

# SUNY at STONY BROOK

## PRE-DENTAL SOCIETY CONSTITUTION

Last revised: APRIL 2017

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### ARTICLE I: NAME

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The name of this organization shall be the Pre-Dental Society, also known as SBU Pre-Dental, Pre-Dental Society of Stony Brook, or SBUPDS.

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### ARTICLE II: PURPOSE

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The purpose of the Pre-Dental Society is to provide undergraduate students who are interested in careers in dentistry to participate in educational, academic, community, and social activities that help them increase their knowledge of dentistry, enhance their professional skills, and assisting them in being excellent dental-school applicants, including, but not limited to: dental student mentorship, DAT material introduction, academic advising, volunteering, shadowing, and undergraduate research opportunities. In addition to being an informative organization, the mission of Pre-Dental Society also coincides with being a service organization that is actively involved at Stony Brook University and the surrounding community.

The Pre-Dental Society, as a registered organization at Stony Brook University is committed to promoting a safe and vibrant campus community. In receiving annual recognition through the Department of Student Activities, no individual or group affiliated with the Pre-Dental Society will take any action or create a situation, which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with this organization. The leaders and members of the Pre-Dental Society also agree to abide by all aspects of the Stony Brook University Student Conduct Code, university policies and Federal, New York State and Local laws.

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### ARTICLE III: MEMBERSHIP

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**SECTION I:** All undergraduate students enrolled at the SUNY at Stony Brook who have paid the student activities fee and are interested in the dental field are eligible to join SBUPDS. Members of the above named organization shall be accepted without discrimination on the basis of race, religion, ethnicity, disability, sex, sexual orientation, age, creed, marital status, parental status or veteran's status. Furthermore, it is understood that members of the above organization will not, at any time, engage in hazing.

**SECTION II:** Any member found in violation of the University Student rules regarding Conduct, violating the SBUPDS Constitution, or acting in a non-professional or disruptive manner may be dismissed from the organization following due process by a majority vote.

**SECTION III:** Regarding Active Status for general members: Members are responsible for attending all meetings, however, it is understood that academic obligation is primary to extracurricular activities. Active member requirements are comprised of attendance to at least 50% of general body meetings, at minimum 5 hours of community service per semester, 2 hours of which must be done through the SBUPDS, attend at least 1 non-general body meeting event over the course of the semester, and present certificate of completion for the MySmileGuideU.org survey to any of the E-Board members.

*Regarding Executive Board member requirements:* Executive Board members must attend at minimum 75% of general body meetings and 75% of executive board meetings, a minimum of 5 hours of community service per semester, attend at least 1 non general body meeting event over the course of the semester, and complete mysmileguideu.org survey.

*Regarding Absences:* Those members, including the executive board, who do not comply with the minimum amount of active member requirements, may no longer be considered active members.

*Regarding committing to Special Events:* Those members who sign up for special events are expected to fulfill their agreement to be present and participate in such events. In the evidence of personal or academic obligation, notification of one's absence must be submitted to the executive board with at least 2 days notice.

*Privilege of Membership:* Members have the right to attend all meetings and participate in all Pre-Dental Society Activities, however, "Special Events", including those with limited placement, are for active members only. See section for active member requirements.

*Dues:* There are no dues required to be a member of SBUPDS excluding the Student Activity Fee.

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## ARTICLE IV: OFFICERS

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### TITLES

The officers of the executive board of the SBUPDS shall include: President, Vice-President, Treasurer, Secretary, Community Service Coordinators, Public Relations Representatives, Historian, Webmaster and any other positions that chapter wishes to create.

### ELECTIONS

**SECTION I:** Members may choose to run for any of the aforementioned positions. Candidates for President or Vice President must have previously served on the Pre-Dental Society E-board. All nominees for President, Vice-President, Treasurer, and Secretary must undergo an interview with the current E-Board. Three candidates for each of those positions will be chosen and presented to the general body for voting.

**SECTION Ia:** Only active members may vote in the election. Outside members are welcome to attend the meeting but may not be permitted to vote, in order to preserve the progression of a fair election.

**SECTION II:** In the event of a tie, the President may vote. In the event of more than a two-way tie, the President may call for a second vote, or the President may vote on the tie.

**SECTION III:** Elections may be held no later than the first week of May. New officers will assume their positions after the University Commencement of the Spring Semester.

### ELIGIBILITY

Any member of the SBUPDS shall be eligible for election provided that he/she:

- Is a member of SBUPDS for at least one semester prior to the election (may include the semester of elections).
  - In the unlikely event that a large majority of the current executive board is graduating/leaving the university, members who have been part of SBUPDS for less than one semester may run for non-signatory power positions.
- Has met with the executive board to understand the details of the desired position.
- Has a minimum GPA of 2.0.
- President and Vice-president candidates must have previously served on the Pre-Dental society E-board

### VACANCIES OF OFFICES

If any office shall become vacant except for the presidency, the President shall, at the earliest possible date thereafter, order a special election for the purposes of filling such office. The member thus elected

shall immediately enter his/her duties and shall hold office until the next regular election. The Vice-President would assume the role as acting President if the president were to leave.

## **DUTIES OF THE OFFICERS**

**SECTION I:** The officers, also known as the Executive Board, or E-Board, are comprised of, but not limited to: President, Vice-President, Secretary, Treasurer, Community Service Coordinator, Historian, and Public Relations Representatives. Their collective duty is to oversee and coordinate all SBUPDS activity and attend any necessary meetings with the Undergraduate Student Government (USG).

### **SECTION II:**

#### *The President shall:*

- Preside at all meetings of the SBUPDS, represent the Society to the University and others, and shall convene the E-Board at least monthly during the school semester.
- Coordinate and oversee all SBUPDS activities, special projects, and arrange for speakers.
- Assist the Treasurer in preparation of the club budget, and interact with the American Student Dental Association Chapter at Stony Brook Dental School's Pre-Dental Liaison to provide pre-dental opportunities for the SBUPDS.

#### *The Vice-President Shall:*

- Be an aid to the President
- In the case of the absence or disability of the President, assume the duties of the President
- Oversee the coordination of all projects and committees

#### *The Treasurer shall:*

- Present a budget and a tentative schedule associated with such for the finance of the chapter with approval needed by the President and the E-Board.
- Oversee the club financial expenditures, including, but not limited to, interaction with the Undergraduate Student Government and the usage of ALLOCATE associated with USG.
- Make sure the chapter does not assess any liabilities, and keep a record of all receipts acquired.
- See to the best of his/her abilities that money used on behalf of the chapter is used wisely and in a manner that suits the purposes of the chapter.

#### *The Secretary Shall:*

- Keep all records of official business including, but not limited to, club minutes and attendance records, as well as keep correspondence with the general body when necessary, including regular emails to the general body.

- Club minutes are to be comprised of issues discussed during all meetings, problems posed, ideas raised, and of the people who participated in the group discussion for the benefit of the chapter and its members, and are to be made accessible to all general body members.
- Keep an up-to-date list of active members.
- In the case of absence, have a substitute appointed that day by any member of the E-Board.
- Have responsibility of keeping the e-mail account up to date and sending out emails in order to keep contacts up to date with information regarding SBUPDS.

*The Assistant Secretary shall:*

- Assist with all functions of the Secretary, especially keeping minutes at meetings and creating and formatting weekly emails to the general body members.
- Perform as a suitable and knowledgeable substitute for the Secretary in their absence.
  - This does not hold true for circumstances which require communicating with or representing the Pre-Dental Society to the Stony Brook University Undergraduate Student Government (USG).

*The Community Service Coordinators (2 individuals) shall:*

- Oversee and coordinate all community service events planned for each semester.
- Act as a liaison to all Community Service and non-profit organization that SBUPDS partners with.
- Actively seek opportunities to work with other campus organizations and groups for collaborative outreach programming.
- Maintain relationship with the Career Center at SUNY at Stony Brook.
- Respond to any outreach related emails from the General Body members.
- Establish and keep record of outreach events, including, but not limited to, sign-ups and attendance.

*The Historians (2 individuals) shall:*

- Keep inventory of all Society paraphernalia.
- Be responsible for photographing the SBUPDS at special events and general body meetings.
- Upload any and all photographs or paraphernalia to the Society's social media accounts.

*The Public Relations Representatives (2 individuals) shall:*

- Be responsible for creating fliers for SBUPDS general body meetings and special events.
- Advertising for the SBUPDS through upkeep of social media sites, including uploading fliers for events digitally to social media.
- Attend any type of event on campus for advertising/recruiting for the Society (i.e. The Involvement Fair).

*The Webmaster Shall:*

- Maintain the club's website with up-to-date information regarding club functions, meetings, events, photographs, etc.
- Create a visually enticing platform for the general population to learn more about our club on the Internet.
- Work closely with the Public Relations, Community Service, and Historian officers to maintain the website with valid content and material that each of those three positions have to offer.

## **REMOVAL OF OFFICERS**

**SECTION I:** Any officer may be brought up on impeachment charges if he/she is acting detrimentally to the organization or if he/she has significantly disregarded the major responsibilities of his/her office.

**SECTION II:** A list of charges, signed by three-fourths of the officers, is submitted to the President, who must call for impeachment proceedings. If the President is being brought up on such charges, the petition shall be submitted to the Vice-President. Upon receipt of the petition, the charged officer is suspended from exercising all powers and voting rights pending the outcome of the impeachment proceedings. If the impeachment passes by a three-fourths vote of organization active members, the officer shall be removed from his/her position.

**SECTION III:** If a list of charges, signed by two-thirds of the active members is submitted to the President/Vice-President, he/she must call for impeachment proceedings (See section II).

**SECTION IV:** In the event of impeachment of President, the Vice-President assumes the Presidency and a special election is held for the Vice-President within a one-month period. In the event of impeachment of other officers, a special election will be held within a one-month period. Stony Brook Pre-Dental Society Constitution 5 of 7

## **VOTING POWERS OF OFFICERS**

Officers retain voting rights, although the President only votes in the case of a tie.

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## **ARTICLE V: MEETINGS**

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### **TIME AND PLACE**

- At least four general membership meetings shall be held from September through April, the place and hour to be determined at the discretion of the officers.

- A meeting must be convened if at least one-third of the active members petition for one during the meeting time.

## **TYPES OF MEETINGS**

The various meetings of the organization may defined as including:

- General membership
- Annual elections
- Special meetings
- Officer meetings

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## **ARTICLE VI: FINANCES**

The President and Treasurer only shall control all finances. There must be a budget each year. All funds must be spent on organizational purposes only. The transfer of power of controlling all funds shall be done in the semester in which new officers assume their positions.

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## **ARTICLE VII: ADVISOR**

The advisor of the SBUPDS shall be a non-voting member of the executive committee. He/she must have a sincere interest and commitment to the welfare of the chapter, and the advisor must be a faculty or staff member of the SUNY at Stony Brook.

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## **ARTICLE VIII: AFFILIATIONS**

The SBUPDS has no external affiliations except for that with the Stony Brook School of Dental Medicine and the American Student Dental Association Chapter of the aforementioned Dental School.

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## **ARTICLE IX: Title IX COMPLIANCE**

As a club in an educational institution, the SBUPDS complies fully with the laws of Title IX and the rules set forth regarding this particular institution:

*Consistent with federal and state guidelines, Stony Brook University does not discriminate on the basis of race, color, sex, age, ethnicity, religion, national origin, sexual orientation, disability,*

*marital status, or veterans' status in its educational programs or employment. If you are a student or an employee of Stony Brook University and you consider yourself to be a target of discrimination or harassment, you may file a complaint in writing with the Office of Diversity and Affirmative Action. If you choose to file a complaint within the University, you do not lose your right to file with an outside enforcement agency such as the State Division of Human Rights, Equal Employment Opportunity Commission, or the Office of Civil Rights.*

*For additional information go to: <http://www.stonybrook.edu/diversity/complaint.html>*

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## **ARTICLE X: AMENDMENTS**

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The constitution may be amended at any meeting of the Society by a simple majority vote of those active members (including the E-Board) present at a scheduled meeting. A proposed amendment must be submitted in writing to an E-Board member at least 7 days prior to a Society meeting. Any active member may propose an amendment.

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## **ARTICLE XI: DISSOLUTION**

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In the event of the dissolution of the above named group, all accrued funds and assets shall revert to the Undergraduate Student Government of Stony Brook University.