



ALPS Student Chapter Handbook

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Congratulations and thank you for taking the step to organize an ALPS student chapter at your school! This handbook is intended to be a resource for those interested in organizing new ALPS chapters.

Benefits

American Limb Preservation Society (ALPS) is a non-profit organization and the aim of the society is to serve as an interdisciplinary bridge between varied groups and organizations with respective roles to play in lower limb preservation. The society offers many benefits to student chapter members including:

- Free yearly national membership via <https://alps.wildapricot.org>
- Opportunities to support local and national initiatives with leading specialists in limb preservation
- Networking with other student chapters across North America

Feasibility

There are two minimum requirements that must be met before considering organizing a new ALPS student chapter.

1. A reliable source of student members enrolled at the corresponding academic institution.
2. One or more faculty member(s) who is/are willing to serve as chapter faculty advisor(s).

Steps to Starting a New Chapter

1. Contact the national office by emailing ALPS at info@limbpreservationsociety.org to notify the organization of your interest in forming a new chapter. The organization may be able to put you in touch with other students or professors at your school. The national office will also provide information regarding submission of an application for provisional approval of the student chapter by the national organization.

2. Identify and approach one or more faculty member(s) who can serve as your chapter's faculty advisor(s).
3. Submit application for provisional approval of student chapter from the national office. The application should include the following two components:
 - a. Applicant Information Sheet
 - i. Name and location of institution and any affiliated health systems/hospitals/clinical sites
 - ii. Individual programs/disciplines at institution expected to participate in student chapter
 - iii. Founding members and associated info (ex. program of study, class year, contact info...)
 - iv. Faculty appointment information and contact information for the faculty advisor(s)
 - b. Brief letter of support from proposed faculty advisor(s)
4. Contact the office at your school that oversees student organizations to find out what you need to do to register a new student organization.
5. Prepare a constitution and/or bylaws for your chapter. Refer to the sample below.
6. Recruit students for your Executive Board. We recommend these formal leadership positions:
 - President
 - Vice President
 - Treasurer
 - Secretary
 - Program Representative(s): This position is for universities with multiple professional programs with a respective role to play in limb preservation. The representatives are responsible for two way communication between the executive board and students within their respective programs. This includes promoting ALPS initiatives with classmates as well as sharing feedback and feedback of classmates with the executive board.
7. Once your student organization has been approved at your local institution, notify the national office so full approval of the student chapter may be granted. Once approval is granted, the student chapter will be formally registered with the national organization.

8. We encourage all chapters to interact with other student chapters. The ALPS parent organization can provide support as necessary.

Note: The "Sample Constitution and Bylaws" below were adopted by the Rosalind Franklin University of Medicine and Science (RFUMS) ALPS Student Chapter and other ALPS student chapters are free to adapt content from these bylaws in the creation of their own bylaws.

Sample Constitution and Bylaws

American Limb Preservation Society (ALPS)

[School Name] Student Chapter

Constitution and Bylaws

Last ratified [Date]

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ARTICLE I. NAME

The name of this organization shall be the American Limb Preservation Society (ALPS) [School Name] Student Chapter.

ARTICLE II. AIMS

The aims of ALPS are:

- (1) To advance the science, clinical care and advocacy of limb preservation.
- (2) To serve as an interdisciplinary bridge between varied groups and organizations with respective roles to play in lower limb preservation.
- (3) To identify, develop and mentor the next generation of clinicians, scientists and clinician scientists in this field.

ARTICLE III. ORGANIZATION

Chapter 1. Affiliation: ALPS [School Name] Student Chapter is affiliated with the national organization of the American Limb Preservation Society.

ARTICLE IV. MEMBERSHIP

Chapter 1. General requirements: Student membership is conferred upon any student actively enrolled at [School Name] who has paid the membership fee.

Chapter 2. Dues: Student members shall pay annual dues as determined by the Executive Board of ALPS. The membership dues shall contribute toward events and functions hosted by ALPS.

Chapter 3. Termination: Student membership shall terminate when the student fails to pay annual membership dues, or upon leaving their respective program at [School Name].

Chapter 4. Equal opportunity: In accordance with all state, province, and country laws, no organization shall discriminate on the basis of race, color, religion, creed, gender, pregnancy, marital affiliation, sexual orientation, age, ethnic origin, citizenship, nationality, veteran status, or disability.

ARTICLE V. MEETINGS

Chapter 1. General meetings: General meetings of ALPS shall be called for the purpose of electing officers, voting on constitutional amendments, or at the request of the Executive Board.

A. Date and location: General meetings of ALPS shall be held at a date, time, and location as determined by the Executive Board.

B. Voting privileges: Each student of ALPS who has fulfilled all the requirements of membership according to Article IV, Chapters 1 and 2 shall have the right to cast one vote on each matter of business duly presented.

Chapter 2. Special meetings: A special meeting of the membership may be called by the President, the majority of the Executive Board, or by written (hand or online) petition of 25% of the entire ALPS membership eligible to vote. This meeting shall be called for a determined time and place, to conduct only such business as stated in the call.

Chapter 3. Quorum: A simple majority of the Executive Board (see Article VI) and at least 10% of the general ALPS membership eligible to vote must be present in order to constitute a quorum at any general or special meeting. With the exception of measures arising from petitions initiated by the general membership (see Article V, Chapter 5), the same metrics established for quorum at meetings must be met for affirmation of any measures which are voted upon electronically.

Chapter 4. Official call: Notification of general or special meetings shall be made as follows:

A. **General meetings:** The Executive Board shall send written or online notice of the time and place for the general meeting to each member of ALPS.

B. **Special meetings:** The Executive Board shall contact by telephone or send written notice of the time and place for any special meetings, together with an explanation of the business to be considered, to each member of ALPS at least one week prior to any such meeting.

Chapter 5. Petitions: The membership may petition the Executive Board to bring before the general membership of ALPS any issue at any time.

A. **Mechanism:** At least 20% of the entire ALPS membership eligible to vote must sign the petition for it to be considered valid.

B. **Content:** The petition must elaborate only a single issue to be represented to ALPS.

C. **Presentation to the membership:** The Executive Board must present the petition to the membership for a vote no longer than sixty days from the receipt of the valid petition.

D. **Voting:** The vote of the petition shall be conducted as prescribed in Chapter 1B of this Article. Passage of the ballot shall occur when the majority of those responding vote affirmative, provided that at least 20% of the entire ALPS membership eligible to vote respond.

ARTICLE VI. EXECUTIVE BOARD

Chapter 1. Composition: The Executive Board shall be composed of the elected President, Vice President, Secretary, and Treasurer. Although the [School Name) ALPS Student Chapter will have the opportunity to appoint a designated Program Representative to ALPS, these leadership positions will not be considered voting members of the Executive Board.

Chapter 2. Qualifications: All Executive Board members must be currently enrolled at [School Name] with at least one full year remaining in their respective program.

Chapter 3. Elections: It shall be the responsibility of the outgoing President to conduct the election process.

A. **Date and location:** Election of Executive Board officers shall be held at a general meeting of ALPS membership as outlined in Article V, Chapter 1 of this constitution.

B. **Notice of open offices:** A notice of all open Executive Board offices and their respective duties shall be made available to the membership a minimum of two weeks prior to the election date.

C. **Nominations:** Candidates shall be nominated by the general membership of ALPS. Self-nominations will be accepted.

D. **Application for office:** Each candidate nominated for office shall submit an application for the office to the President no later than 72 hours prior to the election date.

E. **Presentation of speeches:** Each opposing candidate shall present a brief speech on the date of the election to the general membership. The order of the offices shall be the President, Vice President, Secretary, and Treasurer.

F. **Absentee ballots:** Absentee ballots may be obtained from the Secretary no earlier than 72 hours prior to the election date, and must be returned to the Secretary no later than the date of the elections.

G. **Determination of election results:** Those candidates for each position receiving a plurality of votes shall be declared the new Executive Board members. In the event of a tie, the existing Executive Board shall meet in person within 24 hours of the announcement of an inconclusive tie election and select, by a majority secret ballot vote, a new Executive Board from among those nominees who had the most but equal number of votes.

Chapter 4. Powers and duties: The Executive Board shall be the administrative body of ALPS. It shall conduct the business, manage the affairs and properties, and control the collection and disbursement of the funds subject to this constitution and the mandates of the membership.

A. President:

It shall be the duty of the President:

- a. To serve as chair of the Executive Board.
- b. To serve as official representative of this organization in its contacts with all professional organizations for the purpose of advancing objects and policies of ALPS.
- c. To serve as chair at all meetings of the membership and Executive Board.
- d. To call for meetings of the Executive Board as provided for in Article V, Chapters 1 and 2 of this constitution.
- e. To fill all vacancies, with approval of the Board, occurring on the Executive Board as provided in Article VI, Chapter 6 of this constitution.
- f. To recommend representative appointments and designate chairs for approval by a majority of the Executive Board.
- g. To serve as a signatory for Executive Student Council (ESC)-related budget paperwork.

B. Vice president:

It shall be the duty of the Vice President:

- a. To serve as a member of the Executive Board.
- b. To assist the President.
- c. To officiate in the absence of the President.
- d. To oversee the actions of the appointed representatives.

C. Secretary:

It shall be the duty of the Secretary:

- a. To serve as a member of the Executive Board.
- b. To supervise the recording and keeping on file the minutes of the meetings of ALPS and the Executive board.
- c. To carry out all official correspondence of the Executive Board.

D. Treasurer:

It shall be the duty of the Treasurer:

- a. To serve as a member of the Executive Board.
- b. To oversee the management of all funds and property of ALPS.
- c. To supervise, collect, and receive all fees, assessments, and all other financial belongings of ALPS and shall be accountable, therefore, to the Executive Board at such time as it may designate.
- d. To supervise the depositing of funds of ALPS in such depositories as shall be designated by the board and shall maintain such funds in the name of ALPS.
- e. To maintain an official membership list of all members who have paid annual dues.
- f. To house group funds within the ESC account and to serve as a signatory on all ESC budget paperwork.
- g. To prepare and present the annual budget to the Executive Board.

Chapter 5. Tenure: Executive Board members are elected to serve a one-year term beginning in the summer quarter. No Executive Board member shall be elected more than two consecutive one-year terms. If an Executive Board member has been appointed to fill a vacancy on the Executive Board according to Chapter 6 of this Article, his/her term as an appointed member of the Executive Board shall not count toward the maximum allowable tenure of an Executive Board member as described herein.

Chapter 6. Vacancies: In the event that the office of the President becomes vacant, the Vice President shall become President and serve until the following annual elections are held. A vacancy in other offices shall be filled from the general membership of ALPS by appointment of the Executive Board. A majority vote of the Executive Board is required. The vote shall be conducted by secret ballot. Each of these appointed officers shall serve only until the next annual elections are held.

Chapter 7. Meetings: The Executive Board shall meet at the time and place of the general meetings of ALPS. Interim meetings may be called by the President or by the request of the majority of Executive Board members. Notice of interim meetings shall be given to all members of the Executive Board at least five days in advance of the meeting.

Chapter 8. Removal from office:

A. **By membership:** The membership may remove an Executive Board member for neglect of duty, misconduct, and/or lack of fitness to serve by an affirmative vote of a majority of those members eligible to vote. Any vacancy thus created shall be filled in accordance with Chapter 6 of this Article.

B. **By executive board:** The Executive Board may remove any Executive Board member for neglect of duty, misconduct, and/or lack of fitness to serve by an affirmative vote by a simple majority of the Executive Board members eligible to vote on the matter. The board member being considered for removal from office will not be eligible to vote on the matter. In the event of a tie, the President will serve as tiebreaker. Any vacancy thus created shall be filled in accordance with Chapter 6 of this Article.

ARTICLE VII. PROGRAM REPRESENTATIVES

Chapter 1. Appointments: The President shall appoint one Program Representative from the [School Name] ALPS Student Chapter that have active members in ALPS.

Chapter 2. Tenure: The Executive Board shall determine the tenure of each Program Representative. Typically, it will be a year-long term.

Chapter 3. Duties: The duties of each Program Representative shall be:

- (1) To assist the Executive Board in the organization of ALPS activities.
- (2) To communicate with their respective programs regarding ALPS workshops, talks, and community outreach events.

ARTICLE VIII. FACULTY ADVISOR

Chapter 1. Appointment: The faculty advisor will be chosen by the ALPS Executive Board. The faculty member of choice will be approached by the President and formally asked to fulfill or remain in the position.

Chapter 2. Duties: The faculty advisor is responsible for ensuring that the [School Name] Student Chapter of ALPS is run according to its bylaws and assisting with the designing and implementation of activities put on by the Student Chapter.

ARTICLE IX. FINANCES

Chapter 1. Funds: Funds shall be raised by annual dues paid by members of ALPS, by any fees, by fundraising events, and by any other manner recommended by the Executive Board. The amount charged for each of these shall be determined by the Executive Board. All funds are kept in the ESC account at [School Name].

Chapter 2. Utilization: All funds collected from membership fees and ESC awards are designated for supplies for clinics, community outreach events, and hosting ALPS events.

