

10-23-05

Pre-Dental Society Constitution

Preamble:

We, the students at the University of Delaware, do hereby form the organization known as the Pre-Dental Society for the purpose of uniting all pre-dental students so that they may make productive strides towards their goal of applying to dental schools in the near future.

Articles:

- I. **Name of group** -This organization shall be known as the Pre-Dental Society.
- II. **Object of the organization** -The objective of this organization is to bring together all of the students of the University of Delaware who are interested and planning on applying to dental school. Meetings will help students get in contact with other students who share the same post-graduate school interests and allow them to set up a network of study groups. Furthermore, speakers as well as out-of-school trips will be planned to help assist students in making decisions pertaining to dental school.
- III. **Affiliation** - The Pre-Dental Society will be affiliated with currently practicing dentals from the Newark area, as well as the metropolitan area. Students currently attending dental school, as well as admissions officers from those schools will also be affiliated.
- IV. **Qualification/Criteria for selecting membership** - Must be a full time, matriculated undergraduate student at the University of Delaware who agree with the purpose and object of this group. A member is defined as one who has above a 3.0 cumulative gpa, and has agreed to attend meetings as scheduled. There are no restrictions on the size of the group, nor are there any dues collected. If student has under a 3.0 cumulative gpa, they may become a part-time member of the Pre-Dental Society as long as they are willing to promote the society at its designated kiosk time in the Trabant University center. Furthermore, part-time members will not have voting privileges.
- V. **Non-Discrimination Clause** - The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.
- VI. **Duties and privileges of membership** - Once a member, students will have the option of actively participating in open meetings, organizing events, and participating in off-campus tours (e.g American Dental Society conferences). Members must attend as many meetings as possible. Absence policies are discussed below in article VIII.
- VII. **Other types of non-voting or representing memberships** - Graduate students may participate in official meetings and/or outings, but may not be allowed to become full-time members of the Pre-Dental Society. For

the qualifications necessary to become a full-time or part-time member, see article IV.

- VIII. **Absence Policies** – Students are encouraged to attend as many meetings as possible. Because meetings will only occur once a month, missing more than two meetings consecutively will be frowned upon. After missing three meetings in a row, the member may be brought up for suspension/expulsion from the organization.
- IX. **Policies and Procedures for Disciplining/Removing members** – If the student has missed three consecutive meetings, they are at risk of being suspended/expelled from the Pre-Dental Society. This will be decided by the executive officers and a brief meeting with the student in question will be conducted.
- X. **Officers** – Below are listed the different officer positions as well as their duties and qualifications. All attendance policies apply to officers as well as members.

Section 1: President - This organization shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization, including the End of the Year report (Annual Report), Summer Contact Information, Annual Survey, and RSO Questionnaire. The President will receive all information from the Activities and Programs Office from an undisclosed email database. The president will help to appoint all standing and special committees.

Section 2: Vice-President - The Vice-President shall serve the role of President if the President is absent, unable to serve the duties of President, or if the President resigns. The Vice President should also be responsible for checking the organizations mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions. The Vice President will receive information from other Registered Student Organizations and the Activities and Programs Office through the email database.

Section 3: Treasurer - The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall sign any checks written by the organization for the purpose of the organization and maintain all group ledgers. The treasurer should also be responsible for requesting funds from the allocation board. The Treasurer will have checks co-signed by the appropriate administrator.

Section 4: Secretary - The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The secretary shall take attendance of those present at group meetings as necessary. The Secretary may serve as the organizations historian with the goal of being able to pass on accurate records of what the groups has done over the past year and who was involved. The Secretary should also maintain the membership list and email database.

Section 5: Public Relations Chair - The Public Relations Chair shall be responsible for promotion of the group and their events. This would include making posters, flyers, and brochures, updating the web page information, entering information on to the University Events web page, and submitting press releases to the appropriate media.

Section 6: Web Master - The Web Master shall be responsible for the monthly upkeep of the Registered Student Organization web site and have it approved by the executive board.

Section 7: Qualifications for Officers - All Officers (or Executive Board Members) must be full time matriculated undergraduate students at the University of Delaware. Any potential officer must be able to complete a full calendar year (i.e. no second semester seniors).

Section 8: Election of Officers – Nominations for officers will be orally presented only by full members of the Pre-Dental Society. Nominees will have a chance to stand up in front of the organization and state why they believe they would be most effective at that position. Voting will be done by secret ballots and the outcome will be announced orally by the current president. In the case of a tie, a re-vote will be held. If a tie occurs again, the outcome will be decided by the executive board. Part-time members of the club will not be able to vote. Elections will take place once a year at the end of the second semester. A member can only serve the same position twice, but not three times.

Section 9: Procedure for Disciplining/Removal of Officers – Officers can be recommended for discipline/removal by any member of the organization. Inappropriate acts towards other members, biases, and fraudulent acts can serve as grounds for discipline/removal. A formal letter must be written by the accuser and presented to the executive board stating the charges suspected. A meeting will be called and a vote will take place. The accused officer will have a chance to state his/her side of the situation, as well as the accuser will have a chance to explain their side. The accused member of the board will not be present when the voting takes place. If the officer is not content with the results, the officer has the right to appeal. The case will then be discussed by the rest of the members of the board, along with the organizations advisor to figure out a proper discipline method. Only full time members are allowed to vote.

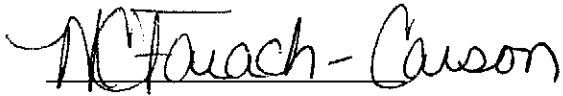
Section 10: Resignations – If an officer wishes to resign for any reason, nominations for a new officers will be accepted and voted on in the next meeting. The method of voting will hold the same as in section 8.

Section 11: Officer Transition - Officers should be elected in the end of the spring semester for the fall semester of the next academic year. A spring election will allow time for orientation to take place.

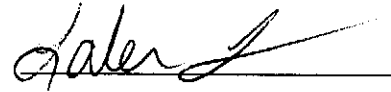
Meetings – There will be one scheduled meeting per month for everyone involved in the Pre-Dental Society. There will be an extra meeting every month for the executive board where plans for the upcoming meeting will be discussed and organized.

- XI. **Dues** – There will be no dues collected by the Pre-Dental Society.
- XII. **By-Laws** – By-Laws shall be established in order to make sure that the policies set forth in this constitution will be carried out properly. A 2/3 vote will always be required to approve these by-laws or changes in existing by-laws.
- XIII. **Procedures for decision-making** – The rules contained in Roberts Rules of Order will be observed to govern the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws of this society.
- XIV. **Establishment of Committees** – There will be three different organized committees: Executive committee, Public Relations committee, and the Web committee.
Executive Committee- Purpose is to systematize meetings and make sure that everything is taken care of in an organized and well-planned manner
Public Relations Committee- Purpose is the promotion of the group and their events. This would include making posters, flyers, and brochures, updating the web page information, entering information on to the University Events web page, and submitting press releases to the appropriate media.
Web Committee- Purpose is to be responsible for the monthly upkeep of the Registered Student Organization web site and have it approved by the executive board.
- XV. **Selection of an Advisor** – An advisor has been/will be chosen that has specific interest in the organization. Dr. Cindy Farach-Carson has been asked to advise this organization because she is head of the dental department in the biological sciences division. A different advisor may be asked to facilitate the pre-dental society if the current advisor is unable or unwilling to continue.
- XVI. **Disbursal of organizational assets should the group become defunct** – The University of Delaware shall inherit the assets the Pre-Dental Society should the group become defunct.
- XVII. **Defining a quorum** – There must be at least 45% of the members present to conduct business decisions legally and fairly. This is a protection against the possibility that a small number of individuals within the organization might get together and transact business in an under representative way.
- XVIII. **Rules for Ratifying the Constitution** – Requires a 2/3 or simple majority vote of the organization and approval by the Activities and Programs Office.
- XIX. **Rules for Amending the Constitution** – Requires a 2/3 vote of the entire membership and advance notice to all members of the proposed change.

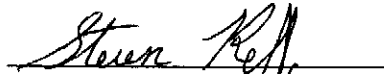
The by-laws contained within this Constitution of the Pre-Dental Society has been read over and revised by:



Dr. Cindy Farach-Carson
Advisor to the Pre-Dental Society



Ms. Lalena Luna
Program Coordinator



Steven Reff
President of the Pre-Dental Society