

The Pre-Dental Society of Hunter College Constitution

Preamble

We, the members of the Pre-Dental Society of Hunter College, in order to provide a more effective and responsible form of representation for the undergraduate and post-baccalaureate community hereby ordain and establish this mission.

Article 1: Name

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

Article II: Mission and Objectives

Section 1: Mission Statement of the HCPDS

The HCPDS is dedicated to supporting the professional growth and career development of the students of Hunter College interested in the field of dentistry. As a society, we are committed to promoting fellowship between students, serving our members by increasing their knowledge of the dental profession, and serving the community through volunteer projects and various outreach programs.

Section 2: Objectives of the HCPDS

1. To provide programs to educate members on topics important to their career development.
2. To provide programs to help enhance members' understanding and contribution to the field of dentistry.

Article III: Membership

Section 1:

Membership to the HCPDS is open to all matriculated members of the Hunter community, undergraduate as well as post-baccalaureate. Membership will not be judged based on race, gender, age, religion, nation of origin, disability, political beliefs, or sexual orientation.

Section 2: Active Membership

1. An active member will receive society emails and notices, attend and participate in special events and a specified number of general meetings, be eligible to hold elected office, must participate in a specified number of committees and activities that will be determined by yearly vote. Active membership will be evaluated on a case by case and be kept on record by the Secretary. Active membership guarantees the right to place pertinent HCPDS information on one's Dental application, with a full reference from the society's acting president. This will be enforced by the Pre-Health Advisory Board.
2. An active member *must* participate in at least one PDS function per academic year in order to maintain his or her eligibility.

Section 3:

Only active members have the right to vote during officer elections. Active members also have the right to vote on any policies and may initiate programs and make recommendations without fear of reprisal.

Section 4:

Membership may be revoked if member fails to meet criteria as established by the constitution. Membership may be revoked by a vote from the Executive Board (see Article IV).

Article IV: Organization

Section 1:

The governing body of the HCPDS is the Executive Board. The Executive Board shall be comprised of the following officer positions: President, Vice President, Secretary, Treasurer, Director of Dental Shadowing and Assisting, Director of Public Relations, and Webmaster. In addition, all Heads of Committee (see Section 3) will be temporary members of the Executive Board for the duration of their stay as committee head.

Section 2:

Hunter College does not recognize the position of co-officer. Any elected officer or committee head that wishes to share the duties and obligations of his or her office with another active member of the HCPDS, may do so if approved by a vote from the society, however, only the elected official will retain complete authority in the eyes of Hunter College.

Section 3: Committees

The HCPDS approves the creation of permanent and temporary committees through a successful society vote, led by a Head of Committee, designed to preside over specific society activities and events. Each Committee will work on a case-by-case basis, and must meet the requirements set forth by the Executive Board and approved through a vote in order to be sanctioned by the HCPDS. These Committees will be the active workforce of the HCPDS, and must act accordingly. Failure to meet Society requirements may result in the dismantling of said committee via society vote.

Article V: Officers

Section 1: Eligibility

All officers must be active members. Freshman may run for office for their sophomore year. The HCPDS does not retain the right to inquire about a members GPA, however, this will be enforced confidentially in conjunction with the Pre-Health Advisory Board and Hunter College upon notification of the members desire to run for office.

Section 2: Standard Duties and Powers of Executive Board Officers

President

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

1. To serve as chairperson of the Executive Board, preside at society meetings, and oversee all activities of the HCPDS.
2. To assist and supervise other Executive Board members in any way needed for better organization of the HCPDS.
3. To maintain the organization's status with the pre-health advisors and Hunter College.
4. To find appropriate speakers for society meetings and to appoint coordinators for society events.
5. To assist in the organization and conduction of society meetings.
6. To appoint a member of the HCPDS to complete the term of any vacant office with the approval of a

majority of the Executive Board.

7. The President must be an active member of the HCPDS for no less than one year prior to taking office, not including the first year from the inception of the society.
8. The President is responsible for full understanding of the constitution.

Vice President

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

1. To assist the President-elect and to preside at society meetings in the absence of the President-elect.
2. To assist in maintaining the organization's status with the pre-health advisors and Hunter College.
3. To locate and reserve rooms for society meetings.
4. To assist in the organization and conduction of society meetings.
5. To purchase gifts for any visiting individuals with the approval of the society.
6. To purchase materials needed for meetings with the approval of the society.
7. The Vice President must be an active member of the HCPDS for no less than one year prior to taking office, not including the first year from the inception of the society.
8. The Vice President is responsible for full understanding of the constitution.

Treasurer

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

1. To act as the official custodian of the funds and accounts of the HCPDS, and to dispense HCPDS funds as directed by the Executive Board.
2. To maintain a record of all actively paying members, and to collect yearly membership dues from all returning and new members.
3. To provide accurate reports of HCPDS funds to the Executive Board and society when needed.
4. To reimburse society members for any spending on behalf of the HCPDS.
5. To assist in the development of a budget for the HCPDS with the help of the Executive Board.
6. To preside at society meetings in the absence of other Executive Board members.

Secretary

The duties of the Secretary will include but are not limited to:

1. To take accurate minutes at HCPDS and Executive Board meetings, and maintain records of all pertinent HCPDS business.
2. To preside at society meetings in the absence of other Executive Board members.
3. To create sign-in sheets for meetings and keep track of meeting attendance.
4. To keep copies of all contacts of the HCPDS, including but not limited to members (active and past), volunteer, school related, and dental.
5. To send meeting minutes and pertinent society information to all members of the HCPDS following each meeting.
6. Prior to each meeting, to provide all society members information regarding meeting location and time, as well as a description of the meeting.

Director of Dental Shadowing and Assisting

1. To help establish shadowing and assisting opportunities for members.
2. To maintain a record of students who have been involved in any particular shadowing opportunity hosted by the PDS.
3. To attend mandatory Executive Board Meetings.

Director of Public Relations

1. To draft fliers pertinent to an event, which will be approved by the President.
2. To strategically place fliers throughout the Hunter Campus, with the aid of the Executive Board.
3. To discover more efficient methods to reach out to the Hunter College Pre-Dental Community.
4. To attend mandatory Executive Board Meetings.

Webmaster

1. To maintain and occasionally update the official website and Facebook page of the HCPDS, regarding events.
2. To post interesting dental related articles on Facebook, on a weekly basis.
3. To respond and answer questions regarding member's inquiries on Facebook.
4. To attend mandatory Executive Board Meetings.

Section 3: Requirements and Evaluations

In addition to the duties listed above, all officers of the HCPDS will be required to attend and participate in a specified number of society activities, events, and meetings, as decided upon by society vote. Officers will be evaluated after each semester by the Secretary, with the President evaluating the Secretary. These evaluations, along with a record of the completed requirements, will be made public to the society, as well as the Pre-Health Advisory Board. Only a positive evaluation will allow the officer's title and involvement on that officer's Dental School Application, along with a reference from the society's official advisor.

Article VI: Elections

Section 1:

Elections will be held for all positions of the Executive Board.

Section 2: Nominations

Officers will be nominated on the HCPDS Facebook discussion boards. Once officer candidates are nominated, elections will occur during a special meeting appointed by the President, no less than two weeks following nominations.

Section 3: Voting

There will be two methods for voting for HCPDS officers. The method chosen for each vote will be decided by a majority vote from the Executive Board.

1. In-Person

Candidates will give a short speech before voting begins, and then they will proceed out into the hallway while voting occurs. Each office will be voted on separately. The standing Secretary will be in charge of recording the results of each election, and distributing them via email to the members of the HCPDS within one week's time. Voting will remain confidential within the society meeting room.

2. Online

A) This method of voting will require the use of the Doodle website, found here:

www.doodle.com. Candidates will submit platforms via email to the PDS, which will then post them on the PDS website under a designated section for elections. Members of the PDS will then have a designated period of time to review the platforms before the elections close.

B) When setting up the election, several requirements must be selected in order to guarantee anonymity and efficiency. The poll will be given a title and a description. Two options must then be selected: "Hidden Poll", which allows only the PDS executive board access to voter participation, and "Participant can only choose one option", which prevents voters from voting more than once.

C) Each voter will receive an email with a corresponding link to the specific issue being voted on.

D) All voters must enter their first name and last initial, *or* their email address that corresponds with the one registered with the PDS email account. Voting is limited to active members only. Only votes corresponding to active members will be counted. Any votes that lack proper identification, or appear to be repeated, will be discounted. Final regulation of voting procedures and documentation when foul play is suspected is subject to the discretion of the Executive Board.

Section 4: Presidential Voting

The President will not take part in the voting of candidates into office. In the event of a tie, the President will cast his or her ballot to break the tie. A candidate may be disqualified by a majority vote of the Executive Board.

Section 5:

Elections will occur at the end of the semester prior to the beginning of a new term. The term of all officers on the Executive Board will last for one academic year. Officers will hold no more than one elected office during the term of office. Officers must be reelected for each new term of office.

Section 6: Emergency Voting

In the event of the displacement or resignation of an officer before his or her term is over, voting may occur (Section 3) mid-semester, immediately after the dismissal of the officer. Updated officer forms must then be submitted to the necessary Hunter office to maintain PDS eligibility. The necessity of this voting can be determined by a vote of from the Executive Board.

Article VII: Impeachment

Section 1:

An officer can be removed from office for any of the following:

1. Failing to fulfill duties and responsibilities of the position specified in the HCPDS Constitution.
2. Commitment of an act discreditable to the profession of dentistry.
3. Three instances of unexcused absences from the official business meetings of the HCPDS.
4. Misappropriating society funds.
5. Negative evaluations and failure to complete the designated requirements mandated upon that office. (Article V, Section 3)

Section 2:

If any of the above conditions exist, the Impeachment procedure is as follows:

1. Notification and counseling: the officer will be given the opportunity to resign or meet specific requirements to fulfill his or her duties as determined by the Executive Board.
2. A probationary period of 30 days to correct the problems and complete unfilled duties, after which the officer will receive written notification of removal from office.
3. A majority vote of the Executive Board is required for removal from office.

Article VIII: Meetings

Section 1:

The HCPDS will only call general meetings when deemed necessary by a vote from the Executive Board. Notification of meeting locations and time will be sent via email to all PDS active members.

Special meetings will be held for guest speakers or events; they will usually take place during the Hunter College Dean's hours on Wednesdays from 1 to 3 pm. In case of conflict with the visitor of the club, the meeting will be held when they will be able to attend. The Secretary is responsible for notifying HCPDS members of meeting changes. Officers will be required to attend weekly chat sessions.

Section 2:

Special officer meetings and special general meetings may be called by the President or Vice President. No less than five members may call by the President or by petition to the President special meetings.

Article IX: Quorum

A quorum is defined as the minimum number of members required necessary to conduct the business of the society. The quorum of this society will be 50% plus one of total society members, representing the majority, and is required whenever a society vote is necessary. It will be the Secretary's responsibility to maintain an accurate count of current society members, as well as members present during society meetings.

Article X: Amendment

The Constitution of the HCPDS may be amended at any meeting of the society at which a quorum is present by a two third majority of the votes cast, when the proposed amendment is submitted in writing to an Executive Board member five days prior to the meeting.

Amendment proposals and voting can also be carried out online, using the method specified above (Article VI, Section 3, Point 2).