

Constitution of “University of Toronto Pre-Dental Student Association”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “University of Toronto Pre-Dental Student Association”.
- 1.2. The official acronym or abbreviation of the group is “UTPDA”.
- 1.3. The purpose of the organization is to actively engage and connect students who are interested in the field of dentistry with one another, as well as with dentists, researchers, and dental scholars. UTPDA works to provide students with an opportunity to be familiarized with the various branches of dentistry one can pursue and facilitate their transition to a suitable graduate program through holding seminars and workshops.

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students at the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members. Members must register with the Vice-President of membership and outreach by submitting their full name and a valid email address.
- 2.5. The membership fee will be \$0 per year.

Involvement in University of Toronto Pre-Dental association can take two types of membership:

- A. General Membership – Members who regularly attend General Meetings held throughout the year. They will help in planning events and will also assist in the operation and management of events. General members have a democratic vote for club decisions.
- B. Event Day Volunteers – Members who will be delegated by the Executive Committee and General Members to help in the execution of the event. Event Day Volunteers do not regularly attend General Meetings and do not have a democratic vote for club decisions.

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

3. Article Three – Rights of Members

- 3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. Article Four - Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be comprised of 9 members, 7 of which have voting authority, and 2 of which have been appointed and do not have executive authority.
- 4.3. All voting members of the Executive Committee must be currently registered students at the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.5. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

5. Article Five - Executive Committee Composition and Duties

Elected Members

The executive committee of UTPDA consists of overall 9 members. There are 7 elected members and 2 appointed executives. The elected members are chosen for different non-overlapping roles and are expected to be leaders in their roles and coordinate the work of the appointed executive members.

The Co-presidents shall:

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Oversee the operations, management, and success of the group,
- 5.1.3. Serve as spokesperson for the group,
- 5.1.4. Hold signing and financial authority along with the VP of Finance,
- 5.1.5. Preside over meetings of the Executive Committee and/or members,
- 5.1.6. Support the work of VPs; secures funding and grants for the work of the club,

- 5.1.7. Secure affiliation of the club with student bodies such as ULife and UTSU,
- 5.1.8. Facilitate the annual and monthly meetings,
- 5.1.9. Ensure that all the activities of the club meet regulations and policies of the University of Toronto,
- 5.1.10. Ensure a transition of office from one year to the next.

The Vice-President shall:

- 5.1.11. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.12. Take on the responsibilities of co-president if a co-president is unavailable,
- 5.1.13. Support annual and monthly meetings,
- 5.1.14. Coordinate organizational recruitment efforts,
- 5.1.15. Support the work of members, volunteers, and the affiliates of the club,
- 5.1.16. Recruit volunteers and members,
- 5.1.17. Delegate creative-related tasks to the general members.

The Vice-President of Finance shall:

- 5.1.18. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.19. Seek opportunities for funding within and outside of Uoft (local businesses, academic institutions, etc)
- 5.1.20. Operates the daily financial affairs of the club (financial reports, reimbursements, fund and account management)
- 5.1.21. Advise members on financial position of the group
- 5.1.22. Record all financial transactions of the group
- 5.1.23. Hold signing officer authority along with the President for financial purposes
- 5.1.24. Maintain a budget of income and expenses along with receipts
- 5.1.25. Prepare an annual budget for the group as well as budgets for specific events

The Vice-President of Technology and Design shall:

- 5.1.26. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.27. Create and manage multimedia material necessary for the club,
- 5.1.28. Design graphics and posters,
- 5.1.29. Maintains the website.

The Vice-President of Public Relations shall:

- 5.1.30. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.31. Manage the content that is uploaded to the website and social media accounts,
- 5.1.32. Take photos and videos, and upload digital content to the social media accounts,
- 5.1.33. Promote the club to outside bodies,
- 5.1.34. Collaborate with other external organizations and student-bodies.

The Secretary shall:

- 5.1.35. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.36. Assume duties of the President in their absence,
- 5.1.37. Ensure activities of the club comply with policies of the University of Toronto,
- 5.1.38. Maintain a list of group members and member contact list,
- 5.1.39. Record notes and motions for meetings,
- 5.1.40. Notify all members of general meetings,

5.1.41. Assist the president in organizing external meetings and appointments.

Appointed Members

The Event Coordinators (2) shall:

5.1.42. Support the operations of different events held in the club or co-sponsored by the club,

5.1.43. Work closely with event leaders and operating teams,

5.1.44. Train event leaders for the execution of different events.

Appointed executives are selected by the elected members. Each elected member has one vote. All votes are weighted equally. In the case of a tie, the vote of the President shall be the tiebreaker. In the case of a second tie, the secretary will make the final decision. Appointed executive members do not hold executive decision-making authority.

6. Article Six – Elections

6.1. A call for applications for Executive Members shall be declared during the month of March.

6.2. All those wishing to become UTPDA executives may apply through an online link provided on social media platforms. Any individual that is a student registered under the University of Toronto who has completed the application form and submitted it by the deadline shall be considered nominated for the University of Toronto Pre-Dental association. The Executive Member position that said person has chosen is eligible, provided the person nominating himself/herself is a current student at the University of Toronto.

6.3. Note that only University of Toronto students are eligible to complete application forms and will be accepted for consideration of an executive position. For the positions of President, it is strongly recommended that nominees have at least one year of experience in a UTPDA executive position.

6.4. The election period between the announcement for applications and the vote shall last no less than 9 days, 5 of which must be school days. The first 2 days shall be reserved for nominations, and the next 6 days shall be for interviews. But these dates can be changed.

6.5. Before the application and interview period, the rules governing dates shall be determined at the time by the Executive Committee.

6.6. During the interview, each applicant has the right to deliver a brief speech for the electors denoting his/her: capabilities, experiences and skills for the positions that he/she is applying for.

6.7. The applications must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

7. Article Seven – Finances

7.1. The VP of Finance shall keep an active record of income and expenses.

7.2. The VP of Finance will present the group's updates on the group's financial position at annual general meetings.

- 7.3. The Executive Committee must approve all expenditures over \$50.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.

8. Article Eight – Meetings

- 8.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 8.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

9. Article Nine - Termination of Membership

- 9.1. The Executive Committee may revoke the membership of 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.
- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 9.6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

10. Article Ten – Amendments

- 10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 10.2. All voting and registered University of Toronto members may propose and vote on amendments to the constitution.
- 10.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 10.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.