

## Family Practice Forum Constitution Article I: Name

Section 1. The name of this organization shall be Family Practice Forum (FPF).

Section 2. This name shall not be used by any individual member, group of members, or officer(s), except in the best interests of the club or as provided herein.

## Article II: Affiliations

Section 1. Members of the MCO FPF shall be members of the Ohio Academy of Family Physicians (OAFP).

Section 2. Members of the MUO FPF shall be members of the American Academy of Family Physicians (AAFP).

## Article III: Purpose

Section 1. Club purpose -to promote an interest, awareness, and understanding of the practice of Family Medicine among the students at the University of Toledo College of Medicine and to encourage medical students to select a career in Family Medicine

## Article IV: FPF Membership

Section 1. General member -any student at this university who is a member of the AAFP.

Section 2. Active member -any student at this university, who is an AAFP student member, and who has attended 3 business meetings and 1 workshop during the academic year. Section 3. Membership dues -membership is free.

## Article V: Officers

Section 1. The second-year officers of this club shall be university students who achieved active member status during the previous school year. The first-year officers of this club shall be university students who plan to achieve active member status during the school year of their elected office. Officers shall consist of a President, Vice-President, Secretary, Treasurer, Workshop Coordinator, State Chapter Representative, Liaison to the Toledo/Lucas County Academy of Family Physicians, Publicity Officer, and a First Year Class Representative.

### Section 2. Duties of individual officers:

a. President -shall preside over all meetings of the club including meetings of the Executive Committee; shall represent the club as necessary both in person and in correspondence; shall coordinate activities and functions performed by the various club officers and function to increase communication among club officers; shall provide leadership to see that club functions are being organized, that club activities are being successfully carried out, and that club objectives are being successfully met. In addition, he or she will represent the club in any public relations capacity, and shall perform other duties as designated by the Executive Committee.

b. Vice-President -shall substitute for the president as necessary in conducting club business; shall assist the president in performing the duties, as described above; and shall perform other duties as designated by the Executive Committee.

c. Secretary -shall be responsible for seeing that club records are well-maintained (specifically that attendance by name at all club functions is adequately recorded); for recording brief minutes of club meetings; and for determining that club correspondence is properly handled.

d. Treasurer -shall handle club funds; shall keep full and accurate records of all club financial transactions; and shall be prepared to report on club finances as determined by the Executive Committee

e. Workshop Coordinator -shall be responsible for maintaining contact with the faculty director of the FPF Workshops and assist him or her in any reasonable fashion.

f. State Chapter Representative -shall be a full voting member of the State Chapter Board of Directors and an elected officer of FPF; shall serve to represent student views to the state chapter and to communicate state chapter view to the FPF; responsible for keeping both organizations aware of the other's activities; his/her voting on State Chapter Board issues will reflect FPF's best interests.

g. Liaisons to the Toledo/Lucas County Academy of Family Physicians -shall attend meetings of the Academy, voice medical student input, and report to the Executive Committee.

h. Publicity Officer -shall be responsible for maintaining the Family Practice Forum bulletin board; shall post information and sign-up sheets concerning upcoming events; and shall perform other publicity requirements as directed by the president.

i. First Year Class Representative -shall be responsible for communicating his/her FPF activities among members of his/her class, and solicit participation in the same; and shall otherwise assist the club as directed by the president.

j. Immediate Past Officers -shall serve to guide the Executive Committee and provide continuity of the FPF.

k. National Positions -the FPF shall promote and encourage student participation in the AAFP by obtaining commission/committee appointments or other capacities.

### Section 3. The Executive Committee

a. The Executive Committee shall be composed of all elected officers of the Faculty advisors shall be non-voting members or the Executive Committee. Terms of office on the Executive Committee shall be concurrent with their terms as club officers.

b. The Executive Committee shall have routine charge of all club business, can approve the expenditure of club funds, can designate responsibilities for various officers, and shall schedule all club meetings, and approve all club functions.

c. A quorum of the Executive Committee shall consist of more than fifty percent of the committee as constituted at that time. If a committee member is unable to be present at specific meeting, that member may allow another to vote in his/her behalf by written proxy, and such proxy shall be counted in determining a quorum.

d. All matters before the Committee shall be settled by majority vote of the Committee.

e. In situations demanding immediate attention and an Executive Committee meeting is not feasible, the president alone, or the vice president plus one other Executive Committee member may represent the club and may authorize the use of club funds up to \$75 (in consultation with faculty advisors in excess of \$50). They are responsible to the Executive Committee for all actions taken in behalf of the club.

f. The President or any two members of the Executive Committee may call for a meeting of the Executive Committee.

g. The Executive Committee shall assume the responsibility for the initiation, organization, and successful completion of at least one club project or function per semester. The president and vice president shall oversee the specific club project in a manner agreeable to all involved.

#### Section 4. Election and Removal of Officers

a. Election of second-year club officers shall be held one month prior to graduation each year at a business meeting scheduled by the Executive Committee. Election of first-year club officers shall be held during the period scheduled by the office of student life.

b. Officers shall take office immediately upon their election and shall serve for a term of one year, with the exception of officers chosen from the incoming first year medical students, who shall serve until the next general election.

c. The Executive Committee shall conduct elections in the manner set forth by the Office of Student Life.

d. Only active members shall vote in any club elections.

e. A club officer negligent in his/her duties may be removed from office by a two-thirds majority vote of the Executive Committee.

f. Any officer resigning or removed from office shall be replaced at the next business meeting, following the same procedures described above, and shall serve out the remainder of the term of office.

g. Addition of new positions -Any officer may propose the addition of a new position within the Family Practice Forum. After appropriate discussion and debate, a vote shall be taken. The proposed position will be added if a quorum of officers is present and two-thirds of those officers vote in the affirmative.

#### Article VI: Faculty Advisor(s)

Section 1. The faculty advisor shall be present at all Executive Committee meetings and general meetings if possible and should provide long-term continuity. In addition, he/she must be a faculty member approved by the Board of the State Chapter; he/she will be a non-voting member; he/she should also assist the club in their activities by his/her contacts, should he/she agree with the club's ideas. He/she will not be held responsible for club actions or activities.

#### Article VII: Quorum

Section 1. Quorum shall consist of three-fourths of the members of the executive committee, with motions being approved by a majority vote, unless otherwise stated within this constitution.

#### Article VIII: Meetings

Section 1. Meeting frequency -Regular business meetings shall be called by the Executive Committee or the president, and shall convene a minimum of twice per semester.

Section 2. Special Meeting -Special meetings may be proposed by any officer and shall convene with approval of the Executive Committee or the president. If the president is unavailable, the vice-president may approve.

Section 3. Order of business -When necessary, Roberts Rules of Order Revised shall govern the proceedings of all meetings.

#### Article X: Amendments

Section 1. This constitution may be altered or amended by the concurrence of three-fourths of those active members voting at a membership meeting with a quorum present, of which at least 4 are on the Executive Council, or by ballot, with at least one-half of the active members responding, and at least three-fourths of the active members responding in concurrence with the proposed amendment.

Section 2. All amendments shall take effect immediately upon their approval.

#### Article XI: Ratification

Section 1. Ratification of a new constitution shall occur by the concurrence of three-fourths of those active members voting at a membership meeting with a quorum present, of which at least 4 are on the Executive Council, or by ballot, with at least one-half of the active members responding, and at least three-fourths of the active members responding in concurrence with the proposed amendment

#### Family Practice Forum By-Laws

##### I. Membership

There will be two types of membership:

General member- any medical student at this university who is an American Academy of Family Physicians student member. General members may attend meetings, workshops and events.

Active member- any medical student at this university who is an American Academy of Family Physicians student member, has attended three workshops and three business meetings each academic year. Active members will have priority for attending workshops, conferences and other events.

Membership can be resigned at anytime by submitting a statement in writing.

##### II. Dues

There will be no dues. The Ohio Academy Family Physician pays student dues for the American Academy of Family Physicians.

##### III. Duties of Officers

a. President -shall preside over all meetings of the club including meetings of the

Executive Committee; shall represent the club as necessary both in person and in correspondence; shall coordinate activities and functions performed by the various club officers and function to increase communication among club officers; shall provide leadership to see that club functions are being organized, that club activities are being successfully carried out, and that club objectives are being successfully met. In addition, he or she will represent the club in any public relations capacity, and shall perform other duties as designated by the Executive Committee.

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f. State Chapter Representative -shall be a full voting member of the State Chapter Board of Directors and an elected officer of FPF; shall serve to represent student views to the state chapter and to communicate state chapter view to the FPF; responsible for keeping both organizations aware of the other's activities; his/her voting on State Chapter Board issues will reflect FPF's best interests.

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The election process shall be run in accordance with the rules of student life.

#### V. Procedures for filling unexpired terms of office, removal from office

Filling unexpired terms of officer will be done by special election. Available offices will be posted along with an election date. Nominations will be taken at the election and voting will be done by ballot by active members.

Removal of an officer from office will be done by a vote of the executive committee requiring 2/3-majority vote.

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The executive board shall be made up of the elected officers and advisor. The advisor shall be a non-voting member. The board shall be able to approve all expenses. The board will bring the agenda and events to the business meeting for approval by the active members.

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Committees will be assembled as necessary for club functions. VIII. Order of business

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c. The Executive Committee shall conduct elections in the manner set forth by the Office of Student Life.

d. Only active members shall vote in any club elections.

>>> Kathy Kaczmarek 02/10/06 3:11 PM >>>

Hi Jamie,

Do you know if we turned in an updated constitution for FPF? Kathy had it marked off, but we must have misplaced it because we cannot find it. Do you have a copy of it? If you have an electronic copy you could email that would be even better. We are trying to get electronic copies of all the club's constitutions.

Thanks,

Loren

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