



PRE-DENTAL SOCIETY CONSTITUTION

Ratified by Membership on: _____

Ratified by SSMU Council on: _____

ARTICLE I: Name

1.1 "Pre-Dental Society" also referred to hereinafter as the Club.

ARTICLE II: Mandate

2.1 The Club's mandate shall be to

- Aid prospective students interested in the field of dental medicine at McGill University. The club shall strive to provide students with accurate and up-to-date information about dental schools and admissions as well as opportunities to gain insight into what it is like to be in dental-oriented profession.

2.2 Code of Conduct

2.2.1 *The Club shall carry forth its mandate from an anti-oppressive standpoint.*

AND/OR *Equal respect shall be given to all members, regardless of position*

2.2.2 No member shall make personal profit from the club

2.2.3 Any executive member who fails to fulfill their responsibilities shall be subject to the expulsion procedure outlined in this constitution

ARTICLE III: Membership

3.1 Membership in a Student's Society Club is open to everyone.

3.2 Only Students' Society of McGill University (SSMU) and Post Graduate Students' Society (PGSS) members are eligible to be elected as officers and to hold voting privileges.

3.3 Associated non-voting membership is open to all others.

ARTICLE IV: Executive Committee

4.1 *The Executive Committee (EC) shall administer the Club and oversee its events.*

4.2 *The EC is composed of the following five portfolios:*

1. *President*

2. *Vice President External*

3. *Vice President Internal*

4. *Vice President of Publicity*

5. *Vice President of Finance*

6. *Vice President of Communications*

4.3 *The EC shall meet as frequently as it deems fit.*

4.4 *At least three of the five EC members must be present at an EC meeting in order for quorum to be met.*

ARTICLE V: Portfolios

5.1 *The President shall:*

5.1.1 *Be the chief executive officer, chief representative, and chief spokesperson of the Club.*

5.1.2 *Oversee all aspects of the club.*

5.1.3 *Ensure the smooth running of the Club as a whole through facilitation of, and mediation with, the various EC portfolios with a vision that is consistent with the Club mandate.*

5.1.4 *Chair all EC meetings.*

5.1.5 *May cast the deciding vote in the event of a EC deadlock*

5.1.6 *Co-sign all financial transactions with the Treasurer.*

5.1.7 *Co-sign all minutes with the Vice President of Communications*



- 5.2. *The Vice President External shall:*
- 5.2.1 *Act as representative of the Club and promote the image of the Club to the community outside McGill University*
 - 5.2.2 *Be responsible for developing healthy relations with student and community organizations outside McGill, and particularly those in the Montreal area.*
 - 5.2.3 *Be responsible for seeking potential sponsors for external funding*
 - 5.2.4 *Be responsible for recruiting dentistry-related professionals for club's activities outside of McGill University*
- 5.3 *The Vice President Internal shall:*
- 5.3.1 *Be responsible for communication within the EC and with the Students' Society of McGill University.*
 - 5.3.2 *Oversee and coordinate the programming activities and events of the club with Vice President External.*
 - 5.3.3 *Be responsible for recruiting dentistry-related professionals for club's activities within McGill University.*
 - 5.3.4 *Be responsible for coordinating fundraising events.*
 - 5.3.5 *Be responsible for promoting the image of the Club to the community within McGill University.*
 - 5.3.6 *Maintain the membership list of the club.*
- 5.4 *The Vice President of Finance shall:*
- 5.4.1 *Oversee and coordinate funding for the programming activities and events of the club*
 - 5.4.2 *Co-sign all financial transactions with the President.*
 - 5.4.3 *Ensure the funding and financial stability of the club and inform executive committee of financial status of the club on a continual basis.*
 - 5.4.4 *Be responsible for completing and submitting funding applications where applicable*
 - 5.4.5 *Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU*
- 5.5 *The Vice President of Communications shall:*
- 5.5.1 *Take minutes at EC and general meetings, and ensure proper distribution of all minutes*
 - 5.5.2 *Be responsible for organizing the events offered and sending them out in newsletters to the members.*
 - 5.5.3 *Keeping up-to-date information about events in public spaces, ie. facebook group and website*
- 5.6 *The Vice President of Publicity shall:*
- 5.6.1 *Shall be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings.*
 - 5.6.2 *Be responsible for designing, publishing and distributing posters for club's activities.*
 - 5.6.3 *Oversee and coordinate activities of the club with Vice President Internal and External.*
 - 5.6.4 *Be responsible for promoting all activities and events to students.*

**All executives are to help out with duties that may not be one that he or she is obligated to in accordance with the mandate when he or she is not occupied with any duties at the time and/or when the duty is in need for help.*

ARTICLE VI: Fees

- 6.1 The Club's membership fee shall be \$ 0 dollars.

ARTICLE VII: Finances

- 7.1 The EC shall examine the financial records, and prepare an audit, complete with records of all transactions and receipts, to be submitted to the SSMU at the end of each semester
- 7.2 All club bank accounts must be kept at Scotiabank as subsections of the SSMU account
- 7.2.1 Each account must have a minimum of two and maximum of three signing officers



7.2.2 In order to receive funding of any kind from the SSMU, the club must have a Scotiabank account

ARTICLE VIII: Meetings

- 8.1 *There shall be a General Meeting held in March for the purpose of electing new members to the EC.*
- 8.2 *Regular Executive and General meetings shall be held throughout the fall and winter terms.*
- 8.3 *Special Meetings shall be called at any time deemed necessary by the EC and/or Committee Chair.*

ARTICLE IX: Electoral Procedures

- 9.1 The Vice-President (Clubs & Services) of SSMU or his/her representative shall be the Chief Electoral Officer (CEO) with final authority over electoral procedures and validity of results.
- 9.2 The general membership must be notified of the date of the general meeting 2 weeks in advance to the date of the General Meeting called for elections purposes.
- 9.3 Elections are to be held before March 31 during the previously mentioned General Meeting.
- 9.4 The Executive Committee may designate Deputy Electoral Officers (DEOs) to assist the running of elections in consultation with the CEO.
- 9.5 Elections are to be conducted by secret ballot in person.
- 9.6 Ballots must be kept in a secure place for 5 weeks after the date of voting.
- 9.7 The Vice-President (Clubs and Services) should be notified immediately in the event of contested electoral results

ARTICLE X: Affiliations

- 10.1 The Club shall be affiliated with:

ARTICLE XI: Constitutional Amendment Procedure

- 11.1 Any member of the club may propose an amendment to the Constitution.
- 11.2 All amendments shall be ratified by the SSMU council before they take effect.

ARTICLE XII: Bylaws and Policies

- 12.1 The club shall create and maintain bylaws that cover the operations of the club which are not specified in the Constitution
- 12.2 The club's bylaws shall not contravene the Constitution.

ARTICLE XIII: SSMU Constitution

- 13.1 In case of any inconsistencies between the Club Constitution and the SSMU Constitution and By-Laws, the SSMU Constitution and By-Laws shall take effect.
- 13.2 If there are any areas not covered in this Constitution, the SSMU Constitution and By-Laws shall take effect.