

Carleton University Pre-Dental Society Constitution

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Article I

Name of the Organization

Carleton University Pre-Dental Society

Article II

Purpose of the Organization

The Pre-Dental Society desires to advance the welfare of students pursuing careers in dentistry. It strives to provide information, education, advocacy and services. The association promotes change for the betterment of the profession.

The objectives of the Pre-Dental Society shall be:

1. To provide programs and speakers to educate members on topics important to their career development, such as Dental School and Dental Professions.
2. To unify the Carleton University Pre-Dental community, by providing a networking, comfortable and welcoming space.
3. To facilitate communication and connection with the Canadian Dental Association (CDA), a national organization that promotes dental rights and furthering of information.
4. To provide members with information about dental schools and their requirements.
5. To assist students in the specific admissions process for dental school.

Article III

Structure

1. The General Membership shall be the organization's legislative body composed of all members.
2. The Executive shall be the Administrative body of the organization and shall be composed of members elected by the General Membership.

Article IV

Membership

1. The organization will be open to all undergraduate students attending Carleton University. Students must attend 1 meeting per semester to be a member.
2. Graduate students may be granted membership into the organization, however they will not share voting rights in executive elections, and must have a membership classification found in Article III- Structure.

3. Members can vote and run for Executive positions. Graduate students may only serve in a non-voting, advisory capacity.
4. Membership in the organization shall be valid from the fall semester to the spring semester.

If a member of the organization violates the organization's Constitution or CUSA's Constitution and disciplinary action is being considered, the Executive shall report it to the Clubs and Societies Commissioners.

Article V

Executive

The Pre-Dental Society shall have nine officers, including President, Vice President Recruitment (3), Vice President Finance, Vice President Social Media, Secretary (2) and Vice President Fundraising.

The responsibilities of the Executive Committee are as follows:

President

- a) Conducts and schedules general and officer meetings
- b) Creates the agenda for general and officer meetings
- c) Represents the society at any on-campus or community events
- d) Oversees the duties of all other Vice Presidents
- e) Acts as an ambassador for the society and encourages members to join
- f) Coordinates with guest speakers and assists and oversees event planning
- g) Coordinates events and assists in the planning of meetings

Vice President Recruitment (VPR)

- a) Coordinates with dental health professionals for events
- b) Coordinates the organization's activities and events
- c) Assists in the membership recruitment effort of the society

Vice President Finance

- a) Prepares an annual club budget
- b) Keeps track of all club transactions in an electronic spreadsheet, including the date of the transaction and receipts when applicable.
- c) Maintains an accurate record of the club budget. This includes budgeting for event snacks, giveaway prizes, guest speaker gifts, all fundraising initiatives and club merchandise.
 - a. If club expenses are being sold, the treasurer will oversee details such as member payment and coordination with the supplier.

Vice President Social Media (VPS)

- a) Collaborating with the team to update and monitor the society's social media account(s)
- b) Informs members of upcoming meetings and events via email, Facebook, and text messages
- c) Creation of posts & flyers for meetings and club events
- d) Contacts Carleton clubs and neighboring societies on upcoming events
- e) Producing engagement-related content on social media pages, including weekly dental trivia and fun facts
- f) E-mails members weekly with event announcements and information

Secretary

- a) Schedules executive and club meetings based on need or interest. Coordinates the availability of executives and books campus space when needed.
- b) Writes and manages meeting minutes and distributes them to the executive team within 1 week of the meeting
- c) Oversees e-mail communications

Vice President Fundraising (VPF)

- a) Responsible for proposing and executing fundraising efforts for the club
- b) Collaborates with Treasurer in regards to the finances of fundraising efforts and VP Marketing/VP Engagement to help promote and raise awareness of any fundraising events
- c) Coordinates executives and oversees larger event execution during fundraising events
- d) Updates all executives on results from fundraising events

Article VI

Meetings

Meetings are called via announcement within one week to members using email or other social media platforms. Held over Zoom meetings or in-person, there must be at least two executive members at every official meeting. The secretary is responsible for recording and circulating detailed meeting minutes of every meeting.

Article VII

Leadership Succession Procedure

Officer Positions: Elections

Elections

The Organization has chosen to run elections for its Leadership Succession. The following are the steps necessary to be taken to run elections.

1. The Club executives will appoint a Succession Officer to run elections for the Club.
 - a. A Succession Officer may be any one (1) of the following individuals:
 - i. A neutral party to all elections being held within the club.
 - ii. A member of the Clubs Oversight Committee.
 - iii. A member of the CUSA Clubs Office.
 - iv. A club member or an external student non-member.
 - b. All efforts should be made for a Succession Officer to be appointed on a consensus basis in the Executive Committee. When that is not possible, a recorded vote in a first past the post majority or plurality vote winner will be appointed Succession Officer.
 - c. The Organization will work with the Succession Officer to set the date of final voting membership purchase, campaign start, campaign end, voting start, and voting end.
 - d. Students-at-large will have the opportunity to join the club before the start of voting.
 - e. Every voter has the right to cast their ballot in private.
 - f. During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.
 - g. Appeals, complaints, or conflict may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator.
 - h. Timeline:
 - i. Day 1 - Announcement of campaign, voting, and results announcement dates
 - ii. Day 7 - Start of campaign
 - iii. Day 10 - last day to buy voting memberships for the club
 - iv. Day 14 - end of campaign
 - v. Day 15 - start of voting
 - vi. Day 16 - end of voting
 - vii. Day 17 - Results announced

2. The Club will run a first past the post-style election to elect the executive positions of President, VPR, VPF, VPS, Vice President Finance, and Secretary.
 - a. Candidates on the ballot shall be organized alphabetically by last name, with a box to be filled, marked, or checked for a single option/candidate.
 - b. A final “no-confidence” option will be offered at the bottom of the ballot.
 - c. Any ballot with multiple boxes clearly marked will be discarded as “spoiled.”
 - d. Upon counting of the vote, the candidate with the most votes will be considered elected to the position.

3. Any executive position, including the presidency, can only be held for a maximum of two (2) school years.
 - a. Elections for executive positions will be held during the Spring Semester.
 - b. If selected, all officers will serve at least one academic year term, unless impeached (Article VIII), and may be re-elected as Executive anytime in their four years of undergraduate study at Carleton University.
 - c. General club members may nominate themselves for any executive positions that are open, however they must have been part of the club for a minimum of 1 year before applying for any executive position.

Article VIII

Impeachment

1. To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)
2. The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club
3. Should the CUSA Clubs Membership Removal Committee (MRC) advise that the club proceed with membership removal, the following steps will take place:

Impeachment for Removing an Executive Role:

- a. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members, and/or failure to fulfill executive duties.
- b. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting with the general membership. At this meeting, the complaint will be reviewed. The member bringing forward the complaint and the accused executive shall be given time to speak.

- c. A vote for impeachment with the general membership will be conducted. The accused executive shall not be permitted to vote. A simple majority will be needed to impeach the executive. Impeachment of an executive results in their removal from office and as a member of the club.

Membership Impeachment:

- a. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, and committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members.
- b. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting. At this meeting, the complaint will be reviewed. The individual bringing forward the complaint and the person accused shall be given time to speak.
- c. A vote for impeachment within the executive will be conducted. A simple majority of executives will be needed to impeach the member. Impeachment of a member results in their removal as a member of the club.

Article IX

Amendments.

1. Any general member may propose an amendment to the constitution which will be presented at the general meeting. A vote will take place within the general membership to adopt the new amendment with a simple majority vote.
2. Revision of the Constitution and By-Laws shall be made after each semester and/or with the majority vote of the membership at a regularly scheduled meeting.

Article X

Dissolution of the Organization

Upon dissolution of the Organization all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to the Ronald McDonald House.