**CONSTITUION OF PRE-DENTAL SOCIETY**

ARTICLE I. NAME OF ORGANIZATION:

 The name of this organization is Pre-Dental Society. This organization will utilize the acronym PDS in most publicity materials and correspondence. Pre-Dental Society is operating in Gainesville, Florida.

ARTICLE II. PURPOSE STATEMENT:

 Our purpose is to provide projects and activities to members, thus promoting academic and career related field experiences. Hence, due to the small size of our organization we can specialize in educating University of Florida students interested in Dentistry to get to know one another outside the classroom. We want our members to feel that they are getting more information and it is a one-on-one interaction. We want them to search and find out WHY they want to pursue and become a dentist. We want them to become aware that this field is not just about science classes or take it as a backup plan – we want them to figure out the honest and true reason why they want to become dentists. What attracted them to this field, whether it is a family member or a certain event in their life that led them this path. We want them to constantly be aware of what attracted other individuals to the field and allow them to feel confident in becoming a dentist. Furthermore, we also want to get to know their names and give them a comfortable environment – make them want to come to the meetings and want to learn about what exactly the field of dentistry is. The purpose of this organization is not just so one can say that they were in the Pre-Dental Society on their resume – we want members to understand that as future dentists they know what they are going to face. Best of all, we want them to gain skills about health promotion; this is a crucial topic that can make the difference between ignorance and knowledge. As students we have the greatest opportunity to learn how to promote oral health (since we don’t have the ability yet of giving free dental checkups). We can target our specific population of UF students and elementary students and make them aware of the importance of oral health and how it contributes to one’s overall health!

Main Points of Mission:

1. Get students to know each other in the organization. Information, Facebook, Emails; whatever gets them to become familiar with their fellow future dentists. (Socials should help this goal)

2. Make students aware of WHY they want to become a dentist

3. Promote health throughout the community (i.e. smile message tabling events or kindergarten/elementary schools/ after school programs)

Goals:

1. To have 7-8 general body meetings (3-4 per semester)

2. To complete service projects as available, minimum of 3 per semester

3. To complete 2 socials per semester and one end-of-year banquet (an appreciation banquet for students)

ARTICLE III. COMPLIANCE STATEMENT

 Upon approval by the Center for Student Activities and Involvement, Pre-Dental Society shall be a registered student organization at the University of Florida. Pre-Dental Society shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

ARTICLE IV. UNIVERSITY REGULATIONS

Section A. Non-Discrimination

 Pre-Dental Society agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

Section B. Sexual Harassment

 Pre-Dental Society agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment.

Section C. Hazing

 Pre-Dental Society agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.

Section D. Responsibility to Report

 If this organization becomes aware of any such conduct described in this article, Pre-Dental Society will report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, or the University’s Title IX Coordinator.

ARTICLE V. MEMBERSHIP

 Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

ARTICLE VI. OFFICERS

Section A: The elected officers of Pre-Dental Society shall be President, Vice-President, Treasurer, Public Relations Chair, Secretary, Social Chair, Service Chair, and Webmaster

Part 1: The president’s duties include: meeting regularly with the rest of the executive board to plan general meetings, overseeing all matters and interests that pertain to all Pre-Dental Society, making fiscal decisions, inviting guest speakers to the general meetings, hosting general meetings, and representing the Pre-Dental Society at all University functions, and above all, to be the face of Pre-Dental Society. To be president, you must be willing to devote a large amount of time outside of school to plan meetings and get guest speakers. While you oversee the rest of the executive board, it is ultimately your responsibility to make sure everything is in order before a meeting.

Part 2: The vice-president’s duties include: getting room reservations for meetings, meeting regularly with the executive board to plan meeting and events, overseeing the rest of the executive board, assisting the president with his/her duties, making sure that all things needed before the meeting are at the meeting, providing input on matters and interests that pertain to Pre-Dental Society. Similar to being president, this position requires a good deal of time outside of school to help the president plan meetings and events. The most important function of the vice-president is to make sure the room reservation is made well in advance of the meeting and that there is computer access available in meeting rooms. This person attends all executive board meetings.

Part 3: Treasurer handles the payment of dues at the meetings, memberships and shirts. The treasurer keeps records of the organization’s funds. This person attends all executive board meetings. This person attends regular meetings of the executive board to plan meetings and events.

Part 4: Public Relations Coordinator responsible for the publicity of PDS. Must create banners and display them before meetings. Makes flyers for meetings and posts them in the pre-health classes. Controls the PDS listserv, writes and distributes all communications from the executive board to the membership. The coordinator sends out messages about meetings on other pre-health listservs and promotes PDS on campus through any medium available in an effort to grow the membership. Also attends all executive board meetings.

Part 5: Secretary duties include to write and print agendas for meetings. This person attends all executive board meetings. The secretary assists the president and vice-president in any way possible. This position requires a little time outside of school but most importantly, the secretary must always be at every meeting to take the minutes and attendance.

Part 6: Social Coordinator duties are to plan socials for each semester. This person attends all executive board meetings. Responsible for making sure there is food at every meeting. Social coordinator works with the president and vice-president to plan fun events for the membership.

Part 7: Service Coordinator plans community service events. This person attends all executive board meetings. Organizes and oversees the service committee. This person must be creative and come up with fun inventive ways to reach out to the community and fulfill Pre-Dental Society’s mission to help spread oral-health education throughout the Gainesville community. This position requires a lot of time outside of school because you must keep in contact with outside members of the community to help plan these events.

Part 8: Webmaster/Historian maintains and updates the website. This person attends all the executive board meetings. Provides input on PDS matters and helps other executive board members with their duties.

Part 9: Fundraising Coordinator plans fundraising events that help maintain the club afloat upon expenses for activities, awards, food provided, and whatnot.

Part 10: AADR Representative attends AADR meetings and events. Give a feedback to general body during meetings about these events. This representative attends all executive board meetings and informs members of activities and events planned by AADR. Provides input on PDS matters and helps other executive board members with their duties

Part 11: ASDA Representative attends ASDA meetings and events. This representative gives a feedback to general body during meetings about these events. Must also attend all executive board meetings and inform members of activities and events planned by ASDA. Provides input on PDS matters and helps other executive board members with their duties

Section B: There is no appointed officer of Pre-Dental Society; all officers are elected by its members.

Section C: Officers shall assume their official duties at the close of the last general meeting of the calendar year and shall serve for a term of one year.

Section D: Any officer of Pre-Dental Society may be removed from office through the following process:

Part 1: A written request by at least three voting members of the organization shall be submitted to the President, Vice President, or Treasurer. Written notification shall be sent to the officer in question asking that officer to be present at the next meeting and prepared to respond to the removal request.

Part 2: A two thirds majority vote of members present is necessary to remove the officer.

Part 3: In the event of the removal of an officer, a special provision may be granted to the remaining officers to appoint an interim replacement until an election may be held.

ARTICLE VII. ELECTIONS

 Active members can run for an officer position (except for the president and vice president positions) during the last meeting of the Spring semester. Only active members of the current executive board may run for the president and vice president positions. Nominations for all officers will take place annually from the members starting in April. Any member may nominate any other voting member, including him/her -self. Nominations may also be made during the election meeting prior to closing of nominations. Voting will occur by secret ballot and a simple majority vote is required to elect an officer. If there are more than two candidates running and no candidate receives a majority vote, there shall be a run-off vote between the top two vote recipients at the next general meeting. No person shall be eligible to serve more than two consecutive terms in the same office. Elections should take place in late March to early April to allow for turnover between old and new board.

ARTICLE VIII. FACULTY ADVISOR

 The faculty advisor shall serve as a resource person and provide advisory support for the officers and members of the organization. The faculty advisor should attend executive and general meetings; however, the faculty advisor may not vote in any Pre-Dental Society matters. The faculty advisor shall be nominated by the officers and serve one year terms. The advisor will be nominated every Fall semester.

ARTICLE IX. FINANCE

 Pre-Dental Society requires each new member to pay $15 dues, and returning members $10. This fee covers the cost of community service events materials, prices for the meetings, food and other expenses like copies of the meeting agenda provided during meetings. The dues will be collected at the first meeting of every semester (August for Fall, January for Spring).

ARTICLE X. DISSOLUTION OF ORGANIZATION

 In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to “Mighty Molar, UFCD.”

ARTICLE XI. ACTIVE MEMBERS

 Active members are those members who paid their dues and attended at least 2 meetings, 3 service events and 2 social/fundraising events per semester. Active membership is required to be eligible for elections since this demonstrates interest in dentistry and the organization itself.

ARTICLE XII. AMENDMENTS TO CONSTITUTION

 Amendments to this constitution may be made at any regular meeting of Pre-Dental society provided notice of the proposed amendment was given one week prior to a vote. Amendments require a two-thirds vote of the voting members in attendance at the meeting, and are subject to final approval by the Department of Student Activities and Involvement.