

# **NYCPM**

## **NEW YORK COLLEGE OF PODIATRIC MEDICINE STUDENT ASSOCIATION**

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

**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 clear information concerning students, the American Podiatric Medical Students' Association (APMSA); and hence, 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).

## **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 the Student Association's elections and referendum voting, except as otherwise provided in this Constitution.

## **ARTICLE II - OFFICERS**

### **Section 1 - DESIGNATIONS**

The officers of the Student Association are listed in descending order of rank as follows:

President  
Vice-President  
Secretary  
Treasurer  
President-Elect (Non-Voting Member)

## **CONSTITUTION AND BY-LAWS OF NYCPMSA**

### **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 or she shall assume full tenure of office on July 1 and shall continue until June 30 of a fiscal year at NYCPM. In the event of the permanent disability, resignation, or impeachment of an officer or representative, replacement shall be as follows:

- A. 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 majority approval of the Student Council.
- B. 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, to be held within two (2) weeks notice of the forthcoming vacancy. The elected officer or representative shall take office immediately after the official election results have been published.
- C. Class officer vacancies shall be filled in the same manner, with the class president presiding (or vice-president, as the case may be), except where provided in the Constitution.

### **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 NYCPM, except as otherwise provided in this Constitution. He or she shall be elected as the President-Elect by a majority vote of the members of the Student Association by means of a general election. The President must have previously served as the President-Elect to be eligible to assume office. Duties and powers of the President shall be:

- A. To serve as chief officer of the Student Association.
- B. To serve as the official representative of the Student Association and the Student Council.
- C. To call Student Council meetings and Student Association elections as directed by this Constitution.
- D. To preside at meetings of the Student Council.
- E. To serve as a voting member of the Student Council only in the case of a tied vote.
- F. To appoint such committees of the Student Council, with the Council's approval, as may be necessary for the proper conduct of the affairs of the student body.
- G. To make appointments, as directed by this Constitution, and to make such additional appointments from the members of the student body at large as may be necessary.
- H. To authorize expenditures of Student Association funds not to exceed limits set by the Student Council.
- I. The Student Council shall recommend to the school administration that the President of the Student Body serve as the student representative on the NYCPM Performance and Promotions Appeals Committee.
- J. To nominate Student Council committee chairpersons to head the Student Association's committees.
- K. To confer with and inform members of the Student Council on all matters affecting the students of the College.
- L. To have the option of appointing a Parliamentarian to preside at all council meetings with the Student Councils' approval and shall have no voting privilege
- M. To attend and present a President's Report at the APMSA Annual and Mid-Winter meetings.
- N. To exercise such other powers as may be necessary for the efficient and proper performance of his/her duties.
- O. The President of the Student Body will serve as the student representative on the NYCPM Curriculum Committee and Policies Committee.
- P. 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 by a majority vote of the members of the Student Association by means of a general election. During the absence of the President he/she shall assume the duties of the President. The primary duties of the Vice-President shall be:

- A. 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.
- B. 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.
- C. The Vice-President shall be a voting member of the Student Council.
- D. The Vice-President shall be Chairman of the Student Council's Freshman Orientation Committee. The Student Council's Orientation Committee will work in conjunction with the school's administration's orientation committee. Will Organize and Coordinate The Big Brother/Big Sister Program.
- E. The Vice-President shall assist the President of the Student Association on any occasion designated by the President.
- F. The Vice-President shall serve as the Committee Chairperson of the NYCPM Transportation and Parking Committee.
- G. The Vice-President will oversee, supervise and validate compliance of 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 four (4) quarterly meetings a year with the respective club presidents or representatives.
- H. The Vice-President shall serve as the Chairperson of the NYCPMSA EDUCATION COMMITTEE. Whereas the Vice-President will oversee and maintain Education Committees for all the individual classes.
- I. The Vice-President will be allowed to run for the position of President-elect with the understanding that if he is successfully elected he will assume the responsibilities of both offices and the duties inherited within as detailed in Article II, Section 7.

#### **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 by a majority vote of the members of the Student Association by means of a general election. Duties of the Secretary shall be:

- A. To record all minutes of Student Council meetings and submit a typewritten copy to the President for approval two (2) weeks after said meeting.
- B. To maintain Student Association records and to post bulletins in areas approved for this purpose by the school administration.
- C. To conduct all written communications on behalf of NYCPMSA under the direction of the Student Council or the President.

- D. To duplicate documents as needed and to make such documents available to responsible members of the Student Association and the Student Council.
- E. To distribute student mail to the individual students of the Student Association or to the class officers from the student's class.
- F. To serve as a voting member of the Student Council.
- G. To post in evident places throughout the College notification of the time and place of Student Council meetings. All bulletins and notices concerning Student Council affairs shall be posted only on those areas designated and approved by the school administration for such purpose.
- H. To distribute copies of the Student Council's minutes to all Council members.
- I. To keep an updated and running account of all amendments to the NYCPMSA Constitution.
- J. To be knowledgeable about Student Council policy (based on minutes from prior meetings) on all matters of concern to the Student Council.
- K. To supervise the Note taking Program for all classes (If Applicable)
- L. To keep a record of attendance of Student Council members present at Student Council and Academic Climate meetings.
- M. To bring impeachment proceedings against Student Council members who have failed to attend the required number of meetings.
- N. 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 by a majority vote of the members of the Student Association by means of a general election. Duties of the office of Treasurer shall be:

- A. To maintain an accurate record of all receipts and expenditures of the Student Association funds.
- B. 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).
- C. To present the annual NYCPMSA budget to the Student Council for approval.
- D. To serve as a voting member of the Student Council.
- E. To collect all NYCPMSA monies and to disburse such monies subject to the approval of the Student Council and not to exceed the maximum amount allocated in the yearly budget without the approval of the Student Council.
- F. To present a written fiscal year financial report that shall be published by NYCPMSA and made available to the membership of the Student Association.
- G. To oversee the financial affairs of all NYCPMSA fund raisers and prepare a financial report

accordingly.

- H. The Treasurer will present a report and distribute copies of an updated Student Association Budget at every Student Association, Academic Climate Meeting and at other time so deemed necessary by the President of the Student Association.
- J. 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. The ledger will be paid for out of the Student Association Budget at a cost not to exceed \$10.00 per fiscal year. The Treasurer will be responsible for purchasing the ledger and then be reimbursed.
- K. Plan the football and arrange a football committee
- L. The Treasurer will evaluate the need and availability of monies and then allocate the appropriate funds annually to each respective class and club.
- M. The Treasurer will maintain and be held responsible for the NYCPMSA bank accounts and check book. The Treasures signature will be required along with the signature of the Dean of Students on all NYCPMSA Checks.

## 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 by a majority vote of the members of the Student Association by means of a general election. The President-Elect will not be a voting member of The Student Council. Elections for this office will take place between December 1 and the last day of fall semester classes of the Second Year class. If the President-Elect decides to step down prior to assuming Presidency, an immediate special election will take place to determine the new President-Elect. Duties of the office of President-Elect shall be:

- A. The President-Elect will assume the office of President of the Student Association upon the expiration of the term of the serving President.
- B. The President-Elect will 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.
- C. To attend all Student Council and Academic Climate meetings without excuse.
- D. To attend the APMSA Mid-Winter meetings, attend all Presidents committee meetings, and to observe the duties required of the President of the Student Association with respect to the APMSA.
- E. To attend with the President of the Student Association as an observer all NYCPM/FCNY meetings requiring the Presidents attendants.

## **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 shall be nineteen (19) voting members of the Student Council of the New York College of Podiatric Medicine Students' Association. The President of the Student Association is authorized to vote only in the case of a tied vote. The voting members of the Student Council are listed as follows:

- |  |          |
|--|----------|
| A. President of NYCPMSA (votes only in the case of a tied vote)  | (1 vote) |
| B. Vice-President of NYCPMSA                                     | (1 vote) |
| C. Secretary of NYCPMSA  | (1 vote) |
| D. Treasurer of NYCPMSA  | (1 vote) |
| E. Freshman APMSA Representative                                 | (1 vote) |
| F. Sophomore APMSA Representative                                | (1 vote) |
| G. Junior APMSA Representative                                   | (1 vote) |
| H. Senior APMSA Representative                                   | (1 vote) |
| I. State Society of New York Representative (junior or senior)   | (1 vote) |
| J. Alumni Association Representative (junior or senior)          | (1 vote) |
| K. President of freshman class                                   | (1 vote) |
| L. President of sophomore class                                  | (1 vote) |
| M. President of junior class                                     | (1 vote) |
| N. President of senior class                                     | (1 vote) |
| O. Vice President of freshman class                              | (1 vote) |
| P. Vice President of sophomore class                             | (1 vote) |
| Q. Vice President of junior class                                | (1 vote) |
| R. Vice President of senior class                                | (1 vote) |
| S. Representative of SNPMA                                       | (1 vote) |
| T. State Society of New Jersey Representative (junior or senior) | (1 vote) |

### **Section 3 - MEETINGS AND QUORUM**



The Student Council of the Student Association shall meet at the call of the Student Association President and no less frequently than once a month during the period of regular class sessions at NYCPM. Emergency Student Council meetings may be called by the President as he or she deem necessary. Monthly meetings will take place on the Second Thursday of every month at 6:00 PM.

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 twenty (20) 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. For all Elected officials Including President of NYCPMSA, Vice-President of NYCPMSA, Secretary of NYCPMSA, Treasurer of NYCPMSA, President-Elect of NYCPMSA Freshman APMSA Representative, Sophomore APMSA Representative, Junior APMSA Representative, Senior APMSA Representative, All State Society Representative, All Alumni Association Representative, President and Vice President of freshman class, President of sophomore class, President and Vice President of junior class, President and Vice President of senior class, Representative of SNPMA. One (1) unexcused absence will be granted per a year (time taking office begins year). 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.

#### **Section 4 - FUNCTIONS AND POWERS**

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

- A. Have 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.
- B. 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.
- C. 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.
- D. Have final authority on matters of interpretation of the Constitution of the Student Association.
- E. Act on matters of impeachment and recall as specified in Article VI of this Constitution.
- F. Establish rules governing nominations, campaigns and elections of the Student Association not covered by this Constitution.
- G. Establish eligibility requirements for participation in the activities of the Student Association not covered in the Constitution.
- H. Establish rules for granting awards from the Student Association not covered in the Constitution.
- I. Determine which students of the College, by virtue of their service to the College, are deserving of Student Association awards (Student Council Certificates of Appreciation).

- J. Have final approval of all elections and nominations (recommendations for student participation on student/faculty NYCPM committees).
- K. Present 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.
- L. In addition to the foregoing, the Student Council shall implement any additional responsibilities delegated to it by the proper authorities.

## **ARTICLE IV - 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.

### **A. NYCPMSA EDUCATION COMMITTEE**

#### **1. Purpose**

- a. The purpose of the Education Committee is to provide an adequate safeguard of student interests regarding their intellectual environment at NYCPM. The Committee shall provide leadership for the student body and shall act as a conduit to the administration 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. The committee shall be responsible for ensuring that all departments conduct at the end of each term a faculty evaluation of all faculty members of the College. The teacher evaluation form used for this purpose shall be approved by the school administration prior to its school wide distribution. Other forms of questionnaires and evaluations to be conducted by the education committee must be approved by the administration of the College prior to their distribution.
- b. 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.

#### **2. Membership**

- a. The committees will be made up of Three (3) students for each subject, in all years, which are elected by the other members of their specified class year. They may hold office in other clubs/committees, other than the class officers or Student Association positions. The class president of that particular class year presides over the arrangement of these education committees.
- b. The class president for a given class year shall serve as the education committee chairperson for each class.
- c. The NYCPMSA education committee chairperson is also chairperson of all the class education committees and is responsible for overseeing the workings of all four class education committees.
- d. The NYCPMSA education committee chairperson (Vice President of Student Association) shall assume full tenure of office on July 1 and shall continue until June 30 of a fiscal year at NYCPM.

#### **3. Functions and Powers**

- a. The committee shall organize individual class committees into a functioning school group.
- b. The Executive Council shall recommend to the school administration that the NYCPMSA

education committee chairperson serve as a voting member on the college's student/faculty curriculum committee.

- c. The NYCPMSA education committee shall ensure that periodic evaluations of teachers and administrators of the College are performed for each course or rotation, as described above.
- d. The Student Association chairperson of the education committee shall maintain close liaison with the Student Association liaison to the curriculum committee.
- e. The elected students for a given class education committee will gather arguments from their fellow classmates, within three days of a past exam Schedule Meeting with the Professor, and take the written arguments to the respective professor. At that point, they will present the class's arguments to the instructor and persuade him/her to consider the argument to the best of their ability. When the committee is done presenting the arguments, the instructor may either accept the argument and amend the answer, or simply reject the argument and leave things as they are. The education committee may then notify the class regarding any amendments.

## **B. HONOR COUNCIL COMMITTEE**

### **1. Purpose**

- a. 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.

- b. **Academic Integrity and Professional Conduct: Honor Code**

The students of the New York College of Podiatric Medicine, in order that our activities reflect the high standards of moral character demanded by the medical profession, do subscribe to the following **HONOR CODE**.

*That we will conduct ourselves with the highest degree of integrity and honesty in all examinations, papers, procedures, and activities given by or associated with the College or the medical profession, and that we will never seek, by action or implication, oral or otherwise, to create an incorrect impression of our abilities or to create an unfair advantage over our colleagues during evaluations or other procedures. That we strive to uphold the dignity and honor of the profession and its self-imposed disciplines, and, realizing that the protection of the public and the profession from individuals deficient in moral character or professional competence must begin in medical school, we pledge to accept the responsibility of reporting to the Honor Council any suspected violations of these important principles.*

Attendance at the New York College of Podiatric Medicine constitutes de facto acceptance of this **HONOR CODE** and its concepts, the Honor System, and its procedures.

- c. **Honor System**

Medical ethics is a difficult subject to describe, much less to judge. Because of the relationship of the medical profession to the public at large, there exist strong feelings toward doctors' attitudes and behavior by society. Traditionally, the doctor has been ultimately held accountable to society. The individual doctor's actions are reviewed by colleagues who attempt to settle in their minds whether or not the adjudged has lived up to the basic tenets and an essentially unwritten code on the ethical care of patients. Members of the medical profession must act in an appropriate way to monitor and maintain the integrity of the standards of the profession. The tradition of self-and peer monitoring begins upon enrollment in medical school. The Honor Council at NYCPM operates in this framework. It is a formal committee of the faculty and students. The entire concept of the Honor System has been approved by the Board of Trustees. Anticipating that the student will soon find him/herself involved in this tradition, an attempt is made to prepare him/her to understand and respect her/his obligation. To do so, individuals must certainly respect and have confidence in themselves. Upon completion of term an Honor Council Member is still responsible for not

disclosing any information obtained during their term. Disclosure of such information is grounds for Honor Code violation and subject to dismissal from this institution.

d. **Honor Council**

The Honor Council is a body of appointed faculty and elected students who are asked to interpret and describe for the College the elements of ethical behavior, and, in certain instances, to judge whether a student has met those criteria. The Council itself can only direct. The final responsibility is, of course, a private one. Attendance at NYCPM constitutes a de facto acceptance of this Honor Code.

2. **Membership**

A. The Honor Council consists of four faculty members and two students from each of the four medical school classes. 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, 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.

1. Honor Council student members are elected by classmates by a simple majority of those present at the general elections held each year; these members shall not be class or Student Council officers. The term of office is from the beginning of one fall semester to the next. There is no limit to the number of terms, consecutive or nonconsecutive, which may be served by any one individual. Year Four members are released from their administrative responsibilities upon graduation; the Honor Council will then consist of ten members prior to Year One elections.

2. Honor Council faculty members are appointed by the Dean in consultation with the president of the Faculty Council. The Dean will designate a faculty member to be Chairman of the Council.

3. The Chairman of the Honor Council will:

a. preside over meetings and hearings,

b. be the principal liaison between the Council and the College Administration in all matters pertaining to the Honor Council,

c. meet with the first year class and transferring students during orientation each fall to explain the Honor Code and the Honor Council.

4. Should a Council seat become vacated during the school year, the remaining members of the class concerned will immediately solicit the class at large for interested individuals to come forth and apply for the vacated seat. If necessary, a class election will be held. Should only one person come forward, he/she will automatically qualify to fill the seat, unless such person shall have been ruled ineligible for such service by a previous ruling of the Council.

B. General Considerations

1. The NYCPM Student Handbook and the Faculty Manual shall include information concerning the existence and enforcement of an Honor Code at the College and shall include a statement informing students that attendance at this College constitutes de facto acceptance of the Honor Code and its concepts and the Honor System and its procedures.

2. Faculty and staff of the College should also consider it their responsibility to encourage and uphold the Honor System, including the reporting of violators.

3. **Functions and Powers**

**I. COUNCIL PROCEDURES**

A. Reporting of Offenses: any individual (student, faculty, or staff) should initiate the following procedure if an honor violation, either academic or nonacademic, is reasonably believed to have occurred.

1. A formal complaint must be brought to the Chairman of the Honor Council not later than 5 working days after the commission of the alleged incident, unless extenuating circumstances interfere. The Chairman shall immediately advise the Dean's Office of the complaint.

2. A formal complaint shall be a brief written description of the suspected infraction signed by the person bringing the complaint.

3. If an Honor Council member is accused, the member will be relieved of Council duties until after the case has been decided.

#### B. Investigation

1. Upon receiving a formal complaint concerning a suspected Honor Code violation, the following actions will take place:

a. No later than 10 days after the filing of the complaint, the Chairman of the Honor Council will inform the alleged violator in writing of the charges and will schedule a Hearing. He/she will inform all involved parties of the Hearing time and location. This notification will be at least 15 days prior to the scheduled Hearing.

b. The Chairman of the Honor Council will provide the alleged violator with a copy of the Honor Council's procedures. The Chairman will explain the procedures, and will answer any questions.

c. Prior to the Hearing, the Chairman or a member of the council designated by the Chairman will interview all persons involved with the alleged violation, including the alleged violator. Additionally, any factual or material evidence pertinent to the allegation will be gathered.

d. Should an alleged violator refuse to cooperate with the Honor Council members at any time during their actions, the Honor Council will proceed without the alleged violator to the conclusion of its actions.

e. The Chairman shall inform the Dean of the time and place of the Hearing.

f. The alleged violator has the right to choose any student from the College (exclusive of Honor Council members) and/or legal counsel to assist in the defense of the allegation. If the accused chooses to have legal counsel present, he/she must notify the Chairman no later than five working days before the Hearing. If legal counsel is present, he/she will be allowed to act only as advisor to the accused student and observer, with no right to address the Honor Council members, or to question or cross-examine any witness.

g. The accused shall have the right to request documents, other than those previously specified in advance of the Hearing. Reasonable efforts will be made to honor requests for documents other than those privileged or regularly private and confidential.

## II. HEARING PROCEEDINGS

#### A. General Considerations

1. Faculty members who teach in the course or in the clinical service where the alleged infraction occurred cannot participate in the Hearing and a temporary substitute member of the Council will be appointed by the Dean.

2. Should an alleged Honor Code violation arise when there is a vacancy in the Honor Council student membership, or if a student member is unable to participate because of temporary absence from the College, the president of the Student Council will appoint a classmate of the absent member to fill said vacancy on the Honor Council, but only for a time period sufficient to resolve

the issue at hand.

#### B. Procedures

1. The purpose of a Hearing is to make a determination of the facts of the case and to prescribe appropriate sanctions where indicated.

2. The Chairman will call the meeting to order. A majority of the membership will constitute a quorum. The Chairman will present the facts and evidence of the case as established by the investigation. The following points shall be brought out during the presentation: name of the accused, names of witnesses involved, nature of the alleged violation, and points of factual and interpretive conflict. Questions may be asked by Honor Council members or by the accused (who will be present during all testimony during his/her Hearing).

3. Any witnesses will then be called to testify. The Council will instruct witnesses that the Hearing is investigating facts of the case and will ask the witnesses to tell what they know of the case. After each witness has testified, questions may be directed to the witness. Anyone present at the Hearing in the capacity of panel member or accused may ask questions. When there are no further questions, the witness will be excused. This procedure will be repeated with each witness called by the Council.

4. The accused may then call any additional witnesses to testify in his/her behalf. The accused will present his/her case and will answer questions. Any of the present panel members may ask questions. When there are no further questions, the witness will be excused. This procedure will be repeated with each witness called by the party charged.

5. Formal rules of evidence do not apply. Cross-questioning will be limited to the discretion of the Honor Council and shall not be irrelevant, repetitive, redundant, argumentative, harassing, or vexing. The Council may exercise its discretion and limit cross-questioning.

6. After all evidence has been presented, the Honor Council will meet in closed session to consider the facts and reach a decision as to whether or not the allegation has been substantiated.

7. The Chairman and all members of the Honor Council will have a vote. A two-thirds vote of the Honor Council members present at the hearing will be required to substantiate an allegation of an Honor Code infraction. If any charge of infraction is so substantiated, the Council must agree on a determination of punitive or remedial action by a two-thirds vote of those present.

8. Possible sanctions shall include:

a. Dismissal of the charged individual from the New York College of Podiatric Medicine.

b. Dismissal of the charged individual from his/her current class, with re-entry into the subsequent class.

c. Retaking of any examinations in question.

d. Failure of a course.

e. Public or private reprimand.

f. Such other sanctions as the facts shall be deemed to warrant.

9. The Chairman of the Honor Council will inform the accused, accuser, and the Dean of the Council's decision.

#### C. Records of the Honor Councils Hearing

Honor Council records and minutes will be preserved for a period of seven years in the Dean's Office.

Notation of suspensions and dismissals resulting from Council actions will be entered on student transcripts. Notation of all other Council actions will be maintained in student files.

### III. Appeal of Honor Council Decisions

Should a student be found guilty by the Honor Council of an infraction of the Honor Code, he/she shall have 10 working days to file with the Dean a notice of intent to appeal the Council's decision. Upon receipt of an appeal, the Dean shall render a decision upholding, all or in part, modifying, or reversing, all or in part, any decision, or remanding for further proceedings any case appealed to him/her. The Dean's decision will be final and not subject to further appeal.

### IV. Privacy Statement For Honor Council Members

Should the Student Association Deem necessary, a privacy statement for Honor Council Members may be required for a representative to serve. Privacy statements could become necessary to protect those brought in front of the committee.

**Note:** Administrative support for the Honor Council will be provided by the Office of the Dean for Student Services.

## C. ORIENTATION COMMITTEE

### 1. Purpose

- a. The purpose of the committee shall be to work in cooperation with the school administration in assisting with an orientation program for students entering the College as freshmen in the fall.

### 2. Membership

- a. The Vice-President of the Student Association shall be the chairperson of the student orientation committee.
- b. Volunteers from any of the three classes (second, third and fourth year students, as of the fall term) shall be eligible to participate on this committee, with the approval of the school's administration.

### 3. Functions and Powers

- a. The committee shall function according to the guidelines established by the school administration.
- b. Members of the orientation committee may show films and slides of the school and about podiatry; they may give guided tours through the school; they may answer questions; and otherwise be of assistance to entering students as requested by the school administration.
- c. A presentation at the freshman class orientation session shall include an introduction to the NYCPMSA and its officers. Incoming freshman will be provided with an overview of NYCPM clubs, organizations, and extracurricular activities.
- d. The committee shall preside over the arrangement of the Big Brother/Big Sister program in conjunction with the Sophomore class president.

## D. ELECTION COMMITTEE

### 1. Purpose

- a. The purpose of this committee shall be to oversee and conduct general (yearly) NYCPMSA elections, class elections and any special elections or referendum votes established by the Students' Association.
- b. The committee shall abide by the rules of the NYCPMSA Constitution with regards to the control of any election; the time of such election, the manner of conducting such election, and any other rules detailed in this Constitution (see Article V - Elections).

**2. Membership**

- a. The committee shall consist of a chairperson and one Honor Council representative from each of the classes.
- b. The chairperson of the election committee shall be the Junior APMSA Delegate.
- c. Each class shall designate one Honor Council representative and one APMSA alternate/delegate to serve on the NYCPMSA election committee. Such class representative may not seek office in the election they are overseeing.

**3. Functions and Powers**

- a. The committee shall be responsible for composing a list of all offices to be occupied. This list shall be given at least one week prior to nominations and submittals to each member of the Student Association's Student Council and shall be made known throughout the College.
- b. The committee shall set up the ballot for any Student Association election or special election and shall submit such ballot to the Student Association President for his/her review of its accuracy and proper format.
- c. Committee members shall guarantee that all voting in elections of the Student Association shall be by secret ballot. Any election conducted to the contrary shall be declared illegal and invalid.
- d. Committee members conducting the Student Association election shall have a listing of those members of the College 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. The committee shall be responsible for assuring that no illegal voting has taken place.
- e. Voting for all Student Association elections (special and regular) shall not exceed a five (5) day period. Dates, times and place(s) of voting shall be announced at least two weeks in advance by the committee so that all students shall have ample opportunity to vote.
- f. The committee shall be responsible for counting all ballots upon completion of all voting and for announcing the results. Ballots shall then be given to the APMSA to be placed on file with NYCPMSA for a one week period, at the end of which time they shall be destroyed.

**E. ACADEMIC PERFORMANCE AND PROMOTIONS COMMITTEE**

**1. Purpose**

- a. The purpose of the Committee on Academic Performance and Promotions (CAPP) is to promote the highest professional, academic and moral standards possible, and to insure that these standards are met by the entire student body for each academic year.
- b. The standards and guidelines of the committee are set by the school's administration and are published in the NYCPM Student Handbook.



2. **Membership**

- a. The CAPP is comprised of members of the faculty, student body and administration. This “core” committee is appointed by the Dean and Faculty Council President.

3. **Power and Functions**

- a. The Committee on Academic Performance and Promotions (CAPP) is charged with the responsibility of maintaining the academic standards of the College and taking action on all matters pertaining to the academic standards of the College
- b. At the end of each semester or curricular segment the Committee will assemble as needed to review individual student performance and make decisions regarding promotions for each class year.
- c. Minutes of all meetings of the CAPP will be taken by the Registrar or secretary to the Committee and kept in the Dean’s office. All student records shall be confidential and maintained by the Office of the Registrar.
- d. The committee shall work closely with the Executive Council and the Student Council in promoting the goals and ideals of the student/ faculty Performance and Promotions committee.
- e. Policies are guidelines used to determine promotion and progress issues and are published in the NYCPM Student Handbook.

F. Transportation and Parking Committee

Section 1: Parking

- a. The NYCPMSA Vice-President shall serve as the chair of the Parking Committee. In addition to the Vice-President, the Parking Committee shall consist of one student chosen from each class to serve as Parking Committee Liaison. All problems and concerns by commuters should be given to the respective Parking Committee Liaison. It is the responsibility of the liaison to report all matters to the Vice President.
- b. It is the responsibility of the Vice-President to coordinate the purchasing of parking permits with the Bursar’s Office and with the Administrator in charge of handing out the permits. The Vice-President is also in charge of notifying the student body when to purchase parking permits.
- c. All parking matters will be coordinated by the Vice-President, Dean of Student Services, and Security Department and are subject to change. The student body will be informed in the event of any parking policy changes.

Section 2: Van Service

- a. The NYCPMSA Vice-President shall serve as the chair of the Van Service Committee. In addition to the Vice-President, the Van Service Committee shall consist of one student chosen from each class to serve as Van Service Committee Liaison. All problems and concerns by those using the vans should be given to the respective Van Service Committee Liaison. It is the responsibility of the liaison to report all matters to the Vice President.
- b. The Van Service will be coordinated by the NYCPMSA Vice-President, Dean of Student Services,

and Security Department. The van schedule will be posted for the student body to see. The van schedule is subject to change and is at the discretion of the Vice-President, Dean of Student Services, and Security Department.

## **ARTICLE V - 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 the Article. General, Class, and special Student Association elections shall be conducted by the Student Association's chairperson of the Election Committee and four representatives, one from each of the classes. 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 Student Association's chairperson of the Election Committee under the supervision of the Executive Council of the Student Association.

### **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:

- A. 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 the APMSA 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 that day up until the election.
- B. 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 week (5 school days) so as to accommodate all classes. 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. 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.
- B. During the period of campaigning, a date, time and place shall be announced by the President of the Student Association as to when and where the candidates shall address members of the Student Association (or class). In the case of Student Association elections, candidates shall be required to address the Student Council and each of the four classes.
- C. 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. Campaigning shall also be permitted via statements printed in the school newspaper by each of the candidates.
- D. 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:

1. 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.
  2. Sequentially numbered ballots shall be produced for each class in a quantity equal to class enrollment.
- E. 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.
  - F. 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. The election committee shall function to insure that no illegal voting has taken place. Should there be proof of illegal voting having taken place, the election shall be declared illegal and invalid.
  - G. Voting shall not exceed a period of five consecutive school days. Dates, times and place of balloting shall be announced at least two weeks in advance so that all students of the College shall have ample opportunity to vote.
  - H. Voting by proxy is prohibited.
  - I. All election results (Student Association and class) shall be determined by simple majority, of the total number of votes, only if two candidates are running. If there are more than two, a candidate must receive 50% plus 1 to win. If neither is obtained there will be a run off of the top two candidates. 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.
  - N. Ballots for all Student Association and class elections shall be given to the APMSA within 24 hours following the publication of the official election results and shall remain on file with NYCPMSA for a period of one (1) week at the end of which time they shall be destroyed.
  - O. Palm and/or secure testing system voting, will be permitted if available

## **ARTICLE VI – 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 except for Article III section 3 ) 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 the nearest Thursday night at 6pm. The hearing shall be called for by the President of the Student Association 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 on

Thursday night at 6pm 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:

- A. Failure to resign office after being placed on academic or other probation.
- B. Gross Negligence in the performance of assigned duties.
- C. Failure to uphold the ideals and ethics of the profession.
- D. Attempting to misuse the powers granted by the office.
- E. 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 of committee member.

The Class President shall call for a trial by the class no later than one (1) week following a class vote for impeachment (simple majority vote is required 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. Concurrence of at least 2/3 of the voting membership of the class shall be required to remove the officer or committee member 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 and preside over the proceedings.

### **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 VII – 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:

- A. In accordance with regular meeting times for the Student Council, Section 3 of Article III.
- B. In accordance with impeachment procedures, Section 2 of Article VI.
- C. In cases of urgent business.
- D. Upon the request of a majority of the voting membership of the Student Council or Executive Council of the Student Association.
- E. 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.

## **ARTICLE VIII – 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, 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 the majority of the membership of the Student Council.

### **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 without the approval of the Student Council.

### **Section 3 – EXPENDITURE REIMBURSEMENT**

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

### **Section 4 – BUDGET REPORTS**

The Treasurer of the Student Association shall present financial reports to the Student Council as he/she deems necessary. The Treasurer will present a report and distribute copies of an updated Student Association Budget at every Student Association, Academic Climate Meeting and at 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 IX – 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. A list of criteria for eligibility is available in the Student Council Office.

Any position not evaluated in the eligibility system, shall be judged a point value by Executive Council majority vote. Waiving the entire point system for a student requires unanimous Executive Council votes.

### **Section 3 – STUDENTS ASSOCIATION AWARD TO THE OUTSTANDING GRADUATING SENIOR**

The Student Council shall award a plaque to the graduating senior voted upon by the Student Council as having contributed the most during his/her four years at the College for the furtherance and improvement of the profession, the College, and his/her graduating class. The plaque will be presented annually at each graduation to the senior student so honored.

## **ARTICLE X – 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, letter of intent, and a writing sample essay shall be submitted to the APMSA Board of Trustees and to the Secretary of the Student Association. The junior APMSA Delegate shall determine the writing sample essay topic and provide guidelines for composition.

In any instance where more than six candidates apply for the position, interviews shall be held by the junior and senior APMSA delegates for the purpose of reducing the number of candidates to six. In addition to the interview, the nominee's resume and writing sample essay will be critically evaluated in an effort to determine candidacy. Any candidate that has failed more than two exams in the course of the first semester shall be considered to be in poor academic standing and therefore deemed ineligible for the position.

Elections are to be held within the month of November of the freshman year or after the class officers are elected. A delegate must receive at least 40% of the class vote to be validated. Run off elections will be conducted until such a majority is received. The first runner up will serve as alternate APMSA representative. A member of the Student Association election committee and an APMSA representative shall be present during nominations and elections.

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**

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 APMSA alternate function 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 shall be a voting member of the Executive Council and 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 shall include the following:

A. First Year Delegate/Alternate

i. National Level

- Attend APMSA Mid-Winter, National meetings, and PPAC Meeting.
- Communicate with the class the issues which will be discussed.
- 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).
- Attend APMSA orientation weekend.
- Keep class up to date on National Data Base.
- In charge of downloading, printing, and distributing deadlines and research information which will be posted on the research website each month. ([www.PodiatricStudentResearch.com](http://www.PodiatricStudentResearch.com))

ii. NYCPM Level

- Submit a report to the President of the Student council outlining all topics discussed at APMSA HOD meeting which apply to his/her class.
- Initiate fundraising for, and participation in, PPAC issues, informing students of critical political issues PPAC is currently concerned with.
- Assist second year delegate in PPAC 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.
- Conduct regular meetings to keep their class abreast of current APMSA issues.
- Maintain and Update the NYCPM APMSA website at least Two (2) times a year.
- Take a photograph of the NYCPM AMPSA Delegation at the annual midwinter meeting and frame photograph to be hanged in an appropriate place such as the student council office.

B. Second Year Delegate/Alternate

i. National Level

- Attend APMSA Mid-Winter, National meetings, and PPAC 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.
- PRN representative at the school.
- CAB student representative for school.
- PPAC Coordinator/Representative for school.
- "First Step" Regional Editor.
- Keep class up to date on the National Database.
- Inform the Student body of all CAB grant requests.
- 2<sup>nd</sup> year delegate / PPAC Coordinated: Distribute the list of candidates supported by PPAC to their respective schools within one week of receipt.

ii. NYCPM Level



- Submit a report (May be Oral) to the President of the Student Council 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.

C. Third Year Delegate/Alternate

i. National Level

- Attend APMSA Mid-Winter and National meetings.
- Communicate with the class issues which will be discussed.
- 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.
- Graduation Handbook Chapter

ii. NYCPM Level

- Submit a written report to the President of the Student Council 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.
- Responsible for annual delegation photo.
- Conduct NYCPM 1<sup>st</sup> 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.

D. Fourth Year Delegate/Alternate

i. National Level

- Attend APMSA Mid-Winter and National meetings.
- 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.

ii. 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 CRIP’s.”

**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. In the event that any other APMSA delegate is unable to finish his/her term of office, the class which the delegate/alternate represents shall elect a successor 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 8A – ACTS WARRANTING REPLACEMENT OF APMSA REPRESENTATIVE**

In the event that a delegate/alternate of the APMSA fails at 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 meet in to discuss the removal of the officer from his/her position. The accused APMSA delegate/alternate will be

allowed to make a statement written or oral to the review panel, in an effort to explain their actions. The panel will vote on removal from office with a majority vote of 2/3 of the panel as a majority. The panel has the ability to reduce 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:

- A. Failure in performing duties required by NYCPMSA as outlined in Article X of this document.
- B. Failure to perform duties as required as an elected student leader and outlined in this constitution.
- C. Failure to complete three (3) or more official APMSA directives without proper excuse accepted by the APMSA within one academic year.
- D. Failure to attend the APMSA HOD meetings.
- E. Failure to turn in PPAC funds collected from the class in a timely fashion.
- F. Failure to distribute PPAC pins/take or to take charge as the PPAC leader.
- G. Failure to take charge of class elections.
- H. Failure to remain in good academic standing.
- I. Failure to remain in your academic class.
- J. Gross Negligence in the performance of assigned duties.

## **Section 5 - APMSA TRAVEL**

### **A. 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 the 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:

- i. Senior Class APMSA Delegate
- ii. Junior Class APMSA Delegate
- iii. 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:

- i. Senior Class APMSA Alternate
- ii. Junior Class APMSA Alternate
- iii. Sophomore Class APMSA Delegate and Alternate
- iv. Freshman Class APMSA Delegate and Alternate
- v. NYCPMSA President
- vi. NYCPMSA Past President

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

A \$45.00 a day 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 of the per diem can be made either in advance, at the site of the meeting or following the meeting.

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.

### 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:

- i. 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.
- ii. Automobile:  
Authorized individuals who use their personal automobile will be reimbursed at 20 cents per mile when traveling to an authorized meeting or business. Personal auto mileage expenses may not exceed comparable air/rail travel costs.
- iii. Car rental:  
Car rental will not be authorized without approval in advance by the President or Treasurer.
- iv. 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: Whenever possible, room fees including tax will be paid by the Association in advance. In other circumstances, 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 will contact each of the seven 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 1 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 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 XI – STATE SOCIETY REPRESENTATIVES, SNPMA, AND ALUMNI REPRESENTATIVE**

### **Section 1 – STATE SOCIETY OF NEW YORK REPRESENTATIVES ELECTION**

At the annual NYCPMSA Individual class election, 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 Executive Council of NYCPMSA will determine a successor from students interested in the position to complete the term of office.

#### **Section 5 - 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.

#### **Section 6 - MEMBERSHIP**

- A. The officers of the New York chapter of SNPMA are designated as president, vice-president, treasurer, secretary, APMSA representative, and student association representative.
- B. Any student qualifying as an ethnic minority, as defined by the Department of Health and Human Services, and is 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.

#### **Section 7 – ALUMNI ASSOCIATION REPRESENTATIVES ELECTION**

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

#### **Section 8 - ALUMNI ASSOCIATION REPRESENTATIVE CONSTITUENCY**

- A. 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 term of office encompassing his/her academic years at the College.
- B. The Alumni Association Representative Election will take place in concurrence with the APMSA Delegate/Alternate election in the Freshman Year.

#### **Section 9 - 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 or senior Alumni Association 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 Alumni Association meetings and to be New York College of Podiatric Medicine Students' Association main line of communication to the Alumni Association.

#### **Section 10 - 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 Executive Council of NYCPMSA will determine a successor from students interested in the position to complete the term of office.

**Section 11 – STATE SOCIETY OF NEW JERSEY REPRESENTATIVES ELECTION**

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

**Section 12 - 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 13 - 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 14 - 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 Executive Council of NYCPMSA will determine a successor from students interested in the position to complete the term of office.

**ARTICLE XII - 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's election committee shall be responsible for conducting the referendum voting according to the guidelines of this constitution for elections as outlined in Article V.

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 XIII - 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 majority vote of the members of the Student Council of NYCPMSA as specified in Section 4d of Article III.

## **ARTICLE XIV - ADOPTION**

### **Section 1 - DATE OF EFFECTIVENESS**

This constitution shall become effective immediately upon adoption and shall supercede 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 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 supercede 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 XV – STUDENT CLUBS AND ORGANIZATIONS**

### **Section 1: Club Elections**

Student Club elections are to be held in the month of April, no later than April 30<sup>th</sup>. The term of office for all club officers will be from May 1<sup>st</sup> until April 30<sup>th</sup> of the following year.

### **Section 2: NYCPMSA Club Meetings**

Student Club Presidents will be required to meet with the NYCPMSA Vice-President quarterly (4 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**

a. Funding will be provided by the NYCPMSA at the discretion of the NYCPMSA Treasurer. Clubs are encouraged to seek extra funding. All clubs are encouraged to have fund-raisers to supplement their funding and any grant monies.

b. Club treasurers will report the status of the clubs funds quarterly to the NYCPMSA Treasurer, either in a written report directly to the NYCPMSA Treasurer or attached to the club president's quarterly report to the NYCPMSA Vice-President.

#### **Section 4: 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.

#### **Section 5a: 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.

#### **Section 5b: 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. Furthermore, it is the responsibility of the club officers/members to prepare articles describing the event, worthy of publication in such things as the school newspaper, Alumni newsletter, and/or NYSPMA and APMA newsletters.

#### **Section 5c: 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. Furthermore, it is the responsibility of the club officers/members to prepare articles describing the lecture, worthy of publication in such things as the school newspaper, Alumni newsletter, and/or NYSPMA and APMA newsletters.

#### **Section 5d: 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. A minimum of one (1) student presentation should be given every four (4) months. 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. Furthermore, it is the responsibility of the club officers/members to prepare articles describing the lecture, worthy of publication in such things as the school newspaper, Alumni newsletter, and/or NYSPMA and APMA newsletters.



## **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 review 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. In order to be placed on probationary status, the vice-president must advise the student council of the matter. A 2/3 vote is necessary to place a club on probationary status. Penalties for being placed on probationary status shall be at the discretion of the student council.

# **ARTICLE XVI – Pi Delta Mu Requirements**

## **Section 1- Eligibility and Application**

Applications for Pi Delta Mu will be made available to fourth year students by the Student Council President by March 1<sup>st</sup>. 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 30<sup>th</sup> of the fourth year.

## **Section 3 - Requirements**

To be inducted into Pi Delta Mu upon graduation from NYCPM a student must achieve 15 points from the following list:

Student Council President	6.5 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
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 Officer (other than above)	1 per year served
Footnotes Editor in Chief	2.5 per year served
PMR Editor	2.5 per year served
Student Ambassador	1 per year served
Athletic Events Volunteer	1 per event
Podiatric Related Events Volunteer	1 per event
Education Committee	1 per committee
Honor Council	2 per year served

**Section 4 – Initiation Requirements and Procedure without Points**

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

**Approved by Referendum:** \_\_\_\_\_  
**Evan Adler, NYCPMSA President**

**Date:** \_\_\_\_\_  
**November 1, 2006**