

RSO Constitution

Student Organization Name: Pre-Dental Society

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Date Approved (LEAD Center staff):

Approved by (LEAD Center staff):

Article I - Name

Pre-Dental Society (PDS) – American Student Dental Association Chapter

Article II - Purpose

I. Mission Statement of the American Student Dental Association:

The American Student Dental Association is a national student-run organization, which protects and advances the rights, interests, and welfare of students pursuing careers in dentistry. It represents students with a unified voice and provides information, education, advocacy, and services. The association introduces lifelong involvement in organized dentistry and promotes change for the betterment of the profession.

II. Objectives of PDS:

- 1) To provide programs to educate members on topics important to their career development
- 2) To provide means by which students may participate in and communicate with American Student Dental Association
- 3) To offer support to fellow students here at UC Berkeley by providing a forum for pre-dental students to address their concerns and learn more about the field of dentistry and the preparation required for admission to dental school. PDS is proud to assist student members in becoming competitive dental school applicants by providing educational service opportunities and exposure to the dental field.
- 4) To improve the oral health of the public and the professional development of our members through initiatives in education, advocacy, and promotion of the highest professional standards. PDS strives to make a difference in the community as an organization dedicated to shaping service-committed health professionals.

Article III - Membership

Only currently registered students, faculty, and staff may be active members in a

registered student organization. Only active members may vote or hold office.

PDS encourages all those considering dentistry as a possible future career or those who are motivated in gaining valuable community service experience to apply. There are no GPA requirements. Membership is open to all pre-dental students enrolled in UC Berkeley.

Requirements for membership are:

- 1) Membership application per academic semester
- 2) Membership dues of \$30 per academic semester
- 3) Attend mandatory Members' Retreat
- 4) Mandatory attendance of all general meetings with 2 excused absences
- 5) Participation in at least 8 hours of community service events organized by PDS per academic semester. Outside community service activities do not apply.
- 6) Participation in at least one social event organized by PDS per academic semester.
- 7) Participation in at least 2 additional hours of PDS-organized event of choice, such as community service, social, tabling on Sproul, or fundraising.

We will not have according to California State Law.

We will not restrict membership based upon race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services).

Article IV - Officers & Elections

A. President

- a. To serve as chairperson of the executive committee, preside at chapter meetings and oversee all activities of the Association
- b. To appoint a member of the Association to complete the term of any vacant office with the approval of majority of the executive committee.
- c. To carry out the affairs of the Association in accordance with these Bylaws
- d. To represent the club, and to attend the national ASDA Annual Session and regional meetings in this capacity, if funds are available

B. Vice-President

- a. To assist the President-Elect and preside at chapter meetings in the absence or incapacity of the President-Elect
- b. To represent the club, and to attend the national ASDA Annual Session

and regional meetings in this capacity, if funds are available

C. Secretary

- a. To take minutes at club meetings and maintain records of all pertinent club business such as lending of DAT practice materials
- b. To preside at chapter meetings in the absence of other executive council members
- c. To submit the names of those persons comprising the executive council after elections are held
- d. To represent the club, and to attend the national ASDA Annual Session and regional meetings in this capacity, if funds are available

D. Internal Affairs

- a. To maintain accurate and complete records of all members' information (contact information, attendance, and membership status)
- b. To plan and coordinate social events
- c. To encourage active member participation at all events
- d. To serve as a point of contact for all members who want to voice their opinions or concerns to the Executive Council
- e. To represent the club, and to attend the national ASDA Annual Session and regional meetings in this capacity, if funds are available

E. External Affairs

- a. To serve as a liaison between professional entities such as dental schools and organizations, businesses, or prospective students
- b. To coordinate field trips, recruiting events, or workshops with these entities
- c. To represent the club, and to attend the national ASDA Annual Session and regional meetings in this capacity, if funds are available

F. Community Service Coordinators

- a. To coordinate all community service events
- b. To act as a liaison between the club and community representatives
- c. To keep the club updated on various community service opportunities
- d. To encourage and foster the dedication to service
- e. To represent the club, and to attend the national ASDA Annual Session and regional meetings in this capacity, if funds are available

G. Dental Education Outreach Program Coordinators

- a. To coordinate all presentation events
- b. To act as the main liaison between pre-school and elderly home representatives and presenting Pre-Dental Society members
- c. To train all first-time volunteers on use of props and basic presentation protocol
- d. To keep all records and/or copies of preschool packets, evaluations, presentation photos, and pre-school contact lists as well as records of all members who have presented and their completed teacher and parent evaluations

- e. Maintain and store prop boxes and DEOP banners
- f. To represent the club, and to attend the national ASDA Annual Session and regional meetings in this capacity, if funds are available
- H. Finance Coordinators
 - a. To maintain ASUC Sponsorship and PDS funding by completing all required financial forms
 - b. To document all financial transactions and review and approve the budgets and expenses of the organization
 - c. To coordinate fundraising activities and encourage participation in events
- I. Webmaster
 - a. Oversee all website activity
 - b. Post all events and meetings in a timely manner
 - c. Take photos of all public events of the club either by himself/herself or by assigning a photographer in his/her place
 - d. To represent the club, and to attend the national ASDA Annual Session and regional meetings in this capacity, if funds are available
- J. Publicity Coordinators
 - a. To coordinate publicity for the club (flyers, tabling, e-mailing etc.)
 - b. To organize an annual Dental Health Awareness Week on campus
 - c. To produce monthly pre-dental newsletters with the Publicity committee and send copies to Dental Schools in the nation

What officers constitute an executive committee?

President, Vice President, Secretary, Internal Affairs, External Affairs, Community Service Coordinators, Finance Coordinators, Dental Education Outreach Program (DEOP) Coordinators, Webmaster, and Publicity Coordinators constitute an executive committee.

Describe the process and required majority of votes by your active, voting membership by which officers will be elected or selected.

- 1) ~~Elected positions include: President, Vice President,~~ Secretary, Internal Affairs, External Affairs, Community Service coordinators, Dental Education Outreach Program coordinators, Webmaster, Finance coordinators, and Publicity coordinators.
- 2) Candidates for all offices must be students in good standing and current active members of PDS
- 3) Candidates for office must announce their intent to run with a written application one week prior to the start of interviews
- 4) Candidates may select to apply up to two positions. Members of the executive committee who hold the position for which they are applying shall interview each candidate. Other members of the executive committee shall be present during the interview, unless they are also running for the same position,
- 5) After interviews, all current officers will discuss the candidate's potential

to serve the club. They will collectively assess the candidate based on professionalism, creativity, motivation, and contribution. However, numerical scores shall be consulted with authority in the event that there is indecision between 2 or more candidates for the same position

6) Candidates who are chosen will be contacted by phone prior to the Active Member Banquet at the end of the semester.

What time of year will elections occur?

Elections are held during the month of April of every spring semester.

How long do officers serve?

All officers are required to serve for 1 academic year.

Which officer serves as the primary contact? Which officers serve as the organization's signatories?

The officer who serves as the primary contact is the President. The officers that serve as the organization's signatories are: the Vice President, the Secretary, and Finance Coordinators

How will officers be removed and/or replaced?

1. Any officer can be removed from office for:
 - a) Infringement of any of these bylaws
 - b) Commitment of an act discreditable to the profession of dentistry c)
 - Failing to fulfill the duties and responsibilities of the position specified in the Pre-Dental Society (ASDA Pre-Dental Chapter) constitution and bylaws or in the official position description
 2. Any of the following conditions must be met to remove a delegate from office
 - a. 3 instances of unexcused absences from official business meetings of the club
 - b. 3 instances of failing to submit necessary materials to the ASDA national central office
 - c. Misappropriating chapter funds
 - d. Neglecting duties specified in the Pre-Dental Society (ASDA Pre-Dental Chapter) constitution and bylaws or in the official position description
3. If any of the above conditions exist, the removal procedure is as follows
- a. Notification and counseling: the person will be given the opportunity to resign or meet the specific requirements to fulfill his or her duties as determined by the executive committee
 - b. A probationary period of 30 days to correct the problems and complete unfulfilled duties, after which time the officer will receive written notification of removal from office
 - c. A 2/3 majority vote of the executive council is required for removal from office
4. If an officer must be removed and/or replaced in the middle of an academic

school year, the executive committee will come together to discuss about possible candidates. The vacancy shall be appointed by the president, with majority approval by the executive committee.

Article V - Meetings

How often will the organization meet?

The organization will meet very other Wednesday (average twice a month).

Who will call the meetings?

1. General Meetings: The Internal Affairs officer is responsible for sending out e-mails to announce and remind members about the next meeting. The Webmaster is responsible for announcing the next meeting through the PDS website. The Publicity Coordinators are responsible for announcing the next meeting through Facebook.
2. Officer Meetings: The President and Vice President are responsible for calling the officer meetings (every Wednesday).

What is the quorum (i.e. the minimum number of members present such that the proceedings at that meeting are valid?)

There is no minimum number of members required to be present such that proceedings at a meeting are valid. All General Meetings and Officer Meetings will be run at the scheduled date regardless of the number of attendees. Absentees may be penalized after 2 absences and are required to read through meeting minutes.

Will there be a call for special emergency meetings? If so, what is the process for determining when a special emergency meeting is necessary and how will you notify members of the meeting?

Special meetings of the club may be called by the President or by petition to the President by no less than 5 members.

Article VI - Constitutional Amendments

Who can propose an amendment?

Any active member can propose an amendment.

How are they proposed?

The constitution and bylaws may be amended at any meeting of the association at which a quorum is present by a two thirds majority of the votes cast, when the proposed amendment is submitted in writing to an executive council officer five days prior to the association meeting.

What is the required period of time between the proposed amendment and a final vote?

Once the proposed amendment is introduced there should be a one month lay over period before any voting occurs. A quorum shall consist of no less than 10 percent of the membership at large.

How will you notify active members that an amendment is going to be voted upon?

Emails and social media updates will be used to notify active members that an amendment is going to be voted upon.

An amendment will need a 2/3 majority vote from active membership to pass (amendments change the structure of the group and it is important to have 2/3 approval from the members at large so that there is strong agreement that the change should be made.)

All amendments, additions or deletions to this document must be filed with the OASIS Center at oasis.center@berkeley.edu, or OASIS Center at 312 Eshleman Hall.

Article VII - Dissolution

How will dissolution be decided?

This decision is to be made by the Executive Council.

What is the required majority of votes to dissolve the group?

The Executive Council by a majority vote of $\frac{3}{4}$.

What will you do with unspent funds?

If the organization is ASUC or GA Sponsored, all unspent ASUC funds shall return to the ASUC; all Graduate Assembly funds shall return to the Graduate Assembly. If the organization is defunct for five (5) or more years, any privately obtained funds (including any funds left in miscellaneous accounts) shall be donated to the ASUC.

This organization hereby wishes to seek ASUC sponsorship. This organization adopts and incorporates by reference Schedule A of ASUC Bylaw 2201, and the same as may be amended from time to time, completely and fully as part of this Constitution. This organization cannot amend this clause unless and until the ASUC has certified that this organization has ceased to be ASUC-sponsored, all ASUC property has been returned to the ASUC, access to all ASUC resources and facilities has been relinquished, and any debts, liabilities, or other responsibilities to the ASUC have been resolved. This organization will continue to be bound by any provisions specified in Schedule A for actions it took while this clause was in effect, even if this clause is amended.