
Constitution of the Ohio Podiatric Medical Student Association

As Amended September 8th, 2020



OPMSA
@ KENT STATE
UNIVERSITY

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Constitution of the Ohio Podiatric Medical Students Association

Article I – Name

Section 1. The name of this organization shall be the Ohio Podiatric Medical Student Association (OPMSA), an affiliated organization of the American Podiatric Medical Students Association (APMSA), and the Ohio Foot and Ankle Medical Association (OHFAMA).

Article II – Mission Statement

Section 1. We, the students of the Kent State University College of Podiatric Medicine (KSUCPM), in order to unite for the mutual benefit of the student body and the Kent State University College of Podiatric Medicine, to strengthen ourselves academically and clinically, to foster our relationship with the faculty and administration as well as Doctors of Podiatric Medicine and other members of health care teams, to foster friendship between ourselves, conduct business efficiently, and to educate and serve the laity, do hereby establish this constitution.

Article III – Members

Section 1. Membership in this organization shall be limited to duly registered students of the Kent State University College of Podiatric Medicine, who have paid the OPMSA student activity fee.

Section 2. The Executive Board reserves the right to call a general meeting involving the entire student body. All members have the right to vote in general meetings.

Article IV – Governing Body

Section 1. The Governing Body of OPMSA includes all members of the organization.

Section 2. The Governing Body shall be under the control of OPMSA Executive Board as outlined in Article XII.

Article V – Organizations, Clubs, and Fraternities

Section 1. Funded and recognized student organizations are defined as: American Association of Women in Podiatry (AAWP), American Society of Podiatric Dermatology (ASPD), Journal and Imaging Club (JIC), Podiatric Association for Diabetes (PAD), American Academy of Podiatric Practice Management (AAPPM), American Academy of Podiatric Sports Medicine (AAPSM), Student National Podiatric Medical Association (SNPMA), American College of Foot and Ankle Orthopedics and Medicine (ACFAOM), International Podiatric Medical Students Association (IPMSA), American Podiatric Student Veterans Association (APSVA), the American College of Foot and Ankle Surgeons (ACFAS), the American Society of Podiatric Surgeons (ASPS), the American College of Foot and Ankle Pediatrics (ACFAP), and the first, second, third, and fourth year classes.

Section 1a. Funded and recognized sports clubs are defined as: Men’s Basketball, Women’s Basketball, Soccer, and the Recreation and Running Club.

Section 1b. The sole funded and recognized fraternity is: Kappa Tau Epsilon (KTE).

Section 1c. The sole community service organization is: Student Organized Community Service (SOCS)

Section 2a. The Office of Student Affairs determines **the** recognition status of said student organizations, clubs, and fraternities.

Section 2b. **The Office of Student Affairs reserves the right to set a maximum number of student organizations on campus to allow for adequate distribution of club funds to allow for the promotion of high quality events.**

Article VI – Dues

- Section 1. The Student Activity Fees shall be set by the Office of Student Affairs. The Student Activity Fees distribution will be presented at the first All School Meeting of each fall semester.
- Section 2. The membership fee shall be collected by the Office of Business Affairs of The Kent State University College of Podiatric Medicine under the title of Student Activity Fees.
- Section 3. The OPMSA Treasurer shall deposit all Student Activity Fees in the OPMSA bank accounts.
- Section 4. The Student Activity Fees shall be administered by the Executive Board of OPMSA and distributed to each organization/club/fraternity as agreed upon by the Financial Budget Committee (FBC) and approved by the Executive Board of OPMSA.
- Section 5. The Student Activity Fees shall be distributed to each organization/club/fraternity only after a check request form has been properly filled out and given to the OPMSA Treasurer. The respective organization/club/fraternity will then be provided the requested amount from OPMSA after OPMSA has approved their respective tier status, reference (). Expenditures will be verified with the Office of Student Affairs and allocations not spent are subject to be reimbursed to OPMSA. The first, second, third, and fourth year classes will receive the total allotment in check form.
- Section 5a. Organizations/clubs/fraternities active during the summer semester (May, June, July) may request their allocation for the upcoming Fall-Spring academic cycle provided OPMSA has the advance funds available.
- Section 6. Ohio Foot and Ankle Medical Association (OHFAMA) dues are waived for all students enrolled at KSUCPM.
- Section 7. Annual APMSA dues are due by the date specified by the APMSA executive director.

Article VII – Elected Term

Section 1. The Elected Term for President, President-Elect, Secretary, Director of Social Affairs, Director of Social Affairs-Elect, Director of Clinical Affairs, Director of Clinical Affairs-Elect, Director of Communications, **Director of Local Affairs, Director of Local Affairs Elect, Treasurer, and Treasurer Elect** shall be a one (1) year term following elections and continuing through until the next year's elections. ~~The term of Director of Local Affairs and Treasurer will be a two (2) year term.~~ President-Elect, and Director of Clinical Affairs-Elect, Director of Social Affairs-Elect, **Director of Local Affairs Elect, and Treasurer Elect** will assume the positions of President, Director of Clinical Affairs, and Director of Social Affairs, **Director of Local Affairs, and Treasurer** following their first year term, respectively. Class Officers shall be a one (1) year term correlating with the beginning and end of the voting cycle determined by the OPMSA, DLA, and OPMSA president (Article VIII, Section 2).

Section 2. If any OPMSA Executive Board member is unable to hold their position for any reason, the mechanism of replacement shall be:

- A.) If there are less than four (4) months remaining to the term of office, the appointment of an interim officer shall be made by the President, upon receiving a majority vote by the Executive Board.
- B.) If there is more than four (4) months remaining to a term of office, the position shall be filled by special election or by Executive Board appointment, pending the circumstances.
- C.) If the President is unable to hold their office for any reason with less than four (4) months remaining to his/her term, the President-Elect shall assume the office of President. The office of President-Elect shall remain vacant until the regular elections are held. In addition, the President-Elect will serve his or her normal term as President in the following year.
- D.) If the President is unable to hold their office for any reason with more than four (4) months remaining to his/her term, then the President-Elect shall assume the office of President, serving out the remaining term and his/her elected position as President. The office of President-Elect shall be filled by an interim officer in accordance with Article VII, Section 2, Clause B. The position of President-Elect shall be filled by election at the end of the remaining term.

Section 3. If any Class Officer is unable to hold their position for any reason, the position may be filled by any current class officer appointed by a 2/3 vote of the current class board. Any remaining vacancy shall be filled by special election under the direction of the OPMSA Director of Local Affairs (DLA) **with assistance from Director of Local Affairs Elect (DLAE)**(Article VIII, Section 6) and President of OPMSA pending the circumstances.

Article VIII – Elections

Section 1. OPMSA, APMSA, and Class Elections are to be conducted by the Director of Local Affairs (DLA) and one staff member from the Office of Student Affairs or under extenuating circumstances by another OPMSA Executive Board member. Club/organization/fraternity elections are to be conducted by the DLA, **DLAE**, the OPMSA President, and President Elect.

Section 2a. APMSA elections for 1st year students shall be held prior to the end of the first week in December, date determined by the DLA in collaboration with the 2nd year APMSA delegate.

Section 2b. The class officer elections for the 1st, 2nd, 3rd year classes shall be **during the Fall semester pending the circumstances**, determined by the DLA.

Section 2c. OPMSA elections shall be held **prior to the end of January** of each academic year as determined by the DLA.

Section 2d. Club/Fraternity officer elections for the following academic year will be held **in January of the spring semester** of the current academic year as the determined by the DLA. The specific times and dates of elections shall be announced by the DLA and approved by the Office of Student Affairs.

Section 3. Notice of open OPMSA offices with job descriptions (Article XIII) shall be posted at least one week prior to elections.

A.) All candidates will be required to give a speech if opposed. The time limit on the speeches will be a maximum of 3 minutes or otherwise stated by the DLA.

B.) Candidates will be notified 48 hours prior to elections whether they are running opposed or unopposed.

Section 4. Elected Class Officers of the first year class will serve a revised term of office as follows:

- A.) Elections shall be held as per constitution.
- B.) Term of office begins immediately upon completion of the election results.
- C.) OPMSA President-Elect will serve as acting President for the first-year class until class officers are elected.
- D.) All candidates will be required to give a speech if opposed. The time limit posed on the speeches will be a maximum of 3 minutes or otherwise stated by the DLA.
- E.) Candidates will be notified 48 hours prior to elections whether they are running opposed or unopposed.

Section 5. All other Elected Class Officers shall begin their term of office at the beginning of the following academic year and continue through the end of that academic year.

Section 6. Special Elections:

- A.) If any class officer is unable to hold their position for any reason, a special election shall take place at the discretion of the DLA and will follow election procedure as per the OPMSA constitution.

Article IX – Recall

Section 1. Any Executive Board member shall be subject to a Recall Vote if two-thirds of the Governing Body requests a recall by petition.

Section 2. Any Election Candidate may request a Recall Vote if they submit in writing, within 5 days of the final vote count, a grievance stating their problem with the election. Approval of that request will come from the Executive Board and the Office of Student Affairs.

Article X – Committee / Leadership Council Appointments

Section 1. Notice of available appointed positions shall be posted prior to receipt of written nominations for the appointment. All nominees shall be interviewed by the Executive Board **if seen fit**. All appointments shall be made by a majority vote of a quorum of the Executive Board.

Article XI – Meetings

Section 1. OPMSA Executive Board meetings shall be held at least once (1) a month as scheduled by the President or President-Elect, subject to change due to academic scheduling. These meetings shall be open to all OPMSA Executive Board members. Other parties shall attend Executive Board meetings only upon invitation from the OPMSA Executive Board, or by requesting and obtaining an invitation to attend from the OPMSA Executive Board.

Section 2. Emergency meetings may be called at any time deemed necessary by any member of the Executive Board. Emergency meetings shall be closed to all except Executive Board members. Other parties shall attend emergency meetings only upon invitation from the OPMSA Executive Board, or by requesting and obtaining an invitation to attend from the OPMSA Executive Board.

Section 3. The order of business of all meetings and the official rules of the Association shall follow Robert's Rules of Order and at the President's discretion. Example: 1.) Call the meeting to order; 2.) Reading and approval of minutes; 3.) Reports of Officers, Boards, and Standing Committee; 4.) Old Business; 5.) New Business; and 6.) Adjournment.

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- Section 4. All members of the Executive Board shall be required to attend all scheduled meetings (Executive Board Meetings, All School Meetings, and Presidents Forum) and events. Executive Board members unable to attend any given meeting must inform the President or President-Elect prior to the meeting in writing. If the President is unable to attend a scheduled meeting or event, he/she must inform the President-Elect in writing. If the President-Elect is unable to attend a scheduled meeting or event, he/she must inform the President in writing. Failure to receive a formal excused absence prior to the meeting from the President or President-Elect three (3) times during one semester will result in disciplinary action by the OPMSA Executive Board, including the possibility of the receipt of a missed directive per the OPMSA Bylaws, Section 7F. Verbal notification to the offending officer about his or her missed meeting, event or deadline will be made at the next official meeting by the OPMSA President or President-Elect and will be so noted in the meeting minutes. The President or the President-Elect will determine if the absence will be excused or unexcused.
- Section 5. An official meeting is defined as a meeting that is scheduled in advance by the OPMSA Executive Board and is recorded in the minutes.

Article XII – The Executive Board

- Section 1. There shall be **eleven (11)** voting members of the Executive Board. The voting members shall be the President, President-Elect, Director of Local Affairs, Director of Clinical Affairs, Director of Clinical Affairs-Elect, Director of Social Affairs, Director of Social Affairs-Elect, Director of Communications, Secretary, Treasurer, and **the 1st year APMSA Delegate**. The President shall get a second vote in the incidence of a tie.
- Section 2. The presence of a majority of voting members of the Executive Board shall constitute a quorum (two-thirds) at Executive Board meetings.
- Section 3. The OPMSA Financial Budgeting Committee (FBC) will consist of President, President-Elect, and Treasurer.
- Section 4. The Executive Board shall govern all questions of interpretation of this Constitution.
- Section 5. Be it hereby known that all final authority of the OPMSA shall rest within the Executive Board.

Section 6. The Executive Board shall review and/or revise the OPMSA Constitution at one (1) meeting per year designated by the President or President-Elect. Any changes or proposed revisions will be presented at the first All School Meeting of each year only, where the constitution will be voted on and approved by the Governing Body.

Section 7. The Financial Budgeting Committee (FBC) shall review OPMSA budget at one (1) meeting per year. It will be presented at the first All School Meeting of each year where the budget will be voted on and approved by the Governing Body.

Article XIII – OPMSA Officers

Section 1. **President**

The President shall be a member in good standing. The responsibilities shall be:

1. To serve as Chief Executive Officer of the Executive Board and OPMSA.
2. To delegate responsibilities to the Executive Board.
3. To preside at meetings of the Executive Board.
4. To make appointments when necessary with the prior approval of the Executive Board.
5. To serve as an ex-officio member of all Executive Board subcommittees.
6. To serve as representative to the KSUCPM Alumni Association and Board of Directors.
7. To serve as a voting delegate to the APMSA, representing the Governing Body of the OPMSA.
8. To authorize expenditures as determined by the Executive Board and to be the co-signer of all payments with the Treasurer.
9. To authenticate with his/her signature all acts, orders, and proceedings of the OPMSA.
10. To call emergency meetings and to make any and all emergency decisions when an immediate quorum of the membership or Executive Board cannot be established.
11. To exercise such other powers as may be necessary for the just and proper operation of the OPMSA and the best interest of the students.

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12. Responsible for the conduction of a smooth transition of officers.
 13. Call all meetings of the Executive Board
 14. Assist all OPMSA officers in the performance of their duties and responsibilities.
 15. To serve as a member of the Financial Budget Committee (FBC) along with the President-Elect and the Treasurer of the OPMSA (Article XV, Section 3).
 16. To edit the constitution for approval (Article XII, Section 5).

Section 2. **President-Elect**

The President-Elect shall be a member in good standing at the end of the first year of the four (4) year program at the time of election. The responsibilities shall be:

1. To serve as Chief Executive Officer of OPMSA in the absence of the President.
2. To attend all OPMSA related meetings with the President.
3. To perform the duties delegated by the President of OPMSA.
4. Responsible for the coordination of the Annual Faculty Appreciation Day, including purchasing gifts for maintenance and custodial services.
5. To advise and coordinate activities of the first year class until class officers are elected.
6. To serve as a member of the Financial Budget Committee (Article XV, Section
7. Assist all OPMSA officers in the performance of their duties and responsibilities.
8. Per yearly approval by the Executive Board, to purchase gifts for the outgoing Executive Board members.
9. To administer and oversee the procurement, awarding, and disbursement of the awards:
 - a. KSUCPM Student of the Year Award
 - b. OPMSA Outstanding Podiatric Medical Student Award
 - c. OCPM Foundation Outstanding Leadership Award
 - e. Faculty of the Year award
 - f. Staff of the Year award
10. To serve as representative to the KSUCPM Alumni Association and Board of Directors.

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11. To organize an annual charity event to be approved by 2/3 vote of the OPMSA Executive Board.
 12. To edit the constitution for approval (Article XII, Section 5).

Section 3. Secretary

The Secretary shall be a member in good standing at the end of the first or second year of the four (4) year program at the time of the election. The responsibilities shall be:

1. To take minutes of all OPMSA Executive Board Meetings, All School Meetings, President's Forums, and any other meetings at the request of the President.
2. To e-mail minutes of the Executive Board Meetings to the OPMSA Executive Board within five (5) days of Executive Board Meeting.
3. To conduct all written communications on behalf of OPMSA under the direction of the President or the President-Elect.
4. To edit the constitution for approval (Article XII, Section 5).
5. Maintain official OPMSA documents.
6. Assist all OPMSA officers in the performance of their duties and responsibilities.
7. Attend all OPMSA Executive Board Meetings.
8. To take minutes at each All School Meeting and e-mail the minutes to the student body within seven (7) days.
9. To take attendance of all Presidents and Treasurers of each organization/club/fraternity at the All School Meeting
10. To notify participants of upcoming and pertinent meetings.
11. Serve on the senior book executive committee.
12. Responsible for maintaining the school calendar of events.
13. Per yearly approval by the Executive Board, purchase gifts for the graduating class.

Section 4. Treasurer

The Treasurer shall be a member in good standing at the end of the first year of the four (4) year program at the time of election. The responsibilities shall be:

1. To be responsible for the management of all official OPMSA financial business.
2. To produce the OPMSA budget with the Financial Budget Committee (FBC) (Article XV, Section 3) which must be approved by the Executive Board on an annual basis.
3. To petition the Office of Student Affairs for the disbursement of the OPMSA Student Activity Fees.
4. To establish and maintain all official OPMSA bank accounts.
5. Distribute organization/club/fraternity funds after a check form has been properly completed and approved within one (1) month.
6. To serve as a member of the FBC along with the President and President Elect of OPMSA.
7. Assist all OPMSA officers in the performance of their duties and responsibilities.
8. Attend all OPMSA Executive Board meetings.
9. To be a contact name on the OPMSA credit/debit card account secondary to the OPMSA President.

Section 5. Director of Local Affairs

The Director of Local Affairs (DLA) shall be a member in good standing at the end of the first year of the four (4) year program at the time of election. The responsibilities shall be:

1. To be the representative to the Ohio Podiatric Medical Association (OPMA).
2. To attend every OHFAMA meeting.
3. To be the OPMSA representative to the Northeastern Ohio Academy of Podiatric Medicine.
4. To coordinate and administer Class Officer and OPMSA Officer elections during term of office.
5. To serve as OPMSA representative to the OHFAMA House of Delegates and Ohio Political Action Committee representative.
6. Assist all OPMSA officers in the performance of their duties and responsibilities.
7. Attend all OPMSA Executive Board meetings.
8. To edit and distribute the annual Directory of Clubs/Organizations/Fraternities.

Section 6. Director of Social Affairs

The Director of Social Affairs shall be a member in good standing at the end of the first or second year of the four (4) year program at the time of election. The responsibilities shall be:

1. To coordinate all OPMSA social activities and events.
2. To organize the Annual Golf Tournament.
 - a. Responsible to book the annual golf outing of the next year.
3. To coordinate at least two (2) OPMSA sponsored events.
4. Assist all OPMSA officers in the performance of their duties and responsibilities.
5. Attend all OPMSA Executive Board meetings.

Section 7 **Director of Social Affairs-Elect**

The Director of Social Affairs-Elect shall be a member in good standing at the end of the first year of the four (4) year program at the time of election. The responsibilities shall be but are not limited to:

1. Assist all OPMSA officers in the performance of their duties and responsibilities.
2. Attend all OPMSA Executive Board meetings.
3. To help the Director of Social Affairs coordinate at least two (2) OPMSA sponsored events.
4. To help the Director of Social Affairs organize the annual golf outing.

Section 8. **Director of Communications**

The Director of Communications shall be a member in good standing at the end of the first or second year of the four (4) year program at the time of election. The responsibilities shall be:

1. To maintain close liaison with the editors and staffs of all student publications.
2. To contact the mass media with regard to newsworthy events of the OPMSA under the direction of the Executive Board.
3. To collect, publish, and distribute items for OPMSA announcements.
4. Assist all OPMSA officers in the performance of their duties and responsibilities.
5. Attend all OPMSA Executive Board meetings.
6. In charge of electronic and physical media.
7. Responsible for creating one original article for publication through the APMSA, *per the request of the APMSA Executive Director or an APMSA Delegate.*
8. *To be the sole proprietor and executive to the OPMSA website.*

Section 9. **Director of Clinical Affairs**

The Director of Clinical Affairs shall be a member in good standing. The responsibilities shall be:

1. To coordinate and represent the Class Clinic Representatives.
2. To meet with the Class Clinic Representatives as needed.

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3. To act as the liaison between students, clinic administrators, and faculty clinicians.
 4. To coordinate the Annual KSUCPM Clinical Symposium in conjunction with American Association of Women in Podiatry (AAWP).
 5. Responsible for assisting the Director of Clinical Affairs-Elect with OPMSA Instrument program.
 6. Assist all OPMSA officers in the performance of their duties and responsibilities.
 7. Attend all OPMSA Executive Board meetings.

Section 10. Director of Clinical Affairs-Elect

The Director of Clinical Affairs-Elect shall be a member in good standing at the end of the first year of the four (4) year program at the time of election. The responsibilities shall be:

1. To coordinate and represent the Class Clinic Representatives.
2. To meet with the Class Clinic Representatives as needed.
3. To act as the liaison between students, clinic administrators, and faculty clinicians.
4. To assist Director of Clinical Affairs with Annual OPMSA Clinical Symposium.
5. Coordinate OPMSA Instrument sale.
6. Assist all OPMSA officers in the performance of their duties and responsibilities.
7. Attend all OPMSA Executive Board meetings.
8. Coordinate the Annual KSUCPM Spirit Event.
9. Coordinate the sponsored surgical workshop for 4th years at the end of the Spring semester.

Section 11 First Year APMSA Delegate

The APMSA alternate delegate shall be a member in good standing at the time of their election. The responsibilities shall be:

1. To manage the APMSA student office within the Student Activities office and be responsible for its turnover via institutional procedures.
2. To attend all Executive Board meetings
3. Assist all other OPMSA Executive Board members with their duties
4. Serve as a voting member on the OPMSA Executive board.

Article XIV – Student Organizations / Clubs / Fraternities

Section 1. The following Student Organizations are a direct extension of the Executive Board and receive operating funds in total or in part by approval by the Executive Board.

A.) Senior Book and Gift

Section 2. Each student organization/club/fraternity funded by OPMSA must submit, prior to the September All School Meeting, a constitution, list of officers, list of members, proposed yearly budget, and proposed yearly schedule of events to OPMSA and the Office of Student Affairs for clarification of organization/club/fraternity function and mechanics within said organization/club/fraternity as outlined in Section 7 of the Bylaws.

Section 3. Each student organization/club/fraternity must abide by their national organization constitution goes through their parent organization in relation to the number of officers they should have. President, Vice- President, Secretary, Treasurer, Clinical Affairs & Social Affairs.

Section 4. Any individual student may not hold more than two (2) total officer positions (inclusive of OPMSA, APMSA delegate, class officer, and club positions) at any one time. A student may not hold the SAME position in two clubs. Example, Club A treasurer may not be a Club B treasurer.

The OPMSA Executive Board reserves the right to review any and all applications for a second position. If any part of Section 4, Clause 3 (below) is broken, the applicant will be disqualified from obtaining a second position and the desirable club will be fined \$50.

Further breakdown below;

Organization	Position	Additional Eligible Position(s); up to 1 additional, 2 total
APMSA	First year delegate	Will sit on the OPMSA board <i>Adhere to APMSA constitutional rules</i>
APMSA	All other delegates	<i>Adhere to APMSA constitutional rules</i>

APMSA	Alternate delegate	<i>Adhere to APMSA constitutional rules</i>
OPMSA	President President Elect Treasurer Director of Local Affairs	<i>No eligible positions</i>
OPMSA	Director of Social Affairs + Elect Director of Clinical Affairs + Elect Director of Local Affairs Director of Communications Secretary	<i>MAY NOT</i> run for President for another club regardless of tier^
Class Officer	President Vice President Treasurer	<i>MAY NOT</i> run for President for another club regardless of tier
Club	President Vice President Treasurer	<i>MAY NOT</i> run for President for another club regardless of tier
<p>* If the member holding said OPMSA position and a tier 1 club position is re-elected the following year, the club's tier position is negligible and will not exclude the member from holding both positions as to promote club involvement and moving up the respective club in the tier system without punishment.</p> <p>^Any OPMSA responsibilities as stated in this constitution will take precedence over secondary positional responsibilities, no exceptions.</p>		

Article XV – Funding of Student Organizations / Clubs / Fraternities

Section 1. Each organization/club/fraternity budgeted by OPMSA is to have a separate ledger book maintained and possessed by the officers of that organization/club/fraternity, and must be reviewed and submitted to the OPMSA treasurer by the first of every month. Noncompliance will prohibit an organization/club/fraternity from receiving OPMSA funding.

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- Section 2. Checking accounts for OPMSA require the signatures of the Treasurer or President.
- Section 3. A Financial Budget Committee (FBC) composed of the OPMSA Treasurer, President, and President-Elect will meet biannually to budget and report to the Executive Board on financial matters. The FBC will meet one (1) time in August to set up a budget that must then be presented to and approved by the OPMSA Executive Board.
- Section 4. In order to receive funding for the current school year, an organization/fraternity or sports club in season must be represented by the President or another officer from that organization/club/fraternity at every All School Meeting. Absences at any meetings or failure to submit a report for an all school meeting, prior to the meeting, will be subject to a fifty (50) dollar penalty fee, per missed meeting, which will be deducted from the yearly OPMSA budget for the organization/club/fraternity. If funds have already been distributed to the said organization/club/fraternity, the penalty shall apply to the following school year's allotted funding for that organization/club/fraternity. The fourth year class is excluded.
- Section 5. All organizations/clubs/fraternities must submit a properly completed check request form to receive OPMSA funding for that academic year, **pending the approval of respective club's tier.**

Article XVI – Impeachment of Executive Board

- Section 1. An impeachment vote may be called by petition of two-thirds (2/3) of the OPMSA Executive Board members and one (1) vote by APMSA or by a member of administration.

Section 2. An impeachment proceeding will require two-thirds (2/3) of returned ballots.

Section 3. After a vote by the executive board, if the two-thirds (2/3) of the returned ballots state desire for impeachment then it will become effective immediately.

Section 4. A special election will be held to fill vacated position following transition as described by Article VII, Section 2.

Article XVII – Impeachment of Class Officers

Section 1. An Impeachment Vote may be called by petition of 51% of the Class members or by administration.

Section 2. An Impeachment proceeding will require two-thirds (2/3) of returned ballots.

Section 3. If two-thirds (2/3) of returned ballots state desire for impeachment, then it will become effective immediately.

Section 4. A special election will be held to fill the vacated position following the transition as described by Article VII, Section 3.

Article XVIII – Amendments to the Constitution

Section 1. This constitution may be amended by written notification to the OPMSA Executive Board of the proposed amendment and a subsequent written vote of the Executive Board.

Section 2. Amendment of this constitution requires a majority vote of the OPMSA Executive Board in favor of the amendment, pending approval from student body at the subsequent All School Meeting.

Article XIX – Ratification of the Constitution

Section 1. This constitution of the OPMSA shall be considered ratified by a majority vote of all ballots cast by the OPMSA Executive Board on the question of ratification.

Bylaws

Section 1: Elections

A. Notification for OPMSA Elections

1. Public announcement of the election, both written and spoken, shall be made to all classes at least one (1) week prior to the election date.
2. Campaigning procedures can be distributed to each candidate upon request.

B. Application for OPMSA Candidacy

1. The Director of Local Affairs (DLA) shall be responsible for the distribution and collection of all application materials.
2. The procedures to follow shall be included on the application.
3. Applications will be due as deemed by the DLA.
4. No candidate may run for more than one (1) OPMSA office in an election.
5. An APMSA Representative cannot concurrently hold an OPMSA Executive Board position.
6. A student can run for class officer or an OPMSA Executive Board position, but cannot hold both positions concurrently, and vice versa.

C. OPMSA Candidate Responsibility

1. Each candidate is responsible to research the duties of the position sought.
2. Each candidate is responsible for completing an application for OPMSA candidacy and completing an academic eligibility form. The academic eligibility form must be verified by the Office of Academic Affairs.

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- a. All students considering an elected position must be in good academic standing with a cumulative GPA of 2.50 or higher and no academic failures including Boards Retakes. Students in elected positions who do not meet the academic standard may be asked to resign their position to concentrate on academics.
 3. Each candidate is responsible for abiding by campaigning procedures (Section 1D).

D. Club/Organization Officer Candidate Responsibility

1. Each candidate is responsible to research the duties of the position sought.
2. Each candidate is responsible for completing an application for OPMSA candidacy and completing an academic eligibility form. The academic eligibility form must be verified by the Office of Academic Affairs.
 - a. All students considering an elected position must be in good academic standing with a cumulative GPA of 2.50 or higher and no academic failures including Boards Retakes. Students in elected positions who do not meet the academic standard may be asked to resign their position to concentrate on academics.

E. OPMSA Campaigning Procedures

1. Active Campaigning: The DLA shall determine and announce the period of permitted active campaigning.
2. Permitted Campaign Activities
 - a. No signs are permitted to be posted.
 - b. Information flyers are permitted with each flyer consisting of only one sheet of paper and only one candidate's name per flyer. These flyers may not be posted.
 - c. Social media usage is not permitted in campaigning. If social media is used the candidate is no longer eligible for candidacy.
3. All flyers must be brought by the candidate to the DLA for approval and initialing prior to printing.
4. Candidates wishing to address a class must do so during an appointed time, approved by the relevant class officers or relevant faculty member.
5. All campaign expenses are to be borne by the candidate.
6. No candidate endorsement may be made by any organization, club, or fraternity.
7. Violations of any of the above regulations are cause for disqualification of the candidate.
8. No late applications will be accepted by any candidate after the deadline set by the Director of Local Affairs.

F. OPMSA Election Procedures

1. Candidate names and the dates of the student body elections shall be posted in writing in public view the day of the election.
2. Elections will be held on only one school day and only those students present for the candidate speeches will be allowed to cast a ballot.
3. There shall be one secret ballot per student that will be placed in a prominently displayed ballot box.
4. Only students who submitted candidacy applications shall be listed.
5. The candidate shall be elected by plurality (the most votes for any choice in an election, but not necessarily a majority)
6. If two (2) candidates receive an equal number of votes, a run-off election shall be held within the following school week.
7. Ballots will be counted by the Director of Local Affairs, President-Elect, and one staff member of the Office of Student Affairs.
 - a. DLA and staff member must be present for the counting of the ballots.
 - b. All blank ballots must be destroyed at the close of voting.
 - c. All cast ballots shall be retained on file in the Office of Student Affairs for a minimum of sixty (60) days.
 - d. All class lists of voters shall be turned over to the DLA at the close of voting prior to tabulation of the ballots.
 - e. Candidates requesting a recount of votes must do so in writing to the DLA within five (5) school days following the announcement of the election results.
 - f. Any candidate requesting election results must address Student Affairs within the sixty (60) days.
8. The DLA is responsible for presenting guidelines to the candidates prior to the elections.

G. Class Election Procedures

1. Candidates for class officers shall submit applications by the specified deadline as determined by the DLA as stated in Article VIII Section 2b.
2. Class ballots shall be provided by the DLA at the polls on a date deemed by the DLA.
3. Procedures for voting, tallying and announcement of results will be the same as per the OPMSA election procedures cited in the Bylaws.

H. APMSA Election Procedures

1. Candidates for APMSA delegates shall submit applications by the specified deadline as determined by the DLA as stated in Article VIII Section 2a.
2. Class ballots shall be provided by the DLA at the polls on a date deemed by the DLA.
3. Procedures for voting, tallying and announcement of results will be the same as per election OPMSA procedures cited in the Bylaws.

Section 2: Amendments to the Bylaws

- A. The Bylaws may be amended by majority vote of the OPMSA Executive Board as per Article XII, Section 5.

Section 3: Removal from Office

A. Executive Board

- a. Unexcused absence from three (3) official meetings and/or events per year will result in automatic disciplinary action, including the possibility of a missed directive, or review of the situation by the OPMSA Executive Board. An official meeting is defined in Article XI, Section 5.
- b. As a result of dereliction of duty, an Executive Board Officer can be removed from office by a 2/3 vote of the OPMSA Executive Board. Voting procedures will be handled according to Robert's Rules of Order. The dismissal can be brought up by an Executive Board Officer.
- c. Misrepresentation of OPMSA and/or the Student Body in any form, matter, or action will result in removal from office by a 2/3 vote of the OPMSA Executive Board. Voting procedures will be handled according to Robert's Rules of Order (articles and sections to be named). The dismissal can be brought up by any Executive Board Officer.
- d. Resignation

Section 4: APMSA Funding

- A. APMSA shall be funded as defined under the general guidelines for organizational funding for their working budget stated in the Constitution, Article XV (Funding of Student Organizations/Clubs/Fraternities).
- B. APMSA travel expenses shall be funded through OPMSA travel budget listed in Section 5 of the Bylaws.

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- C. In the event that one of the OPMSA funded individuals (See Section 5A of the Bylaws) cannot attend once travel arrangements have been finalized, the individual is personally responsible for all costs accrued on their behalf.

Section 5: Travel Budget

A. Plane Tickets:

OPMSA President-Elect will arrange/coordinate all travel arrangements for National APMSA meetings for all OPMSA funded individuals (5: OPMSA President, OPMSA President-Elect, 1st year APMSA delegate, 2nd year APMSA delegate and senior most alternate APMSA delegate) as a group. Every three (3) years, a second alternate delegate is elected to the APMSA. The Midwinter meeting, following that election, the OPMSA will fund six (6) individuals. The President-Elect is responsible for obtaining optimum pricing for all airfare, and if in compliance with the OPMSA travel request form, OPMSA funded individuals may elect to purchase their own plane ticket and be reimbursed the amount previously established by the President-Elect. All travel and lodging arrangements must comply with the Executive Director of APMSA.

- B. OPMSA President-Elect is responsible for obtaining the optimum rates for travel expenses. The optimum rates for all travel will be presented to the OPMSA Board for approval no later than six (6) weeks prior to the departure date. Funded individuals are required to present their travel arrangements, if traveling separately, for approval no later than six (6) weeks prior to the departure date.
- C. Any extenuating circumstance travel expenses of OPMSA funded individuals shall be pre-approved by the OPMSA Executive Board prior to purchase or agreement of payment by OPMSA.
- D. The above expenses accrued must adhere to OPMSA travel budget established yearly by the OPMSA Executive Board.
- E. All plans of travel including number of people traveling, lodging, and per diem must be pre-approved by the OPMSA Executive Board two (2) weeks before time of travel in order to be refunded. Failure to meet this deadline may result in delayed or denied reimbursement.
- F. Travel expenses for reimbursement include airline tickets, gas and mileage costs as set by the Office of Student Affairs, hotel stays, per diem, and travel-related necessities. These items are subject to approval by the OPMSA Executive Board.

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- G. All elected APMSA representatives who are funded by a separate organization other than OPMSA to attend an event, shall receive additional funds from the OPMSA travel budget upon approval.
 - H. The Director of Local Affairs shall receive funding for OHFAMA meetings, the OHFAMA sponsored scientific seminar, and the OHFAMA House of Delegates meeting. Expenses accrued from these meetings must adhere to OPMSA travel budget established yearly by the OPMSA Executive Board. Travel expenses include gas and mileage costs as set by the Office of Student Affairs, hotel stays, per diem, and travel-related necessities. These items are subject to approval by the OPMSA Executive Board.

Section 6: Miscellaneous Funding

- 1. Distribution of all miscellaneous funds shall be pre-approved by a majority of the OPMSA Executive Board.
- 2. All OPMSA Executive Board Members will have any fees waived for all mandatory OPMSA and KSUCPM events.

Section 7: Organizational Funding

It will be the responsibility of the OPMSA President to hold an annual meeting with the Presidents of all student organizations/clubs/fraternities at the beginning of the school year to discuss the following rules and criteria and make these criteria available to each student organization/club/fraternity:

A. Guidelines for receiving checks

- 1. Each funded student organization/club/fraternity will be receiving **their allocated amount for their respective tier for** the current academic school year. Each class year will receive \$10 per student, for the fall semester and again for the spring semester.
 - a. Class and organization/club/fraternity funding needs to be requested. Deadline for fall funds is **September 30th and Deadline for spring funds is February 28th**. Failure to request funds by then will result in forfeit of that semester's funds.

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- b. Additional funding can be requested by each organization/club/fraternity in good standing at an OPMSA executive board meeting. A written proposal from the organization/club/fraternity officers is needed for presentation to the OPMSA Executive Board. The proposal should include specific costs as well as the benefit it brings to the students of KSU-CPM. The organization/club/fraternity officers will be required to be in attendance for these meetings. The additional funding request is then voted on by the OPMSA Executive Board. The organization/club/fraternity officers will be notified of the OPMSA executive board decision within 24 hours via email. The club/organization/fraternity officers will then have one week to contact the OPMSA treasurer to acquire their additional funding.
 - c. Funding requests are to be capped at \$1500 per request. Additional stipulations may be requested by the OPMSA.

2. The process for organizations to receive money is as follows:

- a. Provide a receipt stating how the money was spent or a detailed budget of proposed expenditures to the Office of Student Affairs.
 - 1. Alcohol can only be reimbursed if the funding comes from knowledgeable student contributions or outside fundraising specifically for the alcoholic expense. The event must also be held off campus, in accordance with the CPM student handbook.
- b. Pick up a copy of the check request form in the box outside the OPMSA room that is labeled "Check Request Form" or download the form from the Google Drive.
- c. Attach a copy of the receipt (if requesting reimbursement) and a filled out check request form. Put it in the box outside the OPMSA room that is labeled "OPMSA Documents" or email to the OPMSA Treasurer with all attached documentation.
- d. Send an email to the OPMSA Treasurer as soon as the above steps are completed and the Treasurer will send you a check as soon as possible.

B. Student Organization/Club/Fraternity Recognition by the OPMSA

- 1. All student organizations/clubs/fraternities must follow these regulations to be recognized by the OPMSA for the school year (defined as August 1st through July 31st per OPMSA Constitution). The following rules are in accordance with the Student Handbook and the Constitution of the OPMSA. Deadlines are in boldface.
 - a. **April 30th**: All outgoing organization/club/fraternity treasurers before they leave office must submit their final financial statement for the

previous school year to the Office of Student Affairs and the OPMSA Treasurer. Statement must include a most recent bank balance for the organization. New organizations/clubs/fraternities are exempt from this requirement.

1. Submit a list of events your organization/club/fraternity, which occurred during your term of office to the Office of Student Affairs and the OPMSA President. This list of events must be on public display to and provided to students at the club sign-up fair in the fall.
 - b. **September All School Meeting of each school year:** Submit a copy of the most current constitution, bylaws, protocol or other regulations governing operations to the Office of Student Affairs and the OPMSA President. The College must approve all student organizations/clubs/fraternities. Organizations/clubs/fraternities must file documentation with the Student Affairs Office by April 1 for review, in order to be approved by the College for the following academic year. Any changes made by an organization/club/fraternity to documentation previously approved by the College must be filed for a review process, outlined on pg. 38 of the Online Student Handbook of the current academic year, within ten (10) days of such change. Previously approved documentation regarding the operations and conduct of the organization/club/fraternity will remain in effect until the College has approved the changes.
 - c. **March 1st of each school year:** Submit the names, e-mail addresses, and phone numbers of officers and the name of the advisor for the current school year to the Office of Student Affairs and the OPMSA President. Any changes in officers must be filed with both offices within two (2) weeks of such a change.
 - d. **September All School Meeting of each school year:** Submit a proposed budget for the current school year to the Office of Student Affairs and the OPMSA Treasurer.
2. These regulations must be adhered to for a student organization/club/fraternity to be recognized by the OPMSA. Failure to follow these rules will result in the student organization/club/fraternity being ineligible for funding from the OPMSA. Student organizations/clubs/fraternities requesting recognition by the OPMSA will not be eligible for funding until the above requirements are completed.
 3. Submitting the above information by student organizations/clubs/fraternities requesting OPMSA recognition after the stated deadlines will result in a \$50.00 penalty in funding per item not submitted. Student organizations/clubs/fraternities, should they choose to not receive funding from the OPMSA, must still fulfill these rules and submit the required information to the Office of Student Affairs to be recognized by KSUCPM.

C. Student Organization/Club/Fraternity Funding by the OPMSA

1. The following criteria must be completed by recognized student organizations/clubs/fraternities to receive funding from the OPMSA. Deadlines are in boldface.
 - a. **September All School Meeting of each school year:** Submit a current list of members to the Office of Student Affairs and the OPMSA President. The first, second, third, and fourth year classes are excluded.
 - b. **September All School Meeting of each school year:** Each organization/fraternity must submit a proposed schedule of events for the current school year to the Office of Student Affairs and the OPMSA President. **Each club/organization/fraternity must adhere to their respective tier requirements as stated in ().** An organization/fraternity failing to hold their scheduled event for any given year will be placed on probation, which will be enforced the following year. Probation consists of completion of the three (3) required events and an additional community and academic event without additional funding from OPMSA. If an organization/fraternity on probation does not fulfill the probationary requirements, the consequences will be termination of funding, dismissal from All School Meetings, and loss of recognition by OPMSA as an official KSUCPM student organization/fraternity. The first, second, third, and fourth year classes are excluded.
 - c. **September All School Meeting of each school year:** Each club must submit a proposed schedule of events for the current school year to the Office of Student Affairs and the OPMSA President. Each club must hold at least one (1) event per year, in addition to their regular sporting events and tournaments that are not fundraisers. If the event is athletic in nature, all students participating must sign a sports waiver. Cosponsoring of events must be pre-approved by the OPMSA Executive Board. This schedule must include at least (1) event that is open to the entire student body. A club failing to hold their scheduled event for any given year will be placed on probation, which will be enforced the following year. Probation consists of completion of the required event and an additional community and academic event without additional funding from OPMSA. If a club on probation does not fulfill the probationary requirements, the consequences will be termination of funding, dismissal from All School Meetings, and loss of recognition by OPMSA as an official KSUCPM student club.
 - d. All clubs/fraternities/organizations must be present at the student activities fair.

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- e. **April All School Meeting of each school year:** Submit a copy of the most current bank statement to the Office of Student Affairs and the OPMSA Treasurer. Organizations/Clubs/Fraternities maintaining a separate checking account and ledger are subject to audit by the OPMSA Treasurer. Organizations/Clubs/Fraternities without a checking account must submit a statement in writing stating this. By federal law an organization/club/fraternity utilizing the KSUCPM Tax Exempt Identification Number must report this information to the KSUCPM Business Office.
 - f. **September All School Meeting of each school year:** Submit a list of events your organization/club/fraternity hosted the previous year to the Office of Student Affairs and the OPMSA President.
 - g. **September All School Meeting of each school year:** Submit a sports waiver form from each sport club or a \$50.00 penalty

2. Funding will not be disbursed to the student organization/club/fraternity until all criteria are fulfilled. If the organization fails to provide the above information by the stated deadlines, a \$50.00 penalty in funding per incomplete item will be exacted from the organization's/club's/fraternity's budget.

D. Co-sponsorship of Events

1. Any organization/club/fraternity requesting co-sponsorship of OPMSA events must first submit a proposal to the OPMSA Executive Board. The proposal must include the following:
 - a. Reason for co-sponsorship being.
 - b. The organization's/club's/fraternity's responsibilities for the event.
 - c. Financial contribution made by the organization/club/fraternity for the event.
 - d. Responsibilities of OPMSA Executive Board.
 - e. If profit is to be made, specifications on how it will be distributed.
2. The proposal must be submitted within two (2) weeks prior to the event in order to be considered. OPMSA Executive Board reserves the right to accept or deny any request for co-sponsorship.

E. Attendance at All School Meetings and the President's Forum

1. Attendance by the President and the Treasurer of each organization/fraternity, and sports club in season is mandatory at every All School Meeting and optional at all President's Forums unless directed to attend by the OPMSA President (fourth year class excluded). An All School Meeting representative may only

represent one (1) organization/club/fraternity at All School Meetings. If a student represents more than one organization at an All School Meeting, both organizations will receive a written warning, followed by \$50 fine per organization for each subsequent offense.

a. If President or Treasurer cannot be in attendance the Vice-President or Secretary may take their place for that current meeting.

2. An attendance ledger will be created by the OPMSA Secretary for any organization/club/fraternity officer present to sign. The OPMSA President will review this ledger.
3. Failure to attend an All School Meeting will result in a deduction of fifty (50) dollars in that organization's/club's/fraternity's OPMSA funding.
4. If an organization/club/fraternity has received all funding available from OPMSA for that academic year and subsequently fails to attend an All School Meeting, the deduction (\$50) per failure of attendance will be applied to the organization's/club's/fraternity's budget for the following academic year.
5. Each organization/club/fraternity or class must submit a report to the OPMSA Secretary for every All School Meeting twenty-four (24) hours prior to the scheduled All School Meeting time. If a report is not submitted by the deadline determined by the OPMSA Secretary, the organization's/club's/fraternity's report will not be included in the All School Meeting Agenda.

F. Directives

1. A directive may be given to any All School Meeting Representative by the OPMSA President in order to complete a task within a certain amount of time. Failure to complete the directive by the stated deadline will result in a fifty (\$50) dollar fine. This fine will be deducted from the budget of the organization/club/fraternity that the individual is representing.
2. Any All School Meeting (ASM) Representative may make a recommendation for a directive to the OPMSA President or President-Elect. The OPMSA President or President-Elect may accept or deny this recommendation.
3. Missed Directives
 - a. Motion for a directive can be made by any OPMSA Executive Board Member, with the OPMSA President issuing said directive once it has been approved by two-thirds (2/3) majority vote of the OPMSA Executive Board. (OPMSA President-Elect can act as an issuer if President is not in attendance.)
 - b. A current listing of directives shall be kept by the OPMSA Secretary, with deadlines noted and "Questions of completion" presented at the meeting following the deadline.

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- c. Missed directives shall be issued in the instance that an Executive Board Member or ASM Representative does not complete their task by a noted deadline.
 - d. Missed directives are issued by two-thirds (2/3) majority vote of the OPMSA Executive Board.
 - e. An accumulation of three (3) missed directives will result in disciplinary procedures, including the possibility of removal from their respective position, per Section 3.
 - f. Failure to complete specific OPMSA Officer or ASM Representative duties as directed in the OPMSA Constitution can result in a missed directive.

G. Appeals

1. An organization/club/fraternity may appeal a funding penalty for a missed criteria deadline or absence from an All School Meeting, President's Forum, or a missed directive. The appeals process will consist of a meeting with the OPMSA President, OPMSA Treasurer, Dean of Student Affairs, and the organization/club/fraternity President. The OPMSA President, OPMSA Treasurer, and Office of Student Affairs will render a decision after a review. The appeal must be filed within two (2) weeks of the missed criteria deadline, missed directive, or missed meeting.

H. New Student Organizations/Fraternities

1. New student organizations/fraternities must complete all the requirements in Section 7B to be recognized by the OPMSA and the College. Completion of Section 7B requirements will allow the new student organization/fraternity to use services and facilities offered by the College. Recognition by the OPMSA will start at the beginning of the semester following completion of the criteria listed in Section 7B. Recognition by the College will begin immediately following approval. This shall be known as the new organization's/fraternity's "probationary semester".
2. New student organizations/fraternities must complete all applicable rules in Section 7C to receive funding from the OPMSA. The deadlines for Section 7C for the new student organization/fraternity will be the beginning of the semester (*September 1 for Fall Term and February 1 for Spring Term*) following the completion of 7B criteria. Funding will begin the semester following the completion of the criteria in Section 7C. Funding will not be disbursed until the new student organization/fraternity has completed the applicable criteria in Section 7C, and failure to meet the deadlines will result in the appropriate deductions from the new student organization's/fraternity's OPMSA funding. If

the new student organization/fraternity does not choose to apply for funding from the OPMSA, the criteria in Section 7C do not need to be filled.

3. Upon recognition by the OPMSA and the College, the new student organization/fraternity must follow the rules stated in Section 7E. Failure to follow the criteria listed in Section 7E will result in the appropriate deductions made in funding from the OPMSA for the new student organization/fraternity.
4. In order to be eligible for funding, a new organization/fraternity must be voted in by a majority of voting All School Meeting members after the aforementioned requirements (Section 7B) have been fulfilled.
5. In addition, they must serve a probationary semester before funding will be allotted.
6. All voting for new organization/fraternity to become a new organization/fraternity on a trial probationary period will occur on secret paper ballot at the first All School Meeting of each semester.
7. All voting for new organization/fraternity to become an OPMSA recognized and funded organization/fraternity will occur on secret paper ballot at the last All School Meeting of each semester.

I. New Student Clubs

1. New student clubs must complete all the requirements in Section 7B to be recognized by the OPMSA and the College. Completion of Section 7B requirements will allow the new student club to use services and facilities offered by the College. Recognition by the OPMSA will start at the beginning of the semester following completion of the criteria listed in Section 7B. Recognition by the College will begin immediately following approval. This shall be known as the new club's "probationary semester".
2. New student clubs must complete all applicable rules in Section 7C to receive funding from the OPMSA. The deadlines for Section 7C for the new student club will be the beginning of the semester (*September 1 for Fall Term and February 1 for Spring Term*) following completion of Section 7B criteria. Funding will begin the semester following the completion of the criteria in Section 7B. Funding will not be disbursed until the new student club has completed the applicable criteria in Section 7C, and failure to meet the deadlines will result in the appropriate deductions from the new student club's OPMSA funding. If the new student club does not choose to apply for funding from the OPMSA, the criteria in Section 7C do not need to be filled.
3. Upon recognition by the OPMSA and the College, the new student club must follow the rules stated in Section 7E. Failure to follow the criteria listed in Section 7E will result in the appropriate deductions made in funding from the OPMSA for the new student club.

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4. In order to be eligible for funding, a new club must be voted in by a majority of voting All School Meeting members after the aforementioned requirements (Section 7B) have been fulfilled. In addition, they must serve a probationary semester before funding will be allotted.
 5. All voting for new clubs placed on a trial probationary period will occur on a secret paper ballot at the first All School Meeting of each semester.
 6. All voting for new clubs to become an OPMSA recognized and funded club will occur on secret paper ballot at the last All School Meeting of each semester.

Section 8: Awards

A. KSUCPM Student of the Year Award

1. An award will be presented to the chosen 4th year student at the end of that Spring Semester.
 - a Student candidates must have a minimum 3.5 GPA, be in good standing with the University, and have passed Boards Part I on the first attempt.
2. The award recipient will be selected and voted on by the KSUCPM general student body based on criteria set by the APMSA Presidents Committee.
 - a Nominations will be open to the general student body upon return from spring break and open for a period of one (1) week.
 - b Three (3) top nominees will be put up to a vote by the general student body after a one (1) week period for submission of candidate CVs and personal statements, followed by a student voting period of one (1) week.
 - c In the event that there is a tie in the number of nominations between potential candidates, the OPMSA Executive Board will vote to break the tie to determine the candidates
3. An OPMSA Executive Board Member nominated or in consideration for the KSUCPM Outstanding Podiatric Medical Student Award will be excluded from all related voting and decision-making made by the OPMSA Executive Board.
4. The recipient of the KSUCPM Outstanding Podiatric Medical Student Award will receive a gift in an amount to be determined by the OPMSA annually based on allotted funds.

B. OPMSA Outstanding Podiatric Medical Student Award

- a. A fourth year student will be selected based on the following criteria: Student must be full-time enrolled and in good standing with the College of Podiatric Medicine and have passed APMLE Part One on the first attempt. Must have a 3.5 GPA or higher.
- b. An eligible student must apply or be nominated for consideration.

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- c. With input from OPMSA, the CPM Scholarship committee consisting of the Dean of the College of Podiatric Medicine, the Financial Aid Coordinator, Office of Institutional Advancement, and the Office of Student Affairs with the College of Podiatric Medicine, will select the award recipient. Kent State University has the final selection authority for this scholarship.

Input from OPMSA shall solely consist of the winner of the KSUCPM Student of the Year award with intentions of the KSUCPM Student of the Year being given scholarship reward.

C. APMSA Senior Delegate(s)

- a. The recipient of the APMSA Senior Delegate Award will receive a gift in the amount to be determined by the OPMSA annually based on allotted funds.

D. OPMSA Executive Members

- a. All members of the executive board of OPMSA will receive a gift in the amount to be determined by the OPMSA annually based on allotted funds and years served.

D. OCPM Foundation Outstanding Leadership Award

- a. Funding for the scholarship shall be accrued interest from the scholarship endowment.
- b. Nominations for recipients shall be solicited from faculty members.
- c. Nominees shall be 3rd year students with a minimum 3.0 GPA, hold a leadership position within KSUCPM, and who have passed boards part I on their first attempt.
- d. OPMSA executive board members are excluded from consideration for the award.

Section 9: Club Tier System

1. Tier 1 Requirement:

Logistics:

Have President and Treasurer represented at every all school meeting, unless academic or professional conflicts arise and you notify OPMSA 24 hours in advance for an excused absence

Submit a properly completed check request form to receive funding for that academic year, Academic Year is August 1st-July 31st. OPMSA will send clubs by August 31st which tier they are submitting for, and in order to qualify for tier 1 you must submit check request form by September 31st.

Must have every month's bank statements in by March 1st

Events and their academic merits must be continually updated on google drive: 1. Event description form 2. Sign in sheet of those attending event 3. Pictures of event

Submit the names, phone numbers, and email addresses of the officers, and name of the advisor for the current school year by August 31st

Events:

Hold at least one academic/ professional event per semester that is open to the entire student body*

Must submit description of event and pictures to Google Drive within two weeks of event

Tier 2 Requirements:

Logistics:

Have President and Treasurer represented at every all school meeting, unless academic or professional conflicts arise and you notify OPMSA 24 hours in advance for an excused absence

Submit a properly completed check request form to receive funding for that academic year, Academic Year is August 1st-July 31st. OPMSA will send clubs by August 31st which tier they are submitting for, and in order to qualify for tier I you must submit check request form by September 31st.

Must have every month's bank statements in by March 1st

Events and their academic merits must be continually updated on google drive: 1. Event description form 2. Sign in sheet of those attending event 3. Pictures of event

Submit the names, phone numbers, and email addresses of the officers, and name of the advisor for the current school year by August 31st

Events:

Hold at least one academic/ professional event per semester that is open to the entire student body*

Hold at least 3 events per year that are non-fundraising in nature

Two of these events must be academic

One social

Must submit description of event and pictures to the Google Drive within two weeks of event

Tier 3 Requirements:

Logistics:

Have President and Treasurer represented at every all school meeting, unless academic or professional conflicts arise and you notify OPMSA 24 hours in advance for an excused absence

Submit a properly completed check request form to receive funding for that academic year, Academic Year is August 1st-July 31st. OPMSA will send clubs by August 31st which tier they are submitting for, and in order to qualify for tier I you must submit check request form by September 31st.

Must have every month's bank statements in by March 1st

Events and their academic merits must be continually updated on google drive: 1. Event description form 2. Sign in sheet of those attending event 3. Pictures of event.

Submit the names, phone numbers, and email addresses of the officers, and names of the advisor for the current school year by August 31st.

Events:

Hold at least one academic/ professional event per semester that is open to the entire student body*

Hold at least 4 events per year that are non-fundraising in nature

Three should be academic in nature

One of the academic events can be a collaboration with OPMSA on
Alumni Student Weekend

One social event

Must submit description of event and pictures to the Google Drive within two weeks of
event

Supplemental Information regarding OPMSA process*

OPMSA reserves the right to release more or withhold funds based on merit of events and club
activities - based on $\frac{2}{3}$ majority of E-Board vote

Any club can appeal and request more funds based on planned activities or dispute of tier
placement

Any appeal will be heard as an oral presentation to OPMSA E-Board with subsequent vote of $\frac{2}{3}$
majority and feedback within two weeks of hearing

If you don't meet tier I requirements you will be put on probation and have to use last year's
unused funds to meet baseline requirements to maintain OPMSA club status

If clubs are known to be acquiring financial resources annually (i.e. are in surplus multiple years
in a row) either through parent organization or leftover funds... This will be addressed by
E-Board on how best to redistribute resources by $\frac{2}{3}$ majority vote and tier placement.

Fundraising events are separate from academic events and/or social events. OPMSA will not
provide funding for these types events, but are still recommended for clubs to hold.

Sports clubs are inherently tier one because the events held are not in academic nature.

No club funds given by OPMSA can be used to pay for individual club member's attendance
fees or travel costs to attend academic conferences. For specifics on applying for grants and
additional travel funds please contact the OPMSA President and/or treasurer.

Basketball club may hold a fundraiser for the Academic and Athletic Conference (AAC).

OPMSA will match up to 100% of the funds raised, but will not match any more than the entire
cost of attendance of the event.

Failure to apply for your appointed tier by the deadline will result in your club not receiving any
funds for the year. Your club will have another opportunity in January to apply for funding but
will be 50% of the original tier amount.

Max number of groups per tier as follow (you can appeal see above process)

Tier 3: 3 groups

Tier 2: 4 groups

Tier 1: 10 groups