

University of Manitoba Pre-Dental Society Constitution

Purpose:

We are an academic club designed to help and provide students with information about the dental profession and application process. This includes answering questions about the DAT, preparing for the interview, working with current dental students and dentists and many other dentistry related activities. The purpose of this club is to help pre-dental schools with their studies and for students to meet other students that share common career goals.

Membership:

Membership is open to any undergrad or graduate students of the University of Manitoba that are pursuing dentistry.

Policies and Procedures:

The Pre-Dental Society will follow all bylaws, policies, and procedures of the University of Manitoba Students' Union and all members will be shown and will follow the UMSU Student Clubs Policies and Procedures document.

Executive Officers and Duties:

1. President
 - a. Serve as a Chair for the executive board, preside at club meetings and overseas all activities
 - b. Assist and supervise other executive board officers in a way needed for the betterment of the organization
 - c. Find appropriate speakers for club meetings and appoint committees for events
 - d. Acts as an ambassador for the club and encourages others to join
 - e. Attend all meetings of University of Manitoba Pre-Dental Society
 - f. Act as a signing authority for University of Manitoba Pre-Dental Society
 - g. Act as a spokesperson for University of Manitoba Pre-Dental Society to the public
 - h. Be the contact person for UMSU
 - i. Responsible for social media

2. Vice President
 - a. Assist the president and preside at club meetings in the absence of the president
 - b. Assist in the organization and conduction of club meetings
 - c. Locate and reserve rooms for club meetings if necessary
 - d. Assists in membership recruitment efforts for the club
 - e. Responsible for social media

3. Treasurer

- a. Act as the official custodian of the funds of the organization and dispenses funds as directed by the executive board
 - b. Design a budget to be approved by the executive board
 - c. Provide accurate reports of funds to the institution and executive board
4. Secretary
- a. Take accurate minutes at executive board meetings and maintain records of ideas
 - b. Keep copies of all contacts of the organization, including members
 - c. Send meeting minutes and pertinent information to all members of the club
 - d. Prior to each meeting, provides members information regarding meeting location and time, as well as a description of the meeting location and time, as well as description of the meeting
5. Shadowing Director
- a. Responsible for organizing convenient times for students to shadow dentists

Meetings:

All executives shall have a meeting at least once a month, the president may call an Executive meeting at any time, but it must give all other members at least 48 hours notice. General meetings will be scheduled as the year goes on with at least two meetings a year.

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.