

George Mason University, Student Involvement

Constitution of the Pre-Dental Society

Original Draft Date: August 1st, 2012

Article 1 - Name of Organization

The name of the organization shall be the Pre-Dental Society (PDS). This name will be upheld unless there is a member majority vote for a name change.

Article 2 - Mission Statement

The mission of the Pre-Dental Society is to prepare interested George Mason University students for a career in dentistry. While continuously promoting fellowship between students, we strive to inform them on various aspects of the application process, opportunities in the field of dentistry, and services to the community.

Article 3 - Membership

Section 1:

Membership to the Pre-Dental Society is open to all George Mason University students. Membership in this organization will not be restricted on the basis of race, color, religion, ethnicity, national origin, physical or mental disability, sexual orientation, veteran status, gender identity, gender expression, sex, or age.

Section 2:

All members must pay a one-time due of \$5. This due will be collected upon the member's first attended meeting. The yearly due will help cover costs which included but are not limited to: food/snacks for meetings, gifts for visitor, materials for upkeep of boards, and may help in any field trips taken by members of the society.

Section 3:

All members have the right to vote for officer elections. All members also have the right to vote on any policies and may initiate programs and make recommendations.

Section 4:

Membership may be revoked if member fails to meet criteria as established by the constitution. Revoked membership may be done by an officer vote.

Article 4 - Officers and Faculty Advisors

Section 1:

Officers include:

- President
- Vice President
- Treasurer
- Events Coordinator

Section 2:

An officer position may be added or deleted as seen fit by the President or the faculty health advisor.

Section 3:

The duties of the President include but are not limited to:

Entrust responsibilities to all officers and ensure all jobs are performed in a timely manner. The President will also communicate with the faculty health advisor regarding upcoming meetings and admissions visits. The President will oversee all other officers, and make sure all are fulfilling duties. The President will also make sure any funds are distributed properly and in accordance with University policies; and organize officer election in April.

The duties of the Vice President include but are not limited to:

- Find and hold rooms for meetings.
- Buy gifts for any visiting persons.
- Help the President and any other officers with duties as need be.
- Buy any materials needed for tasks such as club boards.

The duties of the Treasurer include but are not limited to:

- Collect yearly membership dues from all returning and new members.
- Develop a budget plan as a guideline for the society.
- Oversee any money spent by the club.
- Reimburse any money spent by other members for any materials, supplies, or food.

The duties of the Events Coordinator include but are not limited to:

- Responsible in coordinating events related to Pre-Dental Society with other cabinet members
- Recruit leadership volunteers to manage development, sponsorship, fundraising, operations and help support in the recruitment of new members.
- Assist in creating schedule with meeting dates, and develop agendas with cabinet members

- Communicate regularly with and monitor progress of the PDS to ensure tasks are completed.
- Hold members accountable for their tasks and the overall goals of events related to the Pre-Dental Society.

Section 4:

The primary advisor shall be the health advisor at George Mason University. In the effect of no health advisor, the primary advisor shall be a member of the faculty of full-time staff of George Mason University. The primary advisor will offer guidance and help recruit visitors for the club. The primary advisor does not hold a vote in any club activities.

Article 5 - Elections

Section 1: Officer Positions

Elections will be held for the positions of President, Vice President, Treasurer, and Events Coordinator. Any officer position may also be held by two members, in which case there will be co-officers. There are no term limits for officer positions, but incumbent officers will be required to run for reelection every year if they wish to keep their position.

Section 2: Terms and Conditions for Candidates

Officer candidates for the President position must attend at least half of the meetings from the prior year. Officer candidates for all other positions must have attended at least two meetings from the prior year. Each officer will also serve for one full academic year.

Section 3: Voting Rights

Members who hold a vote are the members who have paid their dues for the year, and have attended at least one meeting throughout the year.

Section 4: Notification of Elections

Elections will be held in the first week of April, and the results will be released by April 15th. Each person running for a position must announce their intentions within one week of notification of elections by the President. This notification will be announced two weeks before actual election will take place. Each nominee for an officer position must prepare a short presentation in which members can review for a vote.

Section 5: Election Procedures

Elections will take place through an online voting system, by email, or by private paper ballots. The voting will remain confidential and will be overseen by the President and one other officer. In case of a tie, the President will cast his or her vote to break the tie. A candidate may be disqualified by a majority vote of the officers who held the positions from the prior year.

Section 6: Transition

The new officers will have an officers meeting with the prior officers to discuss duties and hand over any materials or information from the prior year.

Article 6 – Impeachment or Resignation

Section 1: Impeachment

Should an elected officer fail to perform the responsibilities or abuse the privileges of their elected position, the officer shall be subject to impeachment and removal from their office. They will be removed by an officer majority vote during a special officer meeting with at least four cabinet members and the faculty health advisor of the organization present. All cabinet members present in this special officer meeting must sign a termination letter acknowledging the removal of the elected officer. The termination letter must be signed and approved by the faculty health advisor or the president, otherwise the termination letter will not be considered valid. The elected officer being removed will then receive the termination letter.

Section 2: Resignation and Appointment of New Position

Any officer wishing to submit their resignation from their position must notify the president and provide an official resignation letter from the organization. Only the president could appoint the vacated position to whoever is seen fit with approval of at least two other cabinet members. The new elected officer will then receive a copy of the constitution.

Article 7 – Meetings

Meetings shall be held at least 3 times per semester. All officers should attend the meetings unless unable to do so, due to class confliction or outside problems. The President will attend and chair all meetings. Members must attend at least one meeting to be eligible to vote during elections. The meeting dates will be determined by when most members and officers will be able to attend the meeting. In case of a conflict with the visitor to the club, the meeting will be held when they are able to attend. Special officers meeting or special general meetings may be called by the President or the Vice President. Temporary committees may be elected by student members, appointed by the President, to organize special events. The purpose of the committee shall not exceed those of the President.

Article 7 - Finance

The one-time fee will be \$5 for all members. This fee may be changed on the basis of recommendation from the Treasurer.

Article 8 - Amendments

Recommendations for amendments to the constitution may be given by any of the officers. In such a case, all members of the society will be notified and a majority vote will take place. Each amendment to the constitution must receive the majority vote to be passed and put into effect.

Article 9 - Ratification

This constitution shall become effective upon approval by a $\frac{3}{4}$ vote of the membership, and a Student Involvement staff member. The constitution would only be ratified, with the officers holding a meeting and voting on changing the articles.

Last Updated: April 28th 2019