

PRE-DENTAL SOCIETY

Drafted on August 1st, 2012

ARTICLE ONE

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 TWO

PURPOSE OF ORGANIZATION

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 THREE

MEMBERSHIP

Section 1

Membership in this organization will not be restricted on the basis of race, color, religion, national origin, sex, disability, veteran status, sexual orientation, gender identity, gender expression, age, marital status, pregnancy status or genetic information.

Section 2

The following types of memberships and their requirements are listed:

Active Members

- Members must be enrolled at George Mason University
- Members must maintain a minimum cumulative GPA of 2.0
- Members must pay a membership of \$5 due for the academic year
- Only active members are eligible to hold office, vote in officer elections and organization matters

Associate Members

- Members of George Mason University faculty and staff, community members and students from other universities who express interest in the organization
- Not eligible to hold office or to vote on organization matters such as elections
- Permitted to attend events if registered in advance

Honorary Members

- Alumni who express interest in organization's events
- Not eligible to hold office or to vote on organization matters such as elections
- Permitted to attend events if registered in advance

Section 3

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

ARTICLE FOUR

OFFICERS

Section 1

All officers must maintain a minimum cumulative GPA of 2.0 and must be active members to be a part of the executive board.

Section 2

The responsibilities of each officer is as follows:

President:

- Entrust responsibilities to all officers and ensure all jobs are performed in a timely manner.
- Will act as the 25live representative
- Oversee and aid all other officers, and make sure all are fulfilling duties
- Ensure organization follows University policies
- Ensures funds are distributed in accordance with University policies
- Create outlines for meetings with Vice President and Secretary
- Approve transactions and yearly budget
- Remain fair during decision-making processes
- Order other executive decisions as required

Vice President:

- Assist President in overseeing organization activities
- Precede over the club in the absence of the president
- Find and hold rooms for meetings with the Events Coordinator
- Buy gifts for any visiting persons.
- Buy any materials needed for tasks such as club boards.
- Remain fair during decision-making processes
- Help the President and any other officers with duties as need be.

Treasurer:

- Collect yearly membership dues from all members.
- Develop a budget plan as a guideline for the organization
- Oversee any money spent by the club.
- Reimburse any money spent by other members for any materials, supplies, or food.
- Maintain financial record of all club expenses
- Assist other officers in their roles

Secretary:

- Keep a record of member attendance at mandatory events
- Prepare an outline for meetings with the President and Vice President
- Write notes during board meetings
- Assist in sending out emails to members on behalf of the organization
- Assist other officers in their roles

Events Coordinator:

- Responsible for coordinating events related to Pre-Dental Society with other cabinet members.
- Will act as the live representative
- Recruit leadership volunteers to manage development, sponsorship, fundraising, operations and help support in the recruitment of new members.
- Assist in creating schedules 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 3

- All officers will serve for one academic year (fall and spring semesters).
- 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.

ARTICLE FIVE

ELECTIONS

Section 1

- Elections will be held for the positions of President, Vice President, Treasurer, Secretary 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.

- 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 ***must take place before the next RSO re-registration period*** and will be held in the first week of April.
- 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 the actual election will take place.
- Each nominee for an officer position must prepare a short presentation in which members can review for a vote.
- Members will vote on a secret ballot, provided by the organization through email.
- In the event of a tie, the executive board will make a fair and impartial decision

ARTICLE SIX

IMPEACHMENT OR RESIGNATION

Section 1

- **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 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 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 SEVEN

MEETINGS

Section 1.

- Meetings shall be held at least 3 times per semester.
- All officers should attend the meetings unless unable to do so, due to class conflict or outside problems.
- The President will attend and chair all meetings. In the absence of the President, the Vice President will chair those 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.
- The executive board may hold separate meetings if required
- Special officers' meetings 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.
- At least two officers must be present to meet the quorum
- The parliamentary rules of order shall adhere to the latest edition of Robert's Rules of Order.

ARTICLE EIGHT

FINANCE

- The one-time fee will be \$5 for all members at the beginning of every school year. This fee may be changed on the basis of recommendation from the Treasurer.
- The fee will be collected at the beginning of the academic year.
- Members who join the organization later will be asked to submit their membership fee upon joining

ARTICLE NINE

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.

- **Student Involvement must review all amendments in the same manner as a completely new constitution.**

ARTICLE TEN

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.

Constitution Ratified on: April 17, 2022