

# CONSTITUTION

## Pre-Dental Club at Iowa State University

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### **ARTICLE I – NAME**

The name of this organization at Iowa State University shall be recognized as the **Pre-Dental Club at Iowa State University**.

### **ARTICLE II – PURPOSE & GOALS**

**Section 1:** The Pre-Dental Club at Iowa State University is an organization dedicated to providing opportunities for students who are interested in pursuing a career in the dental field upon completion of their undergraduate degree. The Pre-Dental Club at Iowa State University hopes to facilitate communication among students who share the same interests, as well as providing experiences that will enhance professionalism.

**Section 2:** The Pre-Dental Club at Iowa State University abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Pre-Dental Club at Iowa State University agrees to annually complete President's and Treasurer's Training.

### **ARTICLE III – MEMBERSHIP**

Membership shall be open to all registered students at Iowa State University.

#### **Section 1: Requirements**

- Payment of yearly dues
- Attendance at monthly meetings
- Active participation in activities that the club partakes in

In the case a member of the Pre-Dental Club at Iowa State University does not abide by the membership requirements, his or her membership will be revoked by majority vote of officers plus majority vote from the general membership.

### **ARTICLE IV – OFFICERS**

The officers of the Pre-Dental Club at Iowa State University include, but are not limited to, President, Vice President, Treasurer, and Secretary.

The officers of this organization must meet the following requirements:

(a) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment, and semesters during the term of office.

(b) For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(c) Be in good standing with the university and enrolled at least half time during the term of office.

(d) An officer will be ineligible to hold office should he or she fail to maintain the requirements described in (a), (b), and (c).

(e) To remove or impeach an officer, they must have failed the requirements described in (a), (b), and/or (c), or have committed an impeachable offense including abuse of power, misuse of club funds, or other serious misconduct. To begin proceedings, a valid officer must give notice and alert the other officers. A formal vote will be held among officers and the club advisor. **The accused officer shall be allowed to speak on their behalf prior to the vote and shall not be present in the room during the final vote.**

(f) The Vice President will be responsible for risk management and will:

- [a] help minimize potential risks for club activities;
- [b] recommend risk management policies or procedures;
- [c] submit documentation to ISU's Risk Management Office; and
- [d] ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

## **Elections**

Elections will be held annually during the last meeting of the spring semester (typically in April or early May). Nominations can be made personally or by another member of the organization. Ballots will be written and majority vote will determine the elected officer. New officers will assume their roles at the beginning of the following fall semester.

## **Term of Office**

The term of office will be one full academic year, from the beginning of the fall semester to the beginning of the next fall semester. All officers shall comprise the Executive Committee of the organization and meet in addition to regular organization meetings.

## **Officer Duties**

### **1. President**

- Preside over all meetings
- Ensure organization operation is consistent with standards set forth by this organization, Iowa State University, and Student Engagement

- Maintain communication with all officers of this organization as well as the advisor

## **2. Vice President**

- Attend all meetings
- Preside over meetings if the President is not in attendance
- Serve as Risk Management Officer: help minimize potential risks for club activities; recommend risk management policies or procedures; submit documentation to ISU's Risk Management Office; and ensure proper waivers and background checks are on file with Risk Management for events (if applicable)

## **3. Secretary**

- Attend all meetings
- Maintain an accurate record of all organization meeting minutes

## **4. Treasurer**

- Maintain accurate record of organization transactions
- Collect and record dues
- Develop an operating budget appropriate for the organization

## **Officer Removal**

If the case arises, an officer may be removed from his or her office by majority vote of the other officers as well as majority vote of the general membership. The vacated office will be open for election by any member who meets all requirements, and normal election processes will be followed.

## **ARTICLE V – NON-DISCRIMINATION STATEMENT**

Iowa State University and the Pre-Dental Club at Iowa State University do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, or status as a U.S. Veteran.

## **ARTICLE VI – FINANCES**

The Treasurer will handle all financial duties and ensure all members have paid their annual dues. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organization Accounting office and/or approved institution/office. All funds must be deposited within 48 hours after collection. The Advisor of this organization must approve and sign each expenditure before payment.

## **Dues**

All members of this organization will pay yearly dues of \$10. In the circumstance this amount is unsuitable, the Executive Committee will assess the situation, vote, and agree upon a more suitable

amount.

## **ARTICLE VII – ADVISOR**

**Section 1 – Role:** The Advisor shall provide appropriate guidance and advice to the organization, maintain communication among officers, and ensure the organization operates in accordance with Iowa State University policies and the provisions of this constitution.

**Section 2 – Term of Service:** The Advisor shall serve a term of one academic year, renewable at the discretion of both the Advisor and the organization. There is no limit on the number of consecutive terms an Advisor may serve.

**Section 3 – Selection:** The Advisor shall be selected by a majority vote of the Executive Committee. Candidates must be a faculty or staff member at Iowa State University. If the current Advisor is unavailable or the position becomes vacant, the Executive Committee shall solicit and select a replacement within 30 days.

**Section 4 – Removal and Replacement:** The Advisor may be removed by a two-thirds majority vote of the Executive Committee if the Advisor fails to fulfill the duties of the position or acts in a manner inconsistent with the mission of the organization or Iowa State University policies. Upon removal or voluntary resignation, the Executive Committee shall select a replacement Advisor through the process described in Section 3. The organization shall notify Student Engagement of any change in Advisor.

## **ARTICLE VIII – AMENDMENTS & RATIFICATION**

If members of the Pre-Dental Club at Iowa State University find the constitution unsuitable, future amendments may be brought forth to the Executive Committee. The Executive Committee will review the proposed amendments for two weeks and then present them to the full membership. In order for approval, a majority vote by the general membership must be obtained following normal voting procedures. The amended or ratified constitution will be submitted within 10 days to Student Engagement for approval.

**Emergency Compliance Provision:** In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, any changes necessary to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor. Notification of these changes must be communicated at the next full organizational meeting.