

# CONSTITUTION AND BYLAWS

Texas Pre-Dental Society

The University of Texas at Austin

(Adopted September 5, 2001. Revised February 18, 2015.)

## Table of Contents

1. CONSTITUTION
  - a. ARTICLE I: DEFINITIONS
  - b. ARTICLE II: MISSION AND OBJECTIVES
  - c. ARTICLE II: OPERATION
  - d. ARTICLE IV: MEMBERSHIP
  - e. ARTICLE V: ORGANIZATION
2. BYLAWS
  - a. ARTICLE I: DUTIES AND POWERS OF THE EXECUTIVE BOARD
  - b. ARTICLE II: TERM OF OFFICE
  - c. ARTICLE III: ELECTION PROCEDURES AND ELIGIBILITY
  - d. ARTICLE IV: UNEXPIRED TERMS
  - e. ARTICLE V: REMOVAL FROM OFFICE
  - f. ARTICLE VI: MEETINGS
  - g. ARTICLE VII: ATTENDANCE AND MEMBERSHIP
  - h. ARTICLE VIII: COMMITTEES
  - i. ARTICLE IX: INITIAL APPROVAL AND SUBSEQUENT AMENDMENTS
  - j. ARTICLE X: DISSOLUTION

## **CONSTITUTION**

### ***ARTICLE I: DEFINITIONS***

#### ***SECTION I: NAME***

The name of this organization shall be known as “Texas Pre-Dental Society”, alternately referred to as “TPS”.

#### ***SECTION II: TERMS AND REFERENCES***

In this document, the following words—“TPS”, “Us”, “We”, “Our Organization”, and “Association”—refer to Texas Pre-Dental Society.

“FLOSS” refers to “For the Love of Saving Smiles Committee”.

“Officer” means any member of the Executive Board as defined in BYLAWS, ARTICLE I and is limited to the members of the Executive Board.

“Member” means any participant of Texas Pre-Dental Society, paid or unpaid. Participation includes, but is not limited to, attendance of any meetings or events, and includes an attempt to join the organization.

## ***ARTICLE II: MISSION AND OBJECTIVES***

### ***SECTION I: MISSION STATEMENT OF TEXAS PRE-DENTAL SOCIETY***

Texas Pre-Dental Society is a student-run organization which protects and advances the rights, interests, and welfare of students pursuing careers in dentistry. It represents students with a unified voice and provides information, education, advocacy, and services. The association introduces lifelong involvement in organized dentistry and promotes change for the betterment of the profession.

### ***SECTION II: OBJECTIVES***

The objectives of Texas Pre-Dental Society shall be:

1. To provide all members with the essential qualities necessary to become a successful dentist.
2. To provide a means by which students may participate in and communicate with the pre-dental community of The University of Texas at Austin.
3. This association is open to all students interested in the field of dentistry and serves as a resource to provide information about the dental field, the dental community, service contacts, leadership experiences, and social interactions.

## ***ARTICLE III: OPERATION***

### ***SECTION I: ORGANIZATION***

An operational account for the function of the association shall be established in accordance with the University of Texas at Austin policy. The operational account shall be used toward the betterment of the association and its members as a whole. Organization and operation of the association shall not occur for private interests.

### ***SECTION II: EDUCATIONAL ORGANIZATION***

Texas Pre-Dental Society shall be operated on the basis of enhancing the education of its members.

## ***ARTICLE IV: MEMBERSHIP***

### ***SECTION I: OPEN MEMBERSHIP***

Membership shall be open to students regardless of race, national origin, creed or political affiliation, sex, sexual orientation, religion, age, disability, or veteran's status.

### ***SECTION II: LIMITED MEMBERSHIP***

Membership is limited to students and/or faculty of the University of Texas at Austin.

### ***SECTION III: DUES***

In addition to CONSTITUTION ARTICLE IV, SECTION II, members must also fulfill the following requirements:

Member dues are \$65.00 per year or \$40.00 per semester and are set by Texas Pre-Dental Society. However, dues may be altered with the discretion of the Treasurer of Texas Pre-Dental Society and a two-thirds vote by the Executive Board.

All officers are required to join Texas Pre-Dental Society and pay member dues.

Dues must be paid by the third general meeting of each appropriate semester, or another general meeting as deemed necessary by the Treasurer of Texas Pre-Dental Society with a two-thirds vote by the Executive Board.

## ***ARTICLE V: ORGANIZATION***

### ***SECTION I: GENERAL REQUIREMENTS FOR OFFICERS***

The Executive Board shall consist of the officers of Texas Pre-Dental Society.

All officers are responsible for meeting the same requirements set forth for all members, including payment of dues and attendance of all meetings (the President may grant an excused absence if deemed necessary). The officers, however, are not required to meet the point requirements set forth for general members.

Executive Board meetings shall be held on weeks where there is no general meeting scheduled, and may be referred to as officer meetings. These officer meetings shall occur at the same time as when general meetings would be set. The dates and times of these officer meetings shall be set by the President of Texas Pre-Dental Society and may be rescheduled as the President sees fit. Attendance for the Executive Board is mandatory at these officer meetings unless excused by the President. This is repeated in BYLAWS, ARTICLE VI, SECTION II.

The President is entitled and expected to schedule one-on-one meetings with individual officers as deemed necessary.

### ***SECTION II: ORGANIZATION***

The governing body of Texas Pre-Dental Society is the Executive Board, consisting of its officers. The Executive Board shall be comprised of the following officer positions: President, Vice President, Secretary, Treasurer, Community Service Representative, Public Relations Representative, Social Representative, FLOSS Chair, and Webmaster. The Executive Board has the authority to appoint members to other designated offices to fulfill the work of the chapter as needed.

### ***SECTION III: FLOSS COMMITTEE***

Texas Pre-Dental Society shall have a separate philanthropic committee known as For the Love Of Saving Smiles, referred to as the FLOSS Committee. This committee shall be led by the FLOSS Chair (refer to BYLAWS, ARTICLE I) and will comprise of all members and officers of Texas Pre-Dental Society that wish to join. Continued membership of any members and officers in the committee shall be determined by the FLOSS Chair.

The FLOSS Committee will organize events and activities with the goal of raising money for non-profit organizations associated with the field of dentistry. All funds raised by the FLOSS

Committee shall be donated to a non-profit organization determined by the FLOSS Chair and members of the committee.

## **BYLAWS**

### ***ARTICLE I: DUTIES AND POWERS OF THE EXECUTIVE BOARD***

1. President
  - a. To oversee the Executive Committee and the actions of the Vice-President and subordinates.
  - b. To be responsible for promoting good communication between himself and each individual officer to ensure that each officer is fulfilling his or her responsibilities. This is to be done primarily through officer, which shall be held regularly, and one-on-one meetings, which shall be held as necessary.
  - c. To oversee the actions of the officers and any other officers/committees created under his/her jurisdiction.
  - d. To be responsible for reserving meeting locations and arranging appropriate speakers for each general meeting.
  - e. To plan and oversee trips to each Texas Dental School during the spring and fall semesters.
  - f. To provide a list of active members to various dental school as requested.
  - g. To acquire necessary media equipment from the Health Professions Office or delegate this responsibility to another officer or member of the organization.
  - h. To be responsible for notifying members about all upcoming meetings.
  - i. To maintain good relations with the Health Professions Office and update the director of the Health Professions Office with upcoming events held by Texas Pre-Dental Society.
  - j. To act as the main contact of Texas Pre-Dental Society for the University, Dean's Office, and all dental schools
  - k. To act as chief liaison and representative to other groups and organizations at the University of Texas at Austin.
  - l. To be familiar with the Constitution and Bylaws of Texas Pre-Dental Society and handle all amendment procedures when necessary.
  - m. To oversee the fall officer elections run by the Vice-President, following the procedures outlined in BYLAWS, ARTICLE III.
  - n. After the elections in the fall, the President is responsible for advising the new President for the spring semester.
2. Vice-President
  - a. To aid the President in decision making and other responsibilities.
  - b. To help the President promote the best communication possible between the officers in order to ensure that each officer is fulfilling his or her responsibilities.
  - c. To assist the President and preside at chapter meetings in the absence or incapacity of the President.
  - d. To maintain positive relations and communications among members through various means.
  - e. To maintain positive relations among officers.

- f. To keep up with and maintain membership points and attendance.
  - g. To arrange transportation, collect dues, and organize members in preparation for dental school trips, as set up by the President.
  - h. To organize and run officer elections in the fall, working with the other current officers.
  - i. To organize a scholarship(s) for members, working with the other officers to set requirements and select recipients.
  - j. After the elections in the fall, the Vice-President is responsible for advising the new Vice-President for the spring semester.
3. Secretary
    - a. To be responsible for maintaining and setting up members with dentist shadowing.
    - b. To arrange Kaplan as speakers for the first general meeting of each semester, unless said otherwise by the President.
    - c. To order scrubs and graduation cords for graduating seniors in the spring semester, which are to be distributed during the Spring Banquet.
    - d. To create and order T-shirts and other apparel for Texas Pre-Dental Society.
    - e. After the elections in the fall, the Secretary is responsible for advising the new Secretary for the spring semester, especially concerning the shadowing program.
  4. Treasurer
    - a. To be responsible for maintaining the finances and operational account of Texas Pre-Dental Society, distributing funds to other officers as necessary.
    - b. To set and collect membership dues and maintain records of paid members.
    - c. To be responsible for maintaining a current list of paid members and distributing this list to the other officers when necessary.
    - d. To arrange and organize fundraising events and activities to raise money for Texas Pre-Dental Society.
    - e. To order and provide food and drinks at each general meeting.
    - f. To hold on to T-shirts and apparel ordered by the Secretary, to sell to members when necessary
    - g. After the elections in the fall, the Treasurer is responsible for advising the new Treasurer for the spring semester.
  5. Community Service Representative
    - a. To coordinate and organize one-time and ongoing community service events for general members.
    - b. To arrange rides for general members to and from community service events.
    - c. To keep up with the Texas and American Mission of Mercy events, and provide opportunities for general members to attend when possible.
    - d. To keep up with and maintain community service membership points.
    - e. After the elections in the fall, the Community Service Representative is responsible for advising the new Community Service Representative for the spring semester.
  6. Public Relations Representative
    - a. To be responsible for spreading information about Texas Pre-Dental Society to other students through the use of flyers, signs, newspaper ads, and any other means available.

- b. To organize and coordinate tabling for Texas Pre-Dental Society, and to maintain and keep all supplies used for tabling.
  - c. To enter information about prospective members received during tabling and other PR events into the mailing subscription list.
  - d. To attend all orientation sessions, fairs, and other publicity events, or assign an appropriate representative to attend.
  - e. To act as a liaison between Texas Pre-Dental Society and alumni dentists of the University of Texas at Austin, maintaining good relations and communication.
  - f. To keep up with and maintain all social media belonging to Texas Pre-Dental Society.
  - g. To keep up with and maintain PR membership points.
  - h. After the elections in the fall, the Public Relations Representative is responsible for advising the new Public Relations Representative for the spring semester.
7. Social Representative
- a. To coordinate and organize all social events and activities for members.
  - b. To maintain good relationships and harmony among members.
  - c. To set up and organize the Spring Banquet, which acts as the sixth general meeting of the spring semester.
  - d. To run weekly study sessions for members, if deemed appropriate.
  - e. To keep up with and maintain social membership points.
  - f. After the elections in the fall, the Social Representative is responsible for advising the new Social Representative for the spring semester.
8. FLOSS Chair
- a. To lead and oversee the FLOSS Committee, as outlined in CONSTITUTION, ARTICLE V, SECTION III.
  - b. To set up and coordinate additional meetings for the FLOSS Committee, outside of the general meetings.
  - c. To keep up with and maintain membership within the committee.
  - d. To keep up with and maintain positive relations with non-profit organizations associated with the field of dentistry.
  - e. To organize, coordinate, and host at least one FLOSS charity event each semester to raise money for non-profit organizations associated with the field of dentistry.
  - f. After the elections in the fall, the FLOSS Chair is responsible for advising the new FLOSS Chair for the spring semester.
9. Webmaster
- a. To maintain the website and hosting server of Texas Pre-Dental Society.
  - b. This website should include an updated list of members and membership points each semester.
  - c. This website should also include a calendar of all upcoming events, meetings, and activities of the association.
  - d. This website should also include other things that are agreed upon by the President and the Webmaster.
  - e. To assist the other officers with any technological issue associated with this website.
  - f. After the elections in the fall, the Webmaster is responsible for advising the new Webmaster for the spring semester.

## ***ARTICLE II: TERMS OF OFFICE***

The Executive Board shall be elected by the paid members of the club at the end of the fall semester and shall serve for the two following semesters. Each officer is also responsible for aiding the newly elected officers, after their terms of service, as necessary.

## ***ARTICLE III: ELECTION PROCEDURES AND ELIGIBILITY***

### ***SECTION I: GENERAL ELECTION PROCEDURES***

Elections for offices comprising the Executive Board will be held at the final meeting of the fall semester. Elected positions include: President, Vice President, Secretary, Treasurer, Community Service Representative, Public Relations Representative, Social Representative, FLOSS Chair, and Webmaster.

In order to run for office, a candidate must fill out an application and interview with a panel of current officers prior to elections. This panel will include the officer holding the position that the candidate is running for. This panel will exclude all officers that are running for the position that the candidate is running for, in order to avoid biased interviews. This exclusion clause shall override the inclusion clause, in the event of a conflict. The applications will be due on a date that is assigned by the President, at least two weeks prior to the elections. At this time, the President will set up necessary meetings with all the candidates.

After interviewing all the candidates, all officers (excluding officers running for the position being discussed) shall discuss and vote, by two-thirds majority, on which candidates will be placed on the election ballot. This shall be done by the officers with the utmost ethical and moral standards. This process must all take place at least one week before the elections are to take place.

Officers shall hold no more than one elected position during their term of office.

### ***SECTION II: RUNNING FOR PRESIDENCY***

Only current officers are eligible to run for President of Texas Pre-Dental Society. Officers running for President must follow general election procedures as outlined in BYLAWS, ARTICLE III, SECTION I.

In the event that only one officer runs for President, said officer must be approved with a two-thirds majority vote by the rest of the Executive Board to run for presidency.

If approved by the Executive Board in the procedure stated above, said officer shall make an appeal to the paid members at a special general meeting hosted at least two weeks before the fall elections. The paid members at that meeting shall then take a two-thirds majority vote to decide if said officer is elected as President. If the two-thirds majority vote is not passed, then the position of President shall open up to:

1. Distinguished FLOSS members, Honorable FLOSS members, Active FLOSS members, Distinguished general members, Honorable general members, active members, and all paid members, in that order.

In the event that no officers run for President, the position for presidency will open up to the members stated above, in the order stated above.

### ***SECTION III: ELECTION-DAY PROCEDURES***

Eligible voters are all paid members of the association who are present during the fall elections, which take place during the final meeting of the semester. When signing in to the meeting, each paid member will receive one ballot for each position, from officers that are not participating in the election.

Each candidate shall give a presentation to the members describing their reasons for running. Candidates running for President shall have three minutes to present, while all other candidates will have two minutes to present. Candidates within each position shall present in alphabetical order by last name.

Elections are held by secret ballot. The candidate achieving the most votes for each position shall be declared the winner. Each ballot is counted by officers not running for the position being voted on.

### ***ARTICLE IV: UNEXPIRED TERMS***

In the event of a vacancy of the presidency—Vice President, Secretary, Treasurer, Community Service Representative, Public Relations Representative, Social Representative, FLOSS Chair, Webmaster—in that order, will succeed the President for the remainder of the term. For any other Executive Board vacancies, the remaining officers shall work together to fulfill the duties of the missing officer for the remainder of the term. The Executive Board may create a committee of appointed members, by two-thirds majority vote, to assist them in fulfilling the duties of the missing officer, if necessary. Any committee formed in this manner will be overseen by the President.

All committees formed in this manner shall be dissolved at the conclusion of the existing term.

### ***ARTICLE V: REMOVAL FROM OFFICE***

An officer can be removed from office for:

1. Failing to fulfill the duties and responsibilities of the position specified in the Constitution and Bylaws of Texas Pre-Dental Society or in the official position description.
2. Infringement of any of these bylaws.
3. Commitment of an act discreditable to the profession of dentistry.

If any of the above conditions exist, the removal procedure is as follows:

1. A two-thirds majority vote by the Executive Board will be determined in order to carry on with the removal procedure.
2. Notification and counseling will be given to the officer facing removal, and said officer will be given the opportunity to resign or meet specific requirements to fulfill his or her duties as determined by the Executive Board.



3. If the officer facing removal chooses to not resign, a probationary period of 30 days will be given to the officer. During this period, the officer will have the opportunity to correct problems and complete unfulfilled duties, after which time the officer will receive written notification of removal from office.

## ***ARTICLE VI: MEETINGS***

### ***SECTION I: GENERAL MEETINGS***

The President shall schedule general meetings for each semester. They will be held on Wednesdays at 7:00 PM, six times a semester, unless determined otherwise by the President. Holidays and special events or circumstances may change the scheduling. The final meeting of the fall semester shall be the fall officer elections and the final meeting of the spring semester shall be Spring Banquet.

### ***SECTION II: OFFICER MEETINGS***

Executive Board meetings shall be held on weeks where there is no general meeting scheduled, and may be referred to as officer meetings. These officer meetings shall occur at the same time as when general meetings would be set. The dates and times of these officer meetings shall be set by the President of Texas Pre-Dental Society and may be rescheduled as the President sees fit. Attendance for the Executive Board is mandatory at these officer meetings unless excused by the President. The President is entitled and expected to schedule one-on-one meetings with individual officers as deemed necessary.

## ***ARTICLE VII: ATTENDANCE AND MEMBERSHIP***

### ***SECTION I: ATTENDANCE***

Attendance will be taken by the Executive Board at each meeting or Texas Pre-Dental Society event.

### ***SECTION II: MEMBERSHIP STATUS***

Three levels of membership exists for members that are considered active: active, honorable, and distinguished. Higher levels of membership can be attained by any paid member through more involvement within Texas Pre-Dental Society. Officers are active members, but are not categorized into any of the three membership types.

### ***SECTION III: MEMBERSHIP REQUIREMENTS***

All levels of membership require payment of dues. If a member is unable to pay membership dues, a payment plan may be offered, with the discretion of the Treasurer and approval from the President.

Further requirements for each level of membership include:

1. Active
  - a. Attendance at four out of six meetings
  - b. Two community service points

- c. Two PR points
- d. Two social points
- 2. Honorable
  - a. Attendance at five out of six meetings
  - b. Three community service points
  - c. Three PR points
  - d. Three social points
- 3. Distinguished
  - a. Attendance at five out of six meetings
  - b. Four community service points
  - c. Four PR points
  - d. Four social points

The point requirements stated above may be changed with a two-thirds majority vote by the Executive Board, as deemed necessary.

## ***ARTICLE VIII: COMMITTEES***

### ***SECTION I: EXECUTIVE COMMITTEE***

The Executive Committee consists of the elected officers outlined in BYLAWS, ARTICLE I.

### ***SECTION II: SPECIAL COMMITTEES***

The President may appoint special committees for special projects and/or tasks under the supervision of the appropriate officer. Other officers may appoint special committees if necessary, with approval from the President. The FLOSS Committee is a special committee that reports to and is overseen by the FLOSS Chair.

## ***ARTICLE IX: INITIAL APPROVAL AND SUBSEQUENT AMENDMENTS***

### ***SECTION I: INITIAL APPROVAL***

Initial approval of this Constitution will require a two-thirds majority vote of the Executive Board, followed by a two-thirds majority vote of all paid members of Texas Pre-Dental Society to be passed.

### ***SECTION II: AMENDMENTS***

At least one meetings notice of a proposed amendment to this Constitution shall be given to all paid members and the Executive Board. Each individual amendment must be handled in this manner. Amendments to the constitution shall be passed individually and not as a group.

Amendments shall require a two-thirds majority vote by the Executive Board, followed by a two-thirds majority vote of the paid present at a meeting to vote on proposed amendments, to be passed.

Any paid member may present amendment proposals at any time to the Executive Board for consideration and voting.

***ARTICLE X: DISSOLUTION***

***SECTION I: DISSOLVING THE CONSTITUTION OR ORGANIZATION***

A two-thirds majority vote by the Executive Board, followed by a two-thirds majority vote of all paid members of the organization, is required to dissolve this Constitution of Texas Pre-Dental Society.

***SECTION II: DISBURSEMENT OF FUNDS***

If Texas Pre-Dental Society is dissolved by the procedure outlined in BYLAWS, ARTICLE X, SECTION I, all funds of the organization, both in the student organization bank account and any not already deposited, will be evenly dispersed among all paid members and the Executive Board, minus that spent paying outstanding debts or necessary reimbursements.

REVISED ON FEBRUARY 18, 2015