

THE CONSTITUTION OF THE PRE-DENTAL ASSOCIATION
AT LOYOLA UNIVERSITY CHICAGO
(Last Revised Feb 12, 2017)

PREAMBLE We, the members of the Pre-Dental Association at Loyola University Chicago hereby establish this instrument as the constitutional by-laws of said Association, which shall hereafter be the binding laws to govern the conduct of the Association.

ARTICLE I Organization - Purpose

SECTION 1. The purpose of this Association shall be to provide students who are interested in oral health a means to diversify their portfolio while broadening their knowledge of dental medicine in order to best prepare for dental school. We partake in multiple community service and outreach programs to produce active and respectable citizens while simultaneously strengthening our dental applications.

ARTICLE II Membership Requirements

SECTION 1. A person is considered a member of the Association once the yearly \$25 dues are collected and the membership contract is signed. Both must be completed before the academic semester ends.

SECTION 2. The Association shall consist of members who are candidates for a degree at Loyola University Chicago.

SECTION 3. Members of the Association must make a minimum of ten (10) points per academic semester. One (1) point is awarded per general body meeting and two (2) points are awarded per event. Two (2) points must be earned from participation in a community service event. If a member is unable to make ten (10) points by the end of the academic semester, he/she may purchase ten (10) toothbrushes to receive one (1) point. Points are final once the semester ends, unless the member has made arrangements due to medical issues, scheduling conflicts, etc.

ARTICLE III Government – Executive

SECTION 1. The executive power shall be vested in the board of seven (7) members elected by the Association and previous Executive Board. The officers who compose this board are the Co-Presidents, Secretary, Treasurer, Director of External Communications, Director of Membership, and the Director of Marketing. The positions

of this board are listed in detail below.

SECTION 2. The Co-Presidents shall maintain strong relations with Loyola University of Chicago and the office of Student Activities and Greek Affairs (SAGA). The Co-Presidents shall ensure the Association maintains its status of a Registered Student Organization (RSO) by complying with all rules of the office of Student Activities and Greek Affairs (SAGA). The Co-Presidents shall reserve spaces for all club meetings and events, as well as Executive Board meetings. The Co-Presidents shall maintain membership on the ASDA Pre-Dental Advisory Board. The Co-Presidents shall monitor the work of other Executive Board members to ensure tasks are being completed in a timely manner. At least one nominee for the position of Co-President must have served on Executive Board for at least one year.

SECTION 3. The Secretary shall inform members of all upcoming events held by the Association. The Secretary shall send emails to remind members of events, activities, and volunteer opportunities. Bi-weekly emails must include date, time, place, and agenda of each meeting or event. The Secretary shall be responsible for taking minutes at Executive Board meetings and general body meetings. The Secretary shall check the Association email frequently and respond to emails in a timely manner. The Secretary shall create meeting PowerPoint presentations.

SECTION 4. The Treasurer shall monitor all funds of the Association. The Treasurer shall keep an updated Excel spreadsheet of all transactions. The Treasurer shall apply for spot-funding through the office of Student Activities and Greek Affairs (SAGA). The Treasurer shall purchase all parking passes for all guest visitors. The Treasurer shall monitor all monetary accounts of the Association.

SECTION 5. The Director of External Communications shall organize the schedule of the Association with events and general body meetings throughout the academic year. The events include, but are not limited to admissions counselors, military representatives, tours, dental professionals, student panels and community service. The Director of External Communications shall be in contact with these various persons and coordinate them into the schedule of the Association. The Director of External Communications shall have a schedule prepared prior to the beginning of each academic semester.

SECTION 6. The Director of Membership shall record the attendance and point values of each member. The Director of Membership shall plan activities for each general body meeting that enable members to interact with one another. The Director of Membership

shall post an informative dental message on Facebook one (1) time per week. The Director of Membership shall order all food for Association meetings. The Director of Membership shall attend one (1) Campus Activities Network (CAN) meeting per month throughout the academic year.

SECTION 7. The Director of Marketing shall create and post flyers on campus to promote meetings and events. The Director of Marketing shall inform members of the location and time of events and meetings the day of via Facebook. The Director of Marketing shall create business cards, letterheads, etc. to distribute on campus. The Director of Marketing shall attend all organization fairs with informational brochures and posters. The Director of Marketing shall take photographs at meetings and events to upload onto the Associations' website and Facebook page at least five (5) days after each event and meeting. The Director of Marketing shall design, order, and distribute club t-shirts before the end of the fall semester.

SECTION 8. Executive Board shall meet once a week in addition to general body meetings and events. It shall be responsible for preparing general body meetings and events. It shall be empowered to transact business, make decisions, and have the final vote during elections.

SECTION 9. Executive Board meetings shall be open to all members.

SECTION 10. Executive Board members can miss no more than four (4) events, general body meetings, or Executive Board meetings per academic semester.

SECTION 11. Officers delinquent in their duties can be recommended to be impeached by a four-sixths (4/6) vote of the Executive Board. Any officer resigning from office must present a written resignation to the Executive Board. The resignation will be presented to the Association, and the position will be filled as soon as possible.

ARTICLE IV Elections

SECTION 1. The annual election of officers shall take place no later than April 1. Incoming officers shall not take office until the fall semester.

SECTION 2. The elections for the Executive Board and Executive Council shall be carried out by majority vote of the members, followed by majority vote of the Executive Board.

SECTION 3. Any active member wishing to run for an Executive Board position will

have to do the following:

1. Make ten (10) points for the fall semester prior to elections
2. Pay the annual \$25 dues by the end of the fall semester
3. Submit a membership contract by the end of the fall semester
4. Create a three to five (3-5) minute speech to present to members
5. Partake in an interview with the Executive Board.

SECTION 4. Voting shall be done by secret ballot. The Co-Presidents shall do the counting of ballots. If not present, it shall be the duty of the Secretary to collect ballots. Election is by the majority vote of those present.

SECTION 5. Once a candidate receives a majority vote by the members, the candidate will have a fifteen-forty (15-40) minute interview with the Executive Board.

SECTION 6. After all interviews are conducted, the Executive Board will carry out a majority four-sevenths ($4/7$) vote and select members for positions that it deems best fit.

SECTION 7. If there are less than two (2) senior class Executive Board members to conduct interviews for the position of the Co-President, an upperclassman who has made all points shall be chosen by four-fifths ($4/5$) vote of the Executive Board to assist in interviewing and selecting a Co-President.

SECTION 8. The Secretary shall announce the newly elected members within one (1) week after all interviews with the Executive Board have been conducted.

SECTION 9. Newly elected officers shall meet with their predecessor within one (1) week of being elected for training.

SECTION 10. Members must have paid dues, signed a membership contract, and have a minimum of fifty (50) percent of points to be allowed to vote.