

Constitution of “UTM Pre-Dental Club”

1. Name

The official name of this recognized campus group is “UTM Pre-Dental Club”

The acronym or abbreviation of this group is: “utmpdc”

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of organization is outlined here:

The UTM Pre-Dental Club aims to help students learn more about the field of dentistry and how to become a part of said field. The club also aims to provide guidance to all undergraduate students interested in pursuing a career in dentistry. This will be done through a variety of activities, some of which are listed below:

- Providing opportunities to learn more about the application process
- Providing DAT information
- Providing possible DAT practice workshops
- Opportunities and guidance to find places to do shadowing
- Events to do hands-on activities (like soap carving, etc.)
- Entertaining events like dinners to meet with other pre-dental students
- Q&A events with former pre-dental students or current dental students

The club also hopes to provide an uplifting community where pre-dental students can network and gain encouragement through their journey.

3. Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni).

U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be \$0 per year.

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

For recognition by the University of Toronto Mississauga Students’ Union (UTMSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTMSU members. The group must also maintain recognition from the Centre for Student Engagement. These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

4. Executive List and Duties

The executive committee and shall be comprised of twelve (12) elected officers. These include 3 Presidents, 1 Vice President, 2 Treasurers, 2 Secretaries, Events Coordinator, 2 Social Media Director, and an Outreach executive.

The President shall:

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives

Additional responsibilities may include:

- Reaching out to other clubs and their presidents (for example, other pre-dental clubs in other universities, or similar clubs like pre-medical clubs) to organize joint events or things of that nature.

The Vice-President shall:

- Assume duties of the President in his/her absence and alongside him/her.
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts

Additional responsibilities may include:

The Secretary shall:

- Make a list of all registered members
- Maintain the web sites and member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization

Additional responsibilities may include:

The Treasurers shall:

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events

Additional responsibilities may include:

The Events Coordinator shall:

- Make arrangements for all club activities, including but not limited to dinner events or parties, special events, meetings or conferences, DAT workshops, and other needed events.

- The arrangements should include a venue, timings, number of attendees possible, food if needed, music if needed, sponsors, and other necessary details depending on the nature of the event.
- Make arrangements with the Treasurer's in order to organize the events.

The Social Media Director shall:

- Responsible for overseeing the club's interactions with the public through social media.
- The interactions can include posts relating to planned events, information, and other necessary details.
- The social media platforms include Instagram as the main platform, but can include Facebook and Twitter.
- Visualize and create marketing materials for all events or information that needs to be shared with the public.
- The material to be created can be but is not limited to information posters, event posters, social media posts (Instagram posts, Instagram stories, etc.), and other needed material.

The Outreach executive shall:

- Communicate internally and externally to other clubs and partners.
- Be responsible for communicating with members inside the club for community engagement and awareness
- Be responsible for reaching out to guest speakers, sponsors, etc.

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision-making authority.

Termination of Executives or General Members:

Any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal.

The member up for removal shall have the right to defend his/her actions.

A two-thirds majority vote of the current members present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

5. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Senior Election Officer (SEO) from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The SEO Election Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the **beginning of March**. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.

Some executive positions, like the President position, may be restricted to only individuals with prior experience as executive members of utmpdc. The number of positions available for elections yearly is subject to change, and does not necessarily need to follow the list in section (4).

The SEO shall select **three (3) election dates before March 30th for the voting period**. These dates will be announced in a **minimum of two (2) weeks prior to elections dates** and must fall on weekdays.

The SEO shall provide each U of T member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box. Voting can also be done online, through a Microsoft form, or through similar platforms.

In preparation for a tie, the SEO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the SEO shall count the ballots. The candidate with the most votes shall be elected to the position. The SEO shall submit a report of the results of the elections to the Executive Committee and general members.

Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.

All U of T members are eligible to vote. They are not required to have been part of the group for any period of time to be eligible to vote.

Term of executive positions shall be from May 1st to April 30th.

6. Finances

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that

profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

7. Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e., once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Meetings:

The executive committee shall meet on a monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

8. Amendments

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e., Centre for Student Engagement, The University of Toronto Mississauga Students' Union, etc.) within two (2) weeks of its approval by general members.