPORTS

The Treasurer will present a report and distribute copies of an updated Student Association Budget at every Student Association, Academic Climate Meeting, and at any other time so deemed necessary by the President of the Student Association.

Section 5 – NYCPM LECTURE FUND

The Student Association and Clubs shall be responsible for contacting lecturers for the student body. The committee and faculty advisors shall be responsible for the disbursing of payment for such lectures.

ARTICLE X – STUDENT ASSOCIATION AWARDS

Section 1 – STUDENT ASSOCIATION CERIFICATE OF APPRECIATION

The Student Council shall award students of the College who have provided unique or distinct services to the College, the Student Association, or the profession during the past academic year, Certificates of appreciation. The Executive Council shall present a list of nominations for this award to the Student Council. The Student Council shall approve the list of nominations for this award. Final decisions for the awarding of Certificates of Appreciation shall be made no later than two months before the end of classes during the academic year.

Section 2 – PI MU DELTA

Pi Mu Delta is a fraternal organization of NYCPMSA, dedicated to service to the College, the profession, and the community. A minimum of fifteen points is required to

become a member of this fraternal organization. Further details are listed in Article XVII.

ARTICLE XI – APMSA REPRESENTATIVES

Section 1 - APMSA REPRESENTATIVE ELECTIONS

Nominations shall be made during the first week of October of the first semester. Upon nomination, a resume of the nominee's background and letter of intent shall be submitted in accordance with submittal guidelines in Article VI.

Elections are to be held at the same time as their Class Officer's elections for their class. An APMSA representative shall be present during nominations and elections. Elections will be held by the procedures set forth in Article VI.

The class delegate to the APMSA shall serve for the duration of his/her four years at the college. After a one year probationary period, sometime during the delegate's sophomore year, the school's APMSA constituency shall recommend to the Student Association whether the second year APMSA delegate should be permitted to continue in this office for the duration of his/her podiatric medical education at the college or whether a new delegate should be elected by the class. The new delegate will follow the above guidelines.

Section 1A - ELECTION OF APMSA ALTERNATE

As set forth in Article VI: The APMSA alternate will be the first runner-up in each of the APMSA elections. The APMSA alternate will assume the role of APMSA delegate in the event of a vacancy in the APMSA delegate position for a given class year as needed. The function of the APMSA alternate will be to assist the APMSA constituency along with any Student Association functions. The alternate will serve the College to increase its exposure on a national as well as local level.

Section 2 - APMSA CONSTITUENCY

The Student Association shall maintain at all times during the academic year no fewer than three APMSA representatives and Three (3) corresponding alternates. By the

second semester of the school year, there shall be four APMSA delegates and four (4) corresponding alternates' one representing each class.

Section 3 - DUTIES AND POWERS OF APMSA DELEGATES

Each APMSA delegate is a voting member of the Student Council of the Student Association. The school's APMSA delegates and alternates shall be required to attend APMSA annual and mid-winter meetings. The APMSA constituency shall report on the proceedings of all APMSA meetings and related activities to the Student Council and to the student body of the school. It shall be the responsibility of the delegates and alternates to be advocates of all APMSA meetings of NYCPMSA and to be the student body's main line of communication to the APMSA.

APMSA Representative duties and responsibilities include, but are not limited to, the following:

- **First Year Delegate/Alternate**
 - National Level
 - Attend APMSA Mid-Winter, National meetings, and PAC Meeting.
 - Produce reports of the APMSA Mid-Winter and National meetings for their class and send copies to the APMSA Executive director no later than 45 days after the meeting (when applicable).
 - Attend APMSA orientation weekend.
 - Keep class up to date on APMSA National Data Base through the APMSA Executive Director.
 - NYCPM Level
 - Submit a report to the Student Association outlining all topics discussed at APMSA HOD meeting which apply to his/her class.

- Initiate fundraising for, and participation in, PAC issues, informing students of critical political issues PAC is currently concerned with.
- Assist second year delegate in PAC fundraiser.
- Attend and hold a vote (delegate only) at all NYCPMSA meetings.
- Attend NYCPM Student Council and Academic Climate meetings, offering input concerning APMSA issues affecting their year.
- Inform students of issues concerning their school/year/profession dealt with by their local governments, and encourage participation in “local” lobbying days.
- Be available to help all upperclassmen delegates in projects they are involved with, or duties to be performed.
- Maintain reasonable communication to keep their class abreast of current APMSA issues.
- Maintain and Update the NYCPM APMSA website at least Two (2) times a year.

B. Second Year Delegate/Alternate

- National Level
 - Attend APMSA Mid-Winter, National meetings, and PAC Meeting.
 - Communicate with the class issues which will be discussed.
 - Produce reports of the APMSA Mid-Winter and National meetings for the class and send copies to the APMSA Executive Director no later than 45 days after the meeting (when applicable).
 - PAC Coordinator/Representative for school.
 - Keep class up to date on the National Database.
 - Inform the Student body of all APMSA grant opportunities.
 - 2nd year delegate / PAC Coordinated: Distribute the list of candidates supported by PAC to their respective schools within one week of receipt.
- NYCPM Level

- Submit a report to the Student Association outlining all topics discussed at APMSA HOD meeting which apply to his/her class.
- Attend and hold a vote (delegate only) at all NYCPMSA meetings.
- Conduct NYCPM 1st year representative orientation after national orientation, but before APMSA HOD spring session.
- Encourage the underclassmen with the development of appropriate items of business for presentation to the HOD.

C. Third Year Delegate/Alternate

- National Level
 - Attend APMSA Mid-Winter and National meetings.
 - Produce reports (may be oral) of the APMSA Mid-Winter and National meetings for the class and send copies to the APMSA Executive Director no later than 45 days after the meeting (when applicable).
- NYCPM Level
 - Submit a written report to the Student Association outlining all topics discussed at APMSA HOD meeting which apply to his/her class.
 - Attend and hold a vote (delegate only) at all NYCPMSA meetings.
 - Encourage the underclassmen with the development of appropriate items of business for presentation to the HOD.

D. Fourth Year Delegate/Alternate

- National Level
 - Attend APMSA Mid-Winter and National meetings.
 - Produce reports of the APMSA Mid-Winter and National meetings for the class and send copies to the APMSA Executive Director no later than 45 days after the meeting (when applicable).

- NYCPM Level
 - Attend and hold a vote (delegate only) at all NYCPMSA meetings.
 - Act as a mentor to other delegates.
 - National Duties of fourth year delegate: Submit a minimum of ten questions to APMSA Residency/Externship Question Booklet editor within one month of the completion of CRIPs.

Section 4 - REPLACEMENT OF APMSA REPRESENTATIVE

In the event that the sophomore year delegate/alternate at the end of a one-year probationary period is found unfit by the APMSA constituency to continue in this office, with the Student Council's approval, the class shall elect a new delegate/alternate to continue for the duration of his/her podiatric medical education according to the procedures set forth in Article VI. In the event that any other APMSA delegate is unable to finish his/her term of office, he/she will be succeeded by the appropriate alternate delegate. In the event that any other APMSA alternate delegate is unable to finish his/her term of office, the class which the alternate represents shall elect a successor (following the procedures of Article VI) from students interested in the position to complete the term of office. Any student APMSA replacement delegate/alternate shall still be subject to a one-year probationary period by the school's APMSA constituency at the end of which time, the APMSA constituency shall recommend to the Student Council whether the replacement delegate/alternate should be permitted to continue in the office for the duration of his/her podiatric medical education at the College or whether a new delegate/alternate should be elected by the class.

Section 4A – ACTS WARRANTING REPLACEMENT OF APMSA REPRESENTATIVE

In the event that a delegate/alternate of the APMSA fails to execute any of the listed acts, a review panel made up of three (3) APMSA Delegates, one (1) Alternate, and the President of the Student Association will convene to discuss the possible recommendation to remove the officer from his/her position. The accused APMSA delegate/alternate will be given the opportunity to make a statement, written or oral, to the Student Council, in an effort to explain their position and potentially obviate any further action. The Student Council will vote on removal from office with a 2/3 majority required for removal. In lieu of removal, the Student Council has the authority to reassign a delegate to alternate

status and appoint one of the alternates to delegate status. The acts warranting replacement include but are not limited to the following:

- Failure to perform duties required by NYCPMSA as outlined in Article XI of this document.
- Failure to perform duties as required as an elected student leader and outlined in this constitution.
- Failure to complete three (3) or more official APMSA directives without proper excuse accepted by the APMSA within one academic year.
- Failure to attend the APMSA HOD meetings.
- Failure to turn in PAC funds collected from the class in a timely fashion.
- Failure to distribute PAC pins or to take charge as the PAC leader.
- Failure to remain in good academic standing.
- Failure to remain in your academic class.
- Gross Negligence in the performance of assigned duties.

Section 5 - APMSA TRAVEL

- **Travel Reimbursement**
 - While traveling and/or conducting business on behalf of the NYCPMSA and APMSA, authorized individuals may be reimbursed for necessary expenses incurred during the time required to complete the purpose of the trip and/or business. Receipts are required for all expenses. Expense reports submitted will be processed only when the claimant has signed the expense report and provided all necessary receipts. Any exceptions to these instructions must be approved in advance by NYCPMSA Treasurer and President.
 - The APMSA shall cover travel and lodging expenses in addition to providing a per diem to attend the APMSA Annual and Mid-winter meetings for the following individuals:

Senior Class APMSA Delegate

Junior Class APMSA Delegate

Liaisons

- The NYCPMSA shall cover travel and lodging expenses in addition to providing a per diem to attend the APMSA Annual and Mid-winter meetings for the following individuals:

Senior Class APMSA Alternate

Junior Class APMSA Alternate

Sophomore Class APMSA Delegate and Alternate

Freshman Class APMSA Delegate and Alternate

NYCPMSA President

NYCPMSA President - Elect

- It is the responsibility of those aforementioned individuals to complete expense reports and turn them in to the NYCPMSA Treasurer or APMSA Executive Director in a timely fashion so that all financial records remain as updated as possible. Therefore, all expense reports and associated receipts must be completed and received by the NYCPMSA Treasurer or APMSA Executive Director within 60 days of the conclusion of any meeting for which you are eligible for reimbursement. Failure to comply will result in non-reimbursement.

B. Per Diem

- Per Diem covered by APMSA follows APMSA rules and regulations. When the annual or midwinter meeting takes place in a city where a podiatric college is located, the per diem for BOT members residing in that city will be prorated. The amount of per diem will be decided upon by the APMSA President, Executive Director and the senior delegate from the host city. The rules for those individuals whose Per Diem is covered by NYCPMSA are as follows:

- Per Diem allowance is authorized for any portion of a day in which travel or business is conducted. This per diem is expected to cover all incidentals including but not limited to food, tips and any ground transportation not specified below. Payment amount will match the amount set under the GSA.gov Per Diem guidelines for the city business is being held in. The Per Diem rate will be set into the NYCPMSA budget when the business location is set, and will not fluctuate after the annual budget is approved by the Student Council. Payment of the per diem will be made following the meeting.
- Per Diem may be withheld at the discretion of the NYCPMSA President for any delegate missing 2 or more APMSA directives for one APMSA meeting without proper excuse.

C. **Transportation**

- Tickets for transportation should be purchased and paid for in advance by the individual.

Reimbursement for the cost of transportation will be made only when original receipts accompany the claim. Xerox copies of receipts are not acceptable. All legitimate transportation expenses will be reimbursed in accordance with the following:

- Airline/train/bus:

Authorized individuals will be reimbursed at economy/coach rates only. In order to take advantage of discount/super saver fares, individuals should research and book fares at least 30 days in advance. Failure to secure super-saver and/or discount fares will result in the individual being charged for the difference in the fares unless otherwise approved by the President or Treasurer.

- Automobile:

Authorized individuals who use their personal automobile will be reimbursed at the rate recommended by the POV mileage

guidelines found at GSA.gov when traveling to and from an authorized meeting or business. The mileage rate will be set into the NYCPMSA budget when the business location is set, and will not fluctuate after the annual budget is approved by the Student Council. Personal auto mileage expenses may not exceed comparable air/rail travel costs.

- Car rental:

Car rental will not be authorized without approval in advance by the President or Treasurer.

- Taxi/limo:

Taxi/limo fare is not reimbursable and should be covered by the individual's per diem.

D. **Hotel**

- Annual and Mid-winter Meeting: These charges should be paid by the individual and an original receipt presented for reimbursement. If no group rate has been established in advance, please ask for a discount (student, corporate, weekend) rate. Any room incidentals (phone calls, meals, etc.) are the responsibility of the individual upon checkout. Whenever the Association meets as a group, individuals will be expected to share rooms. Roommates will be assigned by the Executive Director. Specific roommate requests made in advance will be honored whenever possible.

Section 6 – APMSA DUES PAYMENT

At the beginning of each academic year, the APMSA Executive Director (ED) will contact each of the nine colleges of podiatric medicine to determine the total enrollment at each college and the breakdown by class (class size). Once these totals have been received, the ED will invoice each college for the amount of dues based upon the total student enrollment at that college. Dues are assessed at the rate of \$50 per student. The invoices will be sent to the NYCPMSA President.

It is the responsibility of the President to arrange for the necessary funds to be sent directly to the APMSA no later than November 1st of that year. Colleges that cannot adhere to this deadline must contact the ED in advance of the deadline date. All checks should be made out directly to APMSA.

Section 7 – APMSA GRANTS TO COLLEGES

Each year, the APMSA Corporate Advisory Board (CAB) awards several types of grants. These grants are used by the students to sponsor an event or project that will enhance the educational process at that college or provide necessary assistance with a project that will serve the students or the community. Due to potential liability problems, no alcohol can be served at any CAB sponsored event.

In order for each local chapter to receive these funds from CAB, the following procedures must be followed. All CAB grant requests should be submitted to and forwarded by the second year APMSA delegate. The request must include a letter to the CAB Board with an explanation of the program, including a brief outline and budget. Requests should be addressed to CAB directly. This letter should be mailed to the APMSA Executive Director. Once the program has been evaluated and approved, the Executive Director will then send the check with a letter explaining further requirements.

It will be the responsibility of the local chapter to publicize the sponsorship of the event by CAB. Maximum publicity for the CAB companies should be pursued. It will also be the responsibility of the local student chapter to send an evaluation of the event to the CAB Board within one month of the program.

In an effort to allow all of the schools access to monies set aside by CAB each year for grants, the deadline for grant requests is usually around March 1 of each year. If colleges do not apply for their grants by that time, other colleges will be eligible to tap into the remaining grant monies with additional grant requests. Requests will be handled on a first come, first served basis.

Section 8 – FUNDING ALTERNATE TO ATTEND APMSA ORIENTATION

When the APMSA will not fund alternates to attend the APMSA mandatory orientation the NYCPM Student Association will fund the Alternate expenses to attend this mandatory meeting. The APMSA will only fund an alternate delegate every 3 years to

attend this mandatory orientation meeting. The Alternate will receive the same accommodations provided to the delegate and will have all arrangements made through the APMSA Executive director.

ARTICLE XII – STATE SOCIETY REPRESENTATIVES, SNPMA, AND ALUMNI REPRESENTATIVE

Section 1 – STATE SOCIETY OF NEW YORK REPRESENTATIVES ELECTION

At the annual NYCPMSA Individual class election for the sophomore year, there shall be one position available for the office of NYCPMSA liaison to the New York State Podiatric Medical Association (NYSPMA).

Section 2 - STATE SOCIETY OF NEW YORK REPRESENTATIVE CONSTITUENCY

The Student Association shall maintain at all times during the academic year no fewer than three State Society representatives. One representative shall be a sophomore class member, the second shall be a junior class member, and the third representative shall be a senior class member. A student seeking the position of State Society representative shall be elected during his/her freshman year to a three-year term of office encompassing the second, third, and fourth academic years at the College. It is desirable that the State Society representative be a permanent resident of New York State.

Section 3 - DUTIES AND POWERS OF THE STATE SOCIETY OF NEW YORK REPRESENTATIVES

The three student liaisons (representatives) to the State Society shall be required to attend the annual House of Delegates Meeting of the New York State Podiatric Medical Association and any other NYSPMA meetings to which they are invited and shall give reports of the proceedings of the State Society at Student Council meetings. The junior or senior NYSPMA liaison shall be a voting member of the Student Council of the Student Association. It shall be the responsibility of the liaison to be the student advocate at all State Society meetings and to be New York College of Podiatric Medicine Students' Association main line of communication to the NYSPMA.

Section 4 - REPLACEMENT OF STATE SOCIETY OF NEW YORK REPRESENTATIVES

In the event that a student liaison to the State Society is unable to finish his/her term of office, the respective class shall elect a new liaison, in accordance with Article VI, to complete the term of office.

Section 5 – STATE SOCIETY OF NEW JERSEY REPRESENTATIVES ELECTION

At the NYCPMSA Individual class election for the sophomore year, there shall be one position available for the office of NYCPMSA liaison to the New Jersey State Podiatric Medical Association (NJPMA).

Section 6 - STATE SOCIETY OF NEW JERSEY REPRESENTATIVE CONSTITUENCY

The Student Association shall maintain at all times during the academic year no fewer than three State Society representatives. One representative shall be a sophomore class member, the second shall be a junior class member, and the third representative shall be a senior class member. A student seeking the position of State Society representative shall be elected during his/her freshman year to a three-year term of office encompassing the second, third, and fourth academic years at the College. It is desirable that the State Society representative be a permanent resident of the State of New Jersey.

Section 7 - DUTIES AND POWERS OF THE STATE SOCIETY OF NEW JERSEY REPRESENTATIVES

The three student liaisons (representatives) to the State Society shall be required to attend the annual House of Delegates Meeting of the New Jersey State Podiatric Medical Association and any other NJPMA meetings to which they are invited and shall give reports of the proceedings of the State Society at Student Council meetings. The junior or senior NJPMA liaison shall be a voting member of Student Council of the Student Association. It shall be the responsibility of the liaison to be the student advocate at all State Society meetings and to be New York College of Podiatric Medicine Students' Association main line of communication to the NJPMA.

Section 8 - REPLACEMENT OF STATE SOCIETY OF NEW JERSEY REPRESENTATIVES

In the event that a student liaison to the State Society is unable to finish his/her term of office, the class shall elect a new liaison, in accordance with Article VI, to complete the term of office.

Section 9 – ALUMNI ASSOCIATION REPRESENTATIVES ELECTION

At the NYCPMSA individual class election during the freshman year, there shall be one freshman position available for the office of NYCPMSA liaison to the New York College of Podiatric Medicine Alumni Association.

Section 10 - ALUMNI ASSOCIATION REPRESENTATIVE CONSTITUENCY

The Student Association shall maintain at all times during the academic year no fewer than three Alumni Association representatives. One representative shall be a freshman class member, the second shall be a sophomore class member, and the third representative shall be a junior or senior class member. A student seeking the position of Alumni Association representative shall be elected during his/her freshman year to a four year (4) term of office encompassing his/her academic years at the College.

The Alumni Association Representative Election will take place in concurrence with the APMSA Delegate/Alternate election in the freshman year as per Article VI.

Section 11 - DUTIES AND POWERS OF THE ALUMNI ASSOCIATION REPRESENTATIVES

The four student liaisons (representatives) to the Alumni Association shall be required to attend all designated Alumni Association meetings to which they are invited and shall give reports of the proceedings of the Alumni Association at Student Council meetings. The junior Alumni Association liaison shall be a voting member of the Student Council of the Student Association, and shall be the editor of the Student Alumni Report, published quarterly, and shall have the authority to assign duties to the other liaisons. It shall be the responsibility of the liaison to be the student advocate at all Alumni Association meetings and to be New York College of Podiatric Medicine Students' Association main line of communication to the Alumni Association.

Section 12 - REPLACEMENT OF ALUMNI ASSOCIATION REPRESENTATIVES

In the event that a student liaison to the Alumni Association is unable to finish his/her term of office, the respective class shall elect a new liaison, in accordance with Article VI, to complete the term of office.

Section 13 - STATE SOCIETY OF NEW JERSEY REPRESENTATIVES ELECTION

At the NYCPMSA Individual class election for the sophomore year, there shall be one position available for the office of NYCPMSA liaison to the New Jersey State Podiatric Medical Association (NJPMA).

Section 14 - STATE SOCIETY OF NEW JERSEY REPRESENTATIVE CONSTITUENCY

The Student Association shall maintain at all times during the academic year no fewer than three State Society representatives. One representative shall be a sophomore class member, the second shall be a junior class member, and the third representative shall be a senior class member. A student seeking the position of State Society representative shall be elected during his/her freshman year to a three-year term of office encompassing the second, third, and fourth academic years at the College. It is desirable that the State Society representative be a permanent resident of the State of New Jersey.

Section 15 - DUTIES AND POWERS OF THE STATE SOCIETY OF NEW JERSEY REPRESENTATIVES

The three student liaisons (representatives) to the State Society shall be required to attend the annual House of Delegates Meeting of the New Jersey State Podiatric Medical Association and any other NJPMA meetings to which they are invited and shall give reports of the proceedings of the State Society at Student Council meetings. The junior or senior NJPMA liaison shall be a voting member of Student Council of the Student Association. It shall be the responsibility of the liaison to be the student advocate at all

State Society meetings and to be New York College of Podiatric Medicine Students' Association main line of communication to the NJPMA.

Section 16 - REPLACEMENT OF STATE SOCIETY OF NEW JERSEY REPRESENTATIVES

In the event that a student liaison to the State Society is unable to finish his/her term of office, the class shall elect a new liaison, in accordance with Article VI, to complete the term of office.

Section 17 - SNPMA: NAME AND PURPOSE

The Student National Podiatric Medical Association (SNPMA) is an organization of the New York College of Podiatric Medicine Student Association consisting of ethnic minority students united to promote ethnic minority equality in the profession of podiatric medicine. In addition, SNPMA seeks to create fellowship between students of all backgrounds and heritages at NYCPCM.

Section 18 – SNPMA: MEMBERSHIP

The officers of the New York chapter of SNPMA are designated as president, vice-president, treasurer, secretary, APMSA representative, and student association representative.

Any student duly registered as a student at the New York College of Podiatric Medicine, and who has paid the SNPMA membership fee, shall be a member of SNPMA. Any student desiring an officer position within SNPMA must qualify as an ethnic minority, as defined by the Department of Health and Human Services.

ARTICLE XIII - REFERENDUM

The right of referendum shall be extended to cover any type of regular legislation, with the exception of financial allocations. A referendum shall be proposed by at least 20% of the student body to the Student Council. Upon receipt of such a petition, the Student Council shall be mandated to hold a General Referendum within three weeks from the

date of presentation of the petition. The Student Association shall be responsible for conducting the referendum voting according to the guidelines of this constitution for elections as outlined in Article VI.

A proposed piece of legislation shall be adopted by the affirmative vote of a majority of those voting in said General Referendum, provided the total number of students voting shall exceed 50% of the student body.

ARTICLE XIV - AMENDMENTS TO THIS CONSTITUTION AND INTERPRETATION OF THE CONSTITUTION

Section 1 - AMENDMENTS

An amendment of this constitution may be proposed by any voting member of the Student Council or by a petition of 20% of the members of the Student Association presented to the President of the Student Association. The President shall call for discussion and vote of the proposed constitutional amendment at the next scheduled Student Council meeting. A full statement of the amendment as proposed shall be distributed to the members of the Student Council prior to the meeting. Ratification of an amendment to this constitution shall require a 2/3 vote of members in attendance at the Student Council meeting and shall then be referred to each individual class.

A majority of the members of each class must ratify the amendment. When 3/4 of the classes have ratified the amendment, it shall then become part of the constitution and shall take effect immediately, unless otherwise specified by the amendment.

It shall be the Student Association Secretary's responsibility to keep an updated and running account of all amendments to the NYCPMSA constitution and to have all such amendments entered into any revision of the constitution by the end of the academic year.

Section 2 - INTERPRETATION

All questions of interpretation of this constitution shall be decided by a 2/3 majority vote of the members of the Student Council of NYCPMSA as specified in Section 4d of Article III.

ARTICLE XV - ADOPTION

Section 1 - DATE OF EFFECTIVENESS

This constitution shall become effective immediately upon adoption and shall supersede all previous constitutions and amendments governing the New York College of Podiatric Medicine Students Association.

Adoption of this constitution shall require a 2/3 vote of the members in attendance at the Student Council meeting and shall then be referred to each individual class. A simple majority of the members of each class shall be required, with 3/4 of the classes at the College voting in favor of the constitution.

Section 2 - LIMITATIONS

Nothing stated in this constitution shall supersede the rules and regulations governing the operation of the College and no actions taken by the New York College of Podiatric Medicine Student Association shall be counter to the constitution and by-laws of the College.

ARTICLE XVI – STUDENT CLUBS AND ORGANIZATIONS

Section 1: Club Elections

Student Club elections are to be held no later than June 30. Elections must be held when all class years are in session. The term of office for all club officers will be from July 1st until June 30th of the following year. Elections will be held in accordance with the procedures in Article VI. No student can be the president of more than one club at any one time. Any student who runs for a position must be a paying member of that club for the current year. Students who are voting in the election must also be paying members of the club. A student who is on Academic Probation may not run for the position of President or President-Elect of any club. If the club president cannot continue their position, the club vice president will take over for the remainder of the year.

Section 2: NYCPMSA Club Meetings

Student Club Presidents will be required to meet with the NYCPMSA Vice-President bi annually (2 times per year) to discuss future event planning and to provide a written report of all club activities. The Vice-President will give this report to the NYCPMSA at the next Student Council meeting. The NYCPMSA Vice-President will set the meeting date and time with the club presidents.

Section 3: Club Funding

Funding will be provided at the discretion of the NYCPMSA Treasurer and with approval by the NYCPMSA President and Dean of Student Services. Club funding is expected to come primarily from membership dues. Clubs are encouraged to seek extra funding. All clubs are encouraged to have fund-raisers to supplement their funding and any grant monies.

The NYCPMSA Treasurer will oversee club funding. All requests for reimbursement from club events must be submitted within 30 days along with a valid receipt of the payment and will be accepted at the discretion of the NYCPMSA Treasurer and Dean of Student Services.

If a club is to be terminated, the remaining funds will be distributed equally to each of the remaining active clubs on campus.

Section 4: How to Establish a New Club

- Submit a letter of intent to start a new club to the NYCPMSA and a document listing ten interested students to the NYCPMSA Vice-President and Dean of Student Services. Schedule a meeting with these respective positions to discuss the letter of intent.
- If intending to be associated with an outside professional organization (appropriate to the purpose of the student club), make necessary contacts with that organization and follow the instructions to obtain student chapter status.
- Elect club officers to move the proposal forward
- Contact a faculty advisor (s) whose interests appear appropriate to the purposes of the club. The faculty advisor(s) should be involved in drafting the club constitution with mission statement.
- Submit to the NYCPMSA Vice-President the following to seek approval:

- A draft constitution with a mission statement
- A list of club officers and contact information
- A list of at least 10 members
- The name of the faculty advisor(s)
- Upon approval from the Dean of Student Services and the NYCPMSA Vice-President as a temporary club, clubs should do the following:
 - Email an announcement of the launch of the new club to all class years at NYCPM.
 - Hold an initial meeting (including the faculty advisor) to welcome additional members, discuss possible club activities for the coming year and collect dues and submit dues two weeks after each event that is designated for students to join a club.
 - Submit a description of the club for the school website.
 - Conduct business per NYCPMSA guidelines for the remainder of the probationary year, including fundraising to cover necessary expenses, to qualify for regular club status for the following year.
- Designation as a Club and as a Temporary Club
 - All clubs with club constitutions on file with the NYCPMSA, appropriate membership, and association with professional organizations, shall be given funding each year (as stated in Section 3). Any organization wishing to become a student club may do so by first being a temporary club for the first year of existence. During the probationary year, the organization must supply the NYCPMSA with a club constitution, raise its own funds, and must satisfy the same requirements as every other club, as outlined in the following sections.

Section 5: Club Requirements

This section outlines and mandates the yearly requirements of the clubs recognized by NYCPMSA.

A. Enrollment and Participation

All clubs must have a minimum number of active members. The minimum number of members will be 10 and will include all enrolled student club members and club officers. Clubs must hold quarterly meetings (total of 4 per year). Active membership guidelines for student members are at the discretion of the club presidents. In addition all clubs must satisfy the following area designated in Section 5 including: Sections 5a, Section 5b, Section 5c and Section 5d.

B. Volunteer Events

Each club, independently or in conjunction with another club, must provide volunteer events to its members. These volunteer events should offer student members educational benefit, either by way of presentations or hands-on experience. The volunteer events should also supply some benefit to the public. The events should give the public education about podiatry and its role in the healthcare system. A minimum of two (2) events should be scheduled annually. It is the responsibility of the club officers to notify the school community of all events in a timely fashion and to record attendance at these events.

C. Workshops and Lecturers

Each club, independently or in conjunction with another club, must provide guest lecturers to present topics to the student members. The topics presented should be relevant to the specialty of the club. A minimum of one (1) guest lecturer should be scheduled to present within a given year of club activities. When possible, sponsorship for the guest lecturer should be sought and attained. It is the responsibility of the club officers to notify the school community of all guest lecturers in a timely fashion and to record attendance at these events.

D. Student Lecturer Series

Each club, independently or in conjunction with another club, must provide opportunities for student lecturers to present topics to the other student members. Student members should be encouraged, either independently or in small groups, to prepare presentations. These presentations should educate the other student members about a topic as

well as provide experience in preparing/delivering presentations on podiatric material. These lectures are not a requirement, but are encouraged for each club to do a minimum of one (1) per year. It is the responsibility of the club officers to notify the school community of all guest lecturers in a timely fashion and to record attendance at these events.

E. Maintaining Club Websites

The Club Secretary is responsible for maintaining and updating their respective NYCPM Club webpage. Failure to maintain/update the club's webpage for more than 3 consecutive months, without proper excuse, places the club on probation.

Section 6: Materials/Supplies

It is the responsibility of club officers to obtain necessary materials to be used at all club events.

Section 7: Rejection of Club Status

The Vice-President shall audit all clubs every six (6) months. Any current club that does not meet the requirements above is subject to being placed on probationary club status.

To meet the 6 months audit, the club president must:

- Submit the club Constitution to the NYCPMSA Vice-President
- Provide an updated list of paid club members to the NYCPMSA Vice-President and Treasurer
- Hold at least one (1) volunteer events per 6 months
- Hold at least one of the following: quarterly meeting, workshop/lecture or student lecture series
- Have at least one club officer be present at mandatory quarterly meetings

If you do not meet the audit:

- Clubs will not be eligible for additional funding that has been allotted by the NYCPMSA Treasurer

- Clubs will not be permitted to participate in multi-club events

In order to be placed on probationary status, the vice-president must advise the student council and Dean of Student Services of the matter. A 2/3 vote is necessary to place a club on probationary status. Within the first 3 month probationary audit, club(s) must hold one (1) event and one (1) meeting. Failure to complete these tasks within the 3 month probationary review results in termination of the club. Eligibility of funds during this probation period is based on the NYCPMSA Treasurer's and the Dean of Student Services discretion.

ARTICLE XVII – Pi Mu Delta Requirements

Section 1- Eligibility and Application

Applications for Pi Mu Delta will be made available to fourth year students by the Student Council President by March 30th. Applications should include a copy of the applying student's Curriculum Vitae and any other supporting information for application.

Section 2 – Deadline for Application

The deadline for application will be March 30th of the fourth year.

Section 3 – Requirements

To be considered for induction into Pi Mu Delta upon graduation from NYCPM, a student must achieve at least 15 points from the following list. If a potential candidate meets the 15 point minimum, there will be a vote of the Student Council, lead by the President of the Student Council to determine if that student deserve induction into Pi Mu Delta. Once the student council has voted on the potential inductees, the NYCPMSA President will present these candidates to the Dean of Student Services, who has the final say in which students get inducted. If a student has over 20 points, he/she will automatically be inducted.

Student Council President 6 per year served

Student Council Vice President 5 per year served

Student Council Treasurer 5 per year served
Student Council Secretary 5 per year served
Student Council President-Elect 4 per year served
APMSA Delegates and Alternates 4 per year served
APMSA Liaison Positions 1 per year served
NYSPMA Representative 2 per year served
NJPMA Representative 2 per year served
Class President 3 per year served
Class Vice President 2 per year served
Class Treasurer 2 per year served
Class Secretary 2 per year served
Alumni Representative 2 per year served
Club President 2 per year served
Club Vice President 1 per year served
Club Treasurer 1 per year served
Club Secretary 1 per year served
Club Representative 1 per year served
Yearbook Editor 2.5 per year served
PMR Editor 2.5 per year served
Honor Council 2 per year served
Education Committee 1 per committee/semester
Student Ambassador 2 per year served
Podiatric-Related Events Coordinator 1 per event (maximum 2 events)
Podiatric-Related Events Volunteer 0.5 per event
Athletic Events Volunteer (excluding those required) 0.5 per event (maximum 2 events)
Rotation Coordinator 0.5 per quarter

Section 4 – Initiation Requirements and Procedure without Points

- If a student applies for induction into Pi Mu Delta and does not meet the above criteria of 15 points, the President of the Student Council may hold a vote of the student council to determine if that student deserves induction into Pi Mu Delta.
- The vote must pass by a 2/3 majority vote and may be conducted via email.

Section 5 – Additional Criteria Point Assessment

If a student applies for Pi Mu Delta and has criteria not listed above, the President of the Student Council will decide which criteria most closely matches and assign points accordingly.

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Approved by Referendum: _____

Thomas Ehlers- NYCPMSA President

Date: May 25, 2018