

The name of the student group shall be the Manitoba Dental Hygiene Student's Association, also known as MDHSA.

MDHSA is a recognized internal dependent funding group (student organization) of the University of Manitoba Students' Union (UMSU) that organizes social events and fundraisers to raise money for their graduation in their graduation year.

Membership is open to Dental Hygiene undergraduates of the University of Manitoba.

Memberships for the club last 2 full academic years, September to August.

MDHSA will follow all bylaws, policies, and procedures of the University of Manitoba Students' Union (UMSU) especially those found in the UMSU Student Clubs Policies and Procedures document.

The following are the Executive Officers of MDHSA along with their duties:

1) President

- a. Attend all meetings of MDHSA
- b. Act as a signing authority for MDHSA
- c. Act as spokesperson for MDHSA to the public
- d. Be the contact person for UMSU
- e. Act as Chair for meetings if no other Chair has been appointed

2) Vice President

- a. Attend all meetings of MDHSA

- b. Act as a spokesperson for MDHSA to the public
- c. Assists the president when the president is unable to perform their duties.
- d. Delegates tasks and responsibilities

3) Treasurer

- a. Act as signing authority for MDHSA
- b. Maintain adequate financial records for MDHSA
- c. Prepare and submit an annual budget for MDHSA

3) Secretary

- a. Document meeting minutes.
- b. Hold all necessary written documentation relevant to the MDHSA
- c. Relay information and results of meetings to members of MDHSA

4) Senior Stick

- a. Facilitates communication between the MDHSA, the College of Dentistry, and the school of Dental Hygiene.
- b. Serves as a member of the Dental Faculty Council, the Dental Faculty Council Executive, and the Student/Faculty Advisory Council.
- c. Serves as the student representative for the School of Dental Hygiene for events and meetings
- d. Aids MDHSA and Executive Council decisions and event organization.

All MDHSA elections for the upcoming year will occur no later than September 30th on an annual basis.

Prior to the election, the Executives shall appoint a Chief Returning Officer (CRO) to oversee the elections; the CRO does not have to be a member of MDHSA, and cannot be a person who is running in the election.

The duties of the CRO are to:

- 1) Oversee and administer the elections for MDHSA.
- 2) Publicize the elections to the membership of MDHSA
- 3) Hear and decide on any appeals or complaints related to the elections
- 4) Oversee and administer the counting of votes or ballots for the elections
- 5) Announce the results of the elections and inform MDHSA of who next year's Executive will be

Voting for the upcoming year's Executive will be conducted as follows:

1) Nominations for the elected positions will last for three days. Candidates who wish to be nominated should inform the CRO during that period, and must be a member in good standing of MDHSA at the time of their nomination.

2) Each nominated candidate is allowed to campaign on behalf of themselves and any slate (or team) they are a part of during the campaigning period, if applicable.

3) The CRO will collect a brief biography and campaign platform from each candidate and distribute them in an e-mail to all members of MDHSA prior to voting.

4) Voting will be open for a day, and will be held in a safe and secure location accessible to all members of the club.

Transition of Executive

A. During the period from the end of the second week of April until the first day of May, when the new Executive team will assume office, it is the responsibility of the departing Executives to orient the newly elected Executive Officers to their jobs. This includes teaching the incoming Executives about student club and UMSU policies and procedures, transitioning club records and materials (including office, locker combinations, all passwords to all student club social media accounts, and the club's bank account), and preparing the new Executives to be effective in their roles for the next year's work.

B. It is the responsibility of the departing President to ensure that all student requirements to UMSU, including submission of a complete Executive Transition Form and the removal of all student club records and materials from the club office and locker, have been fulfilled before the incoming Executives assume office.

C. It is the responsibility of the departing President and Treasurer to bring all accounts up to date to the end of the final year, and to prepare any required financial statements of the club. In addition, the outgoing President and Treasurer must arrange with the respective incoming Executives for the transition of the student club's bank account(s) into the incoming President's and Treasurer's names. These tasks are to be completed and their credentials delivered to the new Executives no later than the last day of April.

D. It is the responsibility of the incoming Executives to assume custody of all student club records and materials and accountability for all financial activities of MDHSA (as outlined in Article 5) and for all club requirements to UMSU commencing with the first day of May.

The President may call an Executive meeting at any time, but must give all other members at least 48 hours notice. There shall be at least one Executive meeting per month during the academic year (September to April).

The Executives will schedule at least two meetings a year for the entire MDHSA membership.

Any changes (amendments) to this constitution must be approved by a formal vote of the entire student club membership at a publicized meeting of the club.

The proposed changes must be made available to all members of the club at least two weeks before the meeting, and require the support of at least two-thirds ($2/3$) of the members present and voting at the meeting.

A copy of the amended constitution must be submitted to UMSU within two weeks of the meeting via the UMSU MDHSA portal.