



# UWO Dental Students' Society

## CONSTITUTION

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### ARTICLE I – NAME

The organization shall be known as the University of Western Ontario Dental Students' Society (UWODSS).

### ARTICLE II – PURPOSE AND AIMS

The purpose and aims of this Society shall be to address matters pertaining to the general welfare and activities of the student body, and, without limiting the generality of the foregoing, to:

1. afford a recognized means of communication between the members of the UWODSS and the representative student bodies of other Faculties
2. promote interfaculty and intra-faculty functions
3. represent the members of the UWODSS at occasions and in matters affecting their interests
4. serve as the University of Western Ontario's component society to the Federation of Canadian Dentistry Student Associations (FCDSA)

### ARTICLE III – MEMBERSHIPS AND DUES

1. The members of the UWODSS shall be classified as follows:
  - a) Student member: All undergraduate and ITD students registered in the Faculty of Dentistry shall be eligible for membership in the Society. Membership becomes effective upon payment of the membership fee.
  - b) Faculty and Staff member: Full and part time faculty and staff of the School of Dentistry are invited to attend UWODSS programs, at a price to be determined per event by the present UWODSS Council, to be no more than non-UWODSS membership price and no less than UWODSS membership price. Faculty and Staff members will have no voting privileges.
2. The membership fee shall be determined for the incoming year, by the outgoing UWODSS council at one of the last meetings. The membership fees for the four years of dental school for the incoming class shall be collected during the summer and beginning of the academic year, as advised to the incoming class in the UWODSS welcoming letter sent in July. There is no membership fee for Faculty and Staff.
3. There will be no refunds for UWODSS fees in their entirety or in part thereof. Exceptions may be made at the discretion of the UWODSS Council in case of special circumstances. The interested Member may ask Council in writing to address Council at the next Council Meeting to present his/her case.

### ARTICLE IV – FINANCES

1. The finances for the term of office of the UWODSS Council shall be derived from:
  - a) such annual grant from the University Students' Council of the University of Western Ontario as shall be decided by the annual meeting of the University Students' Council and paid directly into the UWODSS USC Account
  - b) membership fees – fees collected are to be held safely at a financial institution within a specific account denoted as *UWODSS Trust Account*.
  - c) such other income as may derive from sponsors and approved projects and functions of the UWODSS

2. All disbursements of the UWODSS funds shall fall to the jurisdiction of the Vice President of Finance, provided that such disbursements are:
  - a) constitutional
  - b) previously ratified by the UWODSS Council
  - c) personal disbursement to UWODSS members for authorized expenses within authorized budgets incurred in performing duties prescribed by the UWODSS Council, such applicable claims to be accompanied by original receipts and completed Event Detail Forms
3. If a UWODSS member authorized to use UWODSS funds expects that expenses will surpass the authorized budget, the UWODSS member must contact the UWODSS Council for approval, or in the non-academic months (June to August) contact the UWODSS President or the Vice President of Finance for approval, otherwise expenses surpassing authorized budgets shall be deemed unauthorized and will not be reimbursed by the UWODSS Council unless the expense can be proven to be an emergency expense and that no changes to future expenses could be reasonably made to keep expenses within budget and that none of the above mentioned Officers could be contacted for approval before such an expense was made.
4. Unless otherwise specified, there will be no refunds for fees charged for UWODSS organized events or products.
5. All accounts shall be paid as promptly as possible, and all financial obligations contracted by one Council shall be met or budgeted before the books are transferred to the incoming UWODSS Council with the exception of yearbook-associated accounts, due to timing.

#### **ARTICLE V – THE UWODSS STRUCTURE**

1. UWODSS Members: All members of UWODSS as outlined in Article III (1).
2. UWODSS Council: The UWODSS Council shall consist of the following Officers of the Society:
  - a) President
  - b) Vice-President of Administration
  - c) Vice-President of Finance
  - d) Vice-President of Student Issues - Senior
  - e) Vice-President of Student Issues - Junior
  - f) Vice-President of External Affairs
  - g) Vice-President of Programming- Senior
  - h) Vice President of Programming - Junior
  - i) Class Presidents (one for each of the four years of undergraduate dentistry and one for each of the two ITD classes)
  - j) Secretary
  - k) Immediate Past President
  - l) Honourary President
  - m) Faculty Advisor of UWODSS
  - n) Faculty Advisor of Student Issues Committee
3. UWODSS Committees: The committees are the policy suggesting arms of the UWODSS Council. The committees shall have no executive function unless such authority has been specifically delegated to them by the UWODSS Council.
  - a) Standing Committees: These are established to meet the always present needs of UWODSS. The following are the standing committees of UWODSS:
    - i. Student Issues Committee
    - ii. Yearbook Committee
    - iii. Orientation Committee
  - b) Special Committees: These committees may be appointed from time to time to address special or particular concerns and problems.
4. Committee Chairs: The following Officers have Committee Chairs reporting to them as listed below:
  - a) Class President (Year 4):
    - i. Graduation Formal Committee Chair
    - ii. Graduation Yearbook Committee Chair
5. School of Dentistry Committees: These committees are established by the Council of the School of Dentistry, and the following are the committees that require student representatives:
  - a) Clinical Chairs Committee
  - b) Committee on Scholarships & Awards

6. Faculty of Medicine & Dentistry Committees: These committees are established by the Council of the Faculty of Medicine & Dentistry, and the following are the committees that require student representatives
  - a) Awards Committee
7. Term of Office: The term of office of all Officers and representatives in UWODSS Committees will be for the period of time from the day following the Turnover Meeting of the incoming and outgoing UWODSS Councils in April to the following year's Turnover Meeting.
8. Forfeiture of Membership:
  - a) Violation of the UWODSS Constitution or any part thereof, any act of any member which, in the judgement of the Council, is contrary to the welfare and best interests of the UWODSS and its members, any act or omission which in the judgement of the Council constitutes negligence shall be ground for a forfeiture of membership in the UWODSS.
  - b) Before a forfeiture of membership is invoked against a member, the following procedures shall be followed by the Council:
    - i. Hearing. The accused members shall be entitled to a hearing at which the accused shall be given the opportunity to present a defense to all charges brought against the accused. The Council shall permit the accused to submit a brief in support of his or her position and to be represented by legal counsel.
    - ii. Notice. The accused member shall be notified in writing of the charges brought against him or her, and the time and place of the hearing, such notice to be sent by registered mail or other delivery, addressed to the accused's last known address and mailed not less than thirty days prior to the set date for the hearing.
    - iii. Charges. The written charges shall include a description of the conduct alleged to constitute each violation; and
    - iv. Determination. A determination of forfeiture of membership shall be reduced to writing and shall state clearly the conclusion of the Council and the reasons for reaching the conclusion. Within thirty days of the determination, the Secretary shall send a copy thereof by registered mail to the last known address of the accused member.
9. Reinstatement of a Member: Reinstatement of a member of the UWODSS whose membership has been forfeited for any of the reasons stated in Article V.6.a, may be made at the discretion of Council.
10. Expulsion of an Officer: The UWODSS Council may revoke an Officer position from a Member who is found to be negligent in his/her duties, and/or whose actions are described in Article V.6.a, which are grounds for forfeiture of membership, and/or whose absenteeism from Council Meetings is as described in Article 9.5. The procedure to be followed is as follows:
  - a) Hearing. The accused Officer shall be entitled to a hearing where he/she can present a defense to the accusations brought before him/her. The accused Officer may submit a brief in support of his/her position, and may be represented by counsel.
  - b) Notice: The accused Officer shall be notified in writing of the charges brought against him/her, and the time and place of the hearing, such notice to be hand delivered by the Secretary no later than one week before the hearing at a Special Council Meeting.
  - c) Charges: The written charges shall include a description of the conduct alleged to constitute each violation.
  - d) Determination: A determination of expulsion shall be hand delivered by the Secretary a day after the hearing to the accused Officer in writing, stating clearly the conclusion of the Council and the reasons for reaching that conclusion.
  - e) Forfeiture of membership must be considered separately (refer to Article V.6).
11. Reinstatement of an Officer: Reinstatement of an Officer of the UWODSS who has been expelled according to Article V.8, may be made at the discretion of Council.
12. Expulsion of a member of a UWODSS Committee or a School of Dentistry Committee: The UWODSS Council may revoke a Committee position from a Member who is found to be negligent in his/her duties, and/or whose actions are described in Article V.6.a, which are grounds for forfeiture of membership. The procedure to be followed is the same as the procedure described in Article V.8.
13. Reinstatement of a member of a UWODSS Committee or a School of Dentistry Committee: Reinstatement of such member, who has been expelled according to Article V.10, may be made at the discretion of Council. In the case of School of Dentistry Committees, if a UWODSS Council decision to reinstate is opposed by the School of Dentistry Council, the decision of the School of Dentistry Council shall prevail.

## ARTICLE VI – OFFICERS & REPRESENTATIVES

1. Officers elected by the UWODSS Student members in all four years of undergraduate dentistry in the UWODSS Elections:
  - a) President
  - b) Vice-President of Administration
  - c) Vice-President of Finance
  - d) Vice-President of Student Issues - Junior
  - e) Vice-President of External Affairs
  - f) Vice-President of Programming - Junior
2. Officers elected by only the members of their class in the Class Elections:
  - a) Class Presidents (one for each of the four years of undergraduate dentistry and one for each of the two ITD classes)
  - b) Secretary (Year 1)
3. Appointed Officers:
  - a) Vice-President of Student Issues – Senior: shall be the Vice-President of Student Issues – Junior of the preceding term
  - b) Vice-President of Programming – Senior: shall be the Vice-President of Programming – Junior of the preceding term
  - c) Immediate Past President: shall be the UWODSS President from the previous term
  - d) Honourary President: shall be the Director of the School of Dentistry
  - e) Faculty Advisor of UWODSS
  - f) Faculty Advisor of Student Issues Committee
4. Class Representatives elected by each class
  - a) Class Vice-President
  - b) Student Issues Representative(s)
  - c) Programming Representative(s)
  - d) Graduation Formal Committee Chair (Year 4 only)
  - e) Graduation Yearbook Committee Chair (Year 4 only)
  - f) The Class President has the liberty to create any other position in their respective Class Councils as they may see fit
5. Representatives of the UWODSS Committees, School of Dentistry and Faculty of Medicine & Dentistry Committees are elected or appointed according to the procedures described in Article VIII.
  - a) UWODSS Standing Committees
    - i. Advisory Committee
      - (1) Immediate Past President
      - (2) Honourary President
      - (3) Faculty Advisor
    - ii. Student Issues Committee
      - (1) Vice-President of Student Issues - Senior (Chair)
      - (2) Vice-President of Student Issues – Junior
      - (3) UWODSS President
      - (4) Class Presidents (of each of the four years of undergraduate dentistry and each of the two ITD classes)
      - (5) Faculty Advisor of UWODSS
      - (6) Faculty Advisor of Student Issues Committee
  - b) School of Dentistry Committees
    - i. Clinical Chairs Committee:
      - (1) UWODSS President
    - ii. Committee on Scholarships & Awards:
      - (1) Class President (Year 2)
  - c) Faculty of Medicine & Dentistry Committees
    - i. Awards Committee (when requested)
      - (1) Class President (Year 3)

## ARTICLE VII – DUTIES

1. Members:

- a) Members are subject to the responsibilities, privileges, and procedures outlined by the UWODSS Constitution.
- b) No member of the UWODSS shall hold more than one officer position during an academic year.
- c) Any member of the UWODSS holding an Officer position may hold a position in a UWODSS Committee, School of Dentistry Committee, or Faculty of Medicine & Dentistry Committee.

2. Council:

- a) As members of the UWODSS, all Council members are subject to the responsibilities, privileges, and procedures outlined by the UWODSS Constitution.
- b) The UWODSS Council shall consist of the Officers listed in Article V.2. The President is the Chair of Council.
- c) All matters of policy concerning the UWODSS must be ratified by the Council.
  - i. Each position on council shall have one vote except the members of the Advisory Committee, who are *ex-officio* members of the UWODSS Council, and the President of the UWODSS, who will only vote in the event of a tie.
  - ii. If there is conflict of interest on the matter being voted upon, the Officer(s) must abstain.
- d) Two thirds of the UWODSS Council shall constitute a quorum.
- e) Council, on the call of the President, or in his/her absence the Vice President of Student Issues – Senior, normally shall meet twice every month during the academic year. Additional meetings shall be determined by the council from time to time.

3. Officers:

a) President:

- i. The President shall
  - (i) preside at all meetings of the Council;
  - (ii) be aware of the progress of all UWODSS activities and offer input when necessary;
  - (iii) appoint individuals to vacancies occurring in the UWODSS organization;
  - (iv) be responsible for the appointment of duties and of Special Committees when considered necessary;
  - (v) be the chief spokesperson for the UWODSS;
  - (vi) sign all official documents requiring the President’s signature, and co-sign all cheques;
  - (vii) serve as an official representative of the Society in its contacts with the School of Dentistry, Faculty of Medicine & Dentistry, the Hippocratic Council and any other organizations for the purpose of advancing the policies and objectives of the Society;
  - (viii) ensure that activities of the UWODSS are consistent with the Constitution, Statement of Guiding Principles, and any other documents or policy statements of the UWODSS, and serve the stated purpose and aims of the UWODSS;
  - (ix) recommend any necessary changes to the Constitution, Statement of Guiding Principles, and any other documents or policy statements of the UWODSS;
  - (x) act, where appropriate, upon the approval of the Council of the UWODSS in any matters concerning the UWODSS and shall act in his/her sole discretion with respect to all matters, authority for which is given in this document or by the Council from time to time, where action is immediately necessary and cannot await a meeting of the Council, provided that such action is reported as soon as possible to a meeting of the Council.
  - (xi) notify representatives of meetings and secure accommodations.
  - (xii) be responsible for the UWODSS Elections in accordance with the UWODSS election policy.
  - (xiii) organize at least two (2) town halls a year to gather student opinion and conernc.

ii. The President shall be, *ex-officio*

- (i) Member of all committees of the UWODSS;
- (ii) Co-chairperson of the Finance Committee;
- (iii) Member, *ex-officio*, of the Council of the School of Dentistry;
- (iv) Student Representative, *ex-officio*, to the Council of the Faculty of Medicine & Dentistry;
- (v) Member, *ex-officio*, of the Executive Committee of the Council of the Faculty of Medicine & Dentistry (ECFC);

iii. The President shall be reasonably available during the non-academic months (June to August).

iv. The President shall serve as Immediate Past President for one year, after the end of his/her term as President.

v. The President shall present a written year-end report to Council no later than four (4) weeks after the end of his/her term.

vi. The President shall provide class lists to the Secretary.

b) Secretary

i. The Secretary shall:

- (i) keep an accurate record of the proceedings of the UWODSS Council Meetings, and distribute minutes to the UWODSS Council;
- (ii) keep a current list of all members and provide proof of membership to these members;
- (iii) produce, upon written request of the President, all records, files, correspondence and anything respecting the business of the Society as shall be asked for by any member of the Society in good standing

- ii. The Secretary shall assume other duties as assigned by the President in consultation with Council.
  - iii. The Secretary shall present a written year-end report to Council no later than four (4) weeks after the end of his/her term.
- c) Vice-President of Administration
- i. The Vice-President of Administration shall
    - (i) assist the President as required in performance of his/her duties;
    - (ii) be responsible for communication to and public relations with UWODSS Members, promoting the aims and activities of the Council;
    - (iii) represent the UWODSS on the UWO Hippocratic Council
    - (iv) be responsible for the maintenance of the Student/Faculty Lounge;
    - (v) act, where appropriate, upon the approval of the Council of the UWODSS in any matters concerning the UWODSS and shall act in his/her sole discretion with respect to all matters, authority for which is given in this document or by the Council from time to time, where action is immediately necessary and cannot await a meeting of the Council, provided that such action is reported as soon as possible to a meeting of the Council.
    - (vi) organize at least one volunteering opportunity or outreach event for UWODSS members, such as blood drives or soup kitchen
    - (vii) administer the election of Class President and Secretary for the incoming first year class in September as per Article VIII
    - (viii) manage the student lounge
  - ii. The Vice-President of Administration shall serve as the Chair of the Orientation Week Committee.
  - iii. The Vice-President of Administration shall be reasonably available during the non-academic months (June to August).
  - iv. The Vice-President of Administration shall assume other duties as assigned by the President in consultation with Council
  - v. The Vice-President of Administration shall present a written year-end report to Council no later than four (4) weeks after the end of his/her term.
- d) Vice President of Finance
- i. The Vice-President of Finance shall
    - (i) ensure the responsible pecuniary operation of the UWODSS;
    - (ii) prepare a Tentative Budget of the various programs and activities of the UWODSS for the upcoming term for submission to and adoption by the newly elected Council within four (4) weeks of the new academic year;
    - (iii) prepare a Final Budget for submission to and adoption by Council before October 1<sup>st</sup> of the Council's term;
    - (iv) serve as custodian of all monies belonging to the UWODSS;
    - (v) pay all accounts and keep accurate records thereof;
    - (vi) collect receipts and reimbursement forms pertaining to financial activities
    - (viii) act, where appropriate, upon the approval of the Council of the UWODSS in any matters concerning the UWODSS and shall act in his/her sole discretion with respect to all matters, authority for which is given in this document or by the Council from time to time, where action is immediately necessary and cannot await a meeting of the Council, provided that such action is reported as soon as possible to a meeting of the Council.
  - ii. The Vice-President of Finance shall be reasonably available during the non-academic months (June to August).
  - iii. The Vice-President of Finance shall assume other duties as assigned by the President in consultation with Council.
  - iv. The Vice-President of Finance shall present a written year-end report to Council no later than four (4) weeks after the end of his/her term.
- e) Vice-President of External Affairs
- i. The Vice-President of External Affairs shall
    - (i) represent the UWODSS on external organizations related to the Society including, but not limited to, University Students' Council (USC), and UWO Dental Alumni Society (UWODAS);
    - (ii) relate to Council any relevant information from the proceedings of the external organizations attended by him/her;
    - (iii) act, where appropriate, upon the approval of the Council of the UWODSS in any matters concerning the UWODSS and shall act in his/her sole discretion with respect to all matters, authority for which is given in this document or by the Council from time to time, where action is immediately necessary and cannot await a meeting of the Council, provided that such action is reported as soon as possible to a meeting of the Council.
  - ii. The VP of External Affairs shall be, ex-officio
    - (i) one of two Councillors for the Faculty of Medicine & Dentistry on the USC (the other being a member of the Hippocratic Council), abiding by USC By-laws concerning the duties and responsibilities of a USC Councillor;
    - (ii) Student Representative to the UWODAS;
  - iii. The Vice-President of External Affairs shall be responsible for information technology and social media (ex. Facebook page).  
The Vice President of External Affairs may appoint or delegate this task to a willing and qualified member.
  - iv. The Vice-President of External Affairs shall assume other duties as assigned by the President in consultation with Council.
  - v. The Vice-President of External Affairs shall present a written year-end report to Council no later than four (4) weeks after the end of his/her term.
- f) Vice-President of Student Issues – Junior

- i. The Vice-President of Student Issues - Junior shall
    - (i) seek to understand student concerns related to their dental school experience including, but not limited to, teaching, curricular, financial issues;
    - (ii) develop ideas and strategies to address student concerns, and relate them to the appropriate organizations or individuals;
    - (iii) conduct any polls to collect data considered necessary to advance the objectives of the Student Issues portfolio;
    - (iv) coordinate, in consultation with relevant Officers, with individuals and organizations that can offer information, advice and assistance in advancing the objectives of the Student Issues portfolio;
    - (vi) take minutes during all Student Issues Committee meetings.
    - (vii) update all UWODSS student members on the progress made on the various student issues on a monthly basis
  - ii. The Vice-President of Student Issues shall assume other duties as assigned by the President or Vice-President of Student Issues - Senior in consultation with Council.
  - iii. The Vice-President of Student Issues shall present a written year-end report to Council no later than four (4) weeks after the end of his/her term.
- g) Vice-President of Student Issues – Senior
- i. The Vice-President of Student - Senior Issues shall
    - (i) seek to understand student concerns related to their dental school clinic experience
    - (ii) develop ideas and strategies to address student concerns, and relate them to the appropriate organizations or individuals;
    - (iii) conduct any polls to collect data considered necessary to advance the objectives of the Student Issues portfolio;
    - (iv) coordinate, in consultation with relevant Officers, with individuals and organizations that can offer information, advice and assistance in advancing the objectives of the Student Issues portfolio;
    - (v) act, where appropriate, upon the approval of the Council of the UWODSS in any matters concerning the UWODSS and shall act in his/her sole discretion with respect to all matters, authority for which is given in this document or by the Council from time to time, where action is immediately necessary and cannot await a meeting of the Council, provided that such action is reported as soon as possible to a meeting of the Council.
    - (vi) Serve as Acting President in the event the office of the President becomes vacant or in the event the President is unable or unwilling to serve
  - ii. The Vice-President of Student Issues shall be responsible for and shall report to the Council on the activities of the following:
    - (i) Student Issues Committee.
  - iii. The Vice-President of Student Issues shall be, ex-officio
    - (i) Chairperson of the Student Issues Committee;
  - iv. The Vice-President of Student Issues shall assume other duties as assigned by the President in consultation with Council.
  - v. The Vice-President of Student Issues shall present a written year-end report to Council no later than four (4) weeks after the end of his/her term.
- h) Vice-President of Programming – Junior
- i. The Vice-President of Programming shall
    - (i) be responsible for overseeing the development, implementation and evaluation of athletic, social and student development programs for UWODSS members;
    - (ii) be responsible for the scheduling, coordination of and administration of all programs organized by the Programming Committees, as approved by Council;
    - (iii) act, where appropriate, upon the approval of the Council of the UWODSS in any matters concerning the UWODSS and shall act in his/her sole discretion with respect to all matters, authority for which is given in this document or by the Council from time to time, where action is immediately necessary and cannot await a meeting of the Council, provided that such action is reported as soon as possible to a meeting of the Council.
    - (iv) be responsible for organizing at least one event each month in collaboration with Vice-President of Programming- Senior
  - ii. The Vice-President of Programming shall be responsible for and shall report to the Council on the activities of the following:
    - (i) UWODSS Formal
  - iii. The Vice-President of Programming shall assume other duties as assigned by the President in consultation with Council.
  - iv. The Vice-President of Programming shall present a written year-end report to Council no later than four (4) weeks after the end of his/her term
- h) Vice-President of Programming – Senior
- i. The Vice-President of Programming - Senior shall
    - (i) be responsible for overseeing the development, implementation and evaluation of athletic, social and student development programs for UWODSS members;
    - (ii) be responsible for the scheduling, coordination of and administration of all programs organized by the Programming Committees, as approved by Council;
    - (iii) act, where appropriate, upon the approval of the Council of the UWODSS in any matters concerning the UWODSS and shall act in his/her sole discretion with respect to all matters, authority for which is given in this document or by the Council from time to time, where action is immediately necessary and cannot await a meeting of the Council, provided that such action is reported as

soon as possible to a meeting of the Council.

(iv) be responsible for organizing at least one event each month in collaboration with Vice-President of Programming- Junior

- ii. The Vice-President of Programming shall be responsible for and shall report to the Council on the activities of the following:
  - (i) Graduation Formal
- iii. The Vice-President of Programming shall assume other duties as assigned by the President in consultation with Council.
- iv. The Vice-President of Programming shall present a written year-end report to Council no later than four (4) weeks after the end of his/her term

- i) Class President (one for each of the four years of undergraduate dentistry and one for each of the two ITD classes)
  - i. The Class president shall
    - (i) be the liaison between the UWODSS and their respective undergraduate Dentistry Classes;
    - (ii) relay correspondence from the School of Dentistry to their respective Classes;
    - (iii) act as spokesperson for their respective Classes;
    - (iv) be responsible for electing the Class Representatives for their respective Classes;
    - (v) act, where appropriate, upon the approval of the Council of the UWODSS in any matters concerning the UWODSS and shall act in his/her sole discretion with respect to all matters, authority for which is given in this document or by the Council from time to time, where action is immediately necessary and cannot await a meeting of the Council, provided that such action is reported as soon as possible to a meeting of the Council.
  - ii. The Class President shall each be, ex-officio
    - (i) Member of the School of Dentistry Council, representing his/her Class.
  - iii. The First (1<sup>st</sup>) and Second (2<sup>nd</sup>) Year Class President shall
    - (i) Be responsible for administrating and ordering school clothing
  - iii. The Fourth (4<sup>th</sup>) Year Class President shall also
    - (i) Be responsible for arranging meetings with outside parties interested in contact the graduating class.
  - iv. The Fourth (4<sup>th</sup>) Year Class President shall also be responsible for and shall report to the Council on the activities of the following:
    - (i) Graduation Formal Committee Chair
    - (ii) Graduation Year Yearbook Committee Chair.
  - v. The Class President shall assume other duties as assigned by the President in consultation with Council.
  - vi. The Class President shall present a written year-end report to Council no later than four (4) weeks after the end of his/her term.
- j) Immediate Past President
  - i. The Immediate Past President shall
    - (i) Act as an advisor to Council and individual Officers in the general operation of the organization, and without limiting that generality provide consultation particularly concerning the history and past activity of the Society.
  - ii. The Immediate Past President shall be, ex-officio
    - (i) Member of the Advisory Committee.
- k) Faculty Advisor:
  - i. The Faculty Advisor shall
    - (i) be reasonably available for consultation on any matter, and without limiting that generality, to provide consultation particularly concerning protocol, academic questions, and administrative procedures;
    - (ii) Assist the President as requested in the performance of his/her duties.
  - ii. The Faculty Advisor shall be, ex-officio
    - (i) Member of the Advisory Committee
    - (ii) Member of the Student Issues Committee
- l) Honourary President:
  - i. The Honourary President shall
    - (i) act as an advisor to Council and individual Officers in the general operation of the organization.
  - ii. The Honourary President shall be, ex-officio
    - (i) Member of the Advisory Committee.

#### 4. Committee Chairs

- a) Orientation Week Committee Chair
  - i. The Orientation Week Committee Chair shall
    - (i) Develop, implement and evaluate the production of Orientation Week, as approved by Council, and in conjunction with the School of Dentistry;
    - (ii) Discuss the Orientation Week budget with the Vice-President of Finance and work within it;
    - (iii) Prepare a proposed budget for Orientation Week to be given to the Vice-President of Finance before the UWODSS Final Budget is presented to council;
    - (iv) Present a verbal report to Council no later than four (4) weeks after the conclusion of the program.



- b) Graduation Formal Committee Chair
    - i. The Graduation Formal Committee Chair shall
      - (i) develop, implement and evaluate the production of the Graduation Formal;
  - c) Graduation Yearbook Committee Chair
    - i. The Graduation Yearbook Committee Chair shall
      - (i) develop, implement and evaluate the production of the Graduation Yearbook, as approved by Council;
      - (ii) tender submissions from firms interested in the compilation of advertising and for the production for the Graduation Yearbook, and award the contracts to the firm(s) that are in the best interest of the UWODSS;
      - (iii) prepare a proposed budget for the Graduation Yearbook to be given to the Vice-President of Finance no later than four (4) weeks in advance of the event;
5. Class Representatives
- a) Class Vice-Presidents
    - i. The Class Vice-Presidents shall
      - (i) assist the Class President in his/her duties;
      - (ii) take over the duties of Class President in case the Class President is unable or unwilling to fulfill his/her duties;
      - (iii) assume other duties as assigned by the Class President and dictated by the needs of the class.
      - (iv) be responsible for the ordering of school clothing (4<sup>th</sup> year Class Vice-President only)
6. UWODSS Standing Committees:
- a) Advisory Committee
    - i. The Advisory Committee shall
      - (i) Act as a consulting body to Council and individual Officers in the general operation of the organization, and without limiting that generality provide consultation particularly concerning the history and past activity of the Society.
  - b) Student Issues Committee
    - i. The Student Issues Committee shall meet regularly and assist the Vice-President of Student Issues to
      - (i) understand student concerns related to their dental school experience including, but not limited to, teaching, curricular, clinic and financial issues;
      - (ii) develop ideas and strategies to address student concerns, and relate them to the appropriate organizations or individuals;
      - (iii) conduct any polls to collect data considered necessary to advance the objectives of the Student Issues portfolio.
      - (iv) abide by the Student Issues Constitution
7. School of Dentistry Committees:

The student representatives on the School of Dentistry Committees shall serve as representatives of the UWODSS to the respective committee and when necessary, report to the UWODSS at Council meetings, and comment, when appropriate, within the School of Dentistry. For specific duties within respective committees, refer to Appendix ‘D.1’ – Terms of Reference – Standing Committees of the Council of the School of Dentistry, in the Constitution of the School of Dentistry.

8. Faculty of Medicine & Dentistry Committees:

The student representatives of the Faculty of Medicine & Dentistry Committees shall serve as representatives of the UWODSS to the respective committee and when necessary, report to the UWODSS at Council meetings, and comment, when appropriate, within the School of Dentistry. For specific duties within respective committees, refer to ‘Terms of Reference – Faculty of Medicine & Dentistry Awards Committee’, as approved by the Executive Committee of the Faculty of Medicine and Dentistry.

**ARTICLE VIII – UWODSS ELECTION AND APPOINTMENT PROCEDURES AND CLASS ELECTION PROCEDURES**

- 1. UWODSS Election Procedures
  - a) The UWODSS Elections shall be held in March or April of each academic year. The UWODSS President shall serve as the Election Coordinator unless he/she plans on running for a position for the next school year. In which case the Vice President of Student Issues - Senior or the 4<sup>th</sup> year class president shall serve as the Election Coordinator
  - b) The following Officers shall be elected during the elections procedure:
    - i. President
    - ii. Vice-President of Administration
    - iii. Vice-President of Finance
    - iv. Vice-President of Student Issues – Junior
    - v. Vice-President of External Affairs
    - vi. Vice-President of Programming – Junior
  - d) The criteria for nominations of each position shall be as follows:
    - i. Nominees and nominators must be UWODSS members in good standing.
    - ii. Nominations for each of the above positions are emailed to the UWODSS President, who will then confirm the nominations and

create an election ballot.

- iii. If, by the end of nominations week, there is only one nominee for any of the above positions, that nominee shall be acclaimed into the position.
  - iv. The names of nominees shall be emailed to the entire school at the end of the nominations week.
  - v. The nominee for UWODSS President shall be entering the fourth year of the dentistry undergraduate program and one who has served at least one year as a member of the UWODSS Council.
  - vi. The nominee for Vice-President of Student Issues-Junior shall be entering the third year of the dentistry undergraduate program.
  - vi. The nominee for Vice-President of Programming-Junior shall be entering the second or third year of the dentistry undergraduate program.
  - vi. The nominee for Vice-President of Administration shall be entering the second year of the dentistry undergraduate program.
  - vii. The nominees for Vice-Presidents of External Affairs and Finance shall be entering any year of the dentistry undergraduate program.
  - viii. If by the end of Nominations Week there is no nominee for the positions of the UWODSS President, Vice-President of Student Issues-Junior, Vice-President of Programming-Junior, or Vice-President of Administration the position shall become available to all UWODSS Student members and the Nominations Week shall be extended by a reasonable number of days so that the position is advertised to all UWODSS Student members.
- e) The nominations and campaigning periods shall be conducted as follows:
- i. The Election Coordinator shall send communication, in the form of an email, to all UWODSS student members detailing the positions being elected, the job descriptions of each position and nomination criteria. This email will mark the start of nominations week. Nominations period shall be at least five (5) days in duration.
  - ii. After the nomination period, the Election Coordinator shall email all UWODSS student members with a list of candidates along with election policies. This email will mark the start of the campaign period.
  - iii. The campaign period shall run for at least three (3) days.
- f) The elections procedure shall be conducted as follows:
- i. The completion of the campaign period will mark the start of the election period. The Election Coordinator must provide at least seven (7) days notice to each class on when and where elections will be taking place.
  - ii. Voting shall be by secret ballot. Ballots are to be enumerated and provided to each class by the Election Coordinator.
  - iii. If any UWODSS Council Officer position is still vacant or becomes vacant, a by-election shall be held in September of the academic year, before the first UWODSS Council Meeting of the academic year is held.
  - iv. After all the elections have been completed, the Election Coordinator shall count the ballots with a faculty member, and announce the results to all UWODSS student members.
- g) Additional Election Policies:
- i. No incentives are allowed to be distributed to classes in the form of gifts, food, money, etc. to avoid conflicts of interest.
  - ii. If there is a tie, then there will be a revote for any position in which a tie occurred between the two candidates that received equal votes. In the event of a second tie, the UWODSS Council shall decide by majority.
  - iii. Any candidate who violates the above policies may be disqualified immediately by the current UWODSS council by a majority vote.

## 2. Appointment Procedures

- a) The following Officers are appointed to their position as follows:
- i. Immediate Past President: shall be the UWODSS President of the preceding term.
  - ii. Honourary President
  - iii. Faculty Advisor of UWODSS and of the Student Issues Committee: shall be full or part-time faculty members and will be appointed by the incoming UWODSS Council before the Turnover Meeting so that they may attend the Turnover Meeting and address the incoming Council.
  - iv. Vice-President of Student Issues – Senior: shall be the Vice-President of Student Issues – Junior of the preceding term
    - (i) In the case that Vice-President of Student Issues – Junior is vacant, the position will be elected in accordance with UWODSS election procedures. The nominee for Vice-President of Student Issues – Senior shall be entering the fourth year of the dentistry undergraduate program. If by the end of Nominations Week there is no nominee for the position Vice-President of Student Issues – Senior, the nominations shall become available to all UWODSS student members and the Nominations Week shall be extended by a reasonable number of days so that the position is advertised to all UWODSS Student members.
  - v. Vice-President of Programming – Senior: shall be the Vice-President of Programming – Junior of the preceding term
    - (i) In the case that Vice-President of Programming – Junior is vacant, the position will be elected in accordance with UWODSS election procedures. The nominee for Vice-President of Programming – Senior shall be entering the fourth year of the dentistry undergraduate program. If by the end of Nominations Week there is no nominee for the position Vice-President of Student Issues – Senior, the nominations shall become available to all UWODSS student members and the Nominations Week shall be extended by a reasonable number of days so that the position is advertised to all UWODSS Student members.

## 3. Class Election Procedures

- a) The Class Elections shall be held as per the discretion of the Class President in April or September of each academic year for the present first, second, third and fourth year classes. The incoming first year class shall hold their elections in September of first year, to take place before the first meeting of the academic year of the UWODSS Council. Class Presidents must announce to their classmates the date and

time of their Class Elections at least 3 days before the elections take place.

- b) The Class Elections shall take place after the UWODSS Elections.
- c) The following UWODSS Officers are elected during Class Elections and in accordance with the procedure for nominations and method of elections of Class Elections:
  - i. Class Presidents (one for each of the four years of undergraduate dentistry and one for each of the two ITD classes)
  - ii. Secretary (elected from incoming first year class)
- d) The following Class Representatives are elected during Class elections for all classes
  - i. Class Vice-President
  - ii. ODA Representative (1<sup>st</sup> year only)
  - iii. Programming Representative(s)
  - iv. Student Issues Representative(s)
  - iv. The Class President has the liberty to create any other position in their respective Class Councils as they may see fit
- e) The procedure for nominations for Class Representative positions shall be as follows:
  - i. The Class Presidents shall act as Nominations Officer for each of their Class Elections, except for the incoming first year class, where the UWODSS Vice-President of Administration shall act as Nominations Officer for the incoming first year Class President and Secretary.
  - ii. The Class President shall advertise the Class Representative positions available, including relevant UWODSS Officer positions, representative positions on the UWODSS Standing Committees, School of Dentistry Committees and Faculty of Medicine & Dentistry Committees, as well as other Class Representative positions.
  - iii. Nominees must be UWODSS members in good standing.
  - iv. Nominees may only run for one Class Representative position.
  - v. If at the time that Class Representative positions are put to a vote there is only one nominee for one of the positions, that nominee shall be acclaimed into the position. If the situation shall arise where two people are willing to share a class representative position and are running unopposed, that pair of individuals shall be acclaimed to the position, with the exception of positions that participate on the UWODSS Council.
  - vi. The results of the first year class elections shall be presented by the Vice President of Administration during the first UWODSS Council Meeting of the academic year in September, to be attended by the newly elected first year Class President and Secretary.
  - vii. All UWODSS members of each class may be nominees for any of the Class Representative positions available.
- f) The method of elections in the Class Elections shall be as follows:
  - i. Voting shall be by secret ballot.
  - ii. The counting of the ballots shall be done by the present Class President and/or Vice-President of Administration . Each candidate may appoint a scrutineer. If the Class President is a candidate, he/she shall be deemed a candidate and cannot count the ballots, but may appoint a scrutineer. Scrutineers must not be candidates themselves.
  - iii. In the event of a tie vote, another vote will be taken immediately or at a prompt convenient time. In the event of a second tie vote, the winner of the election shall be decided by an action of chance (eg. tossing a coin, drawing a name from a hat).
  - iv. All details regarding the Class Elections are arranged by the Class President or Vice President of Administration in the case of a conflict of interest
  - v. If the position of the UWODSS Secretary is not filled by an incoming first year student, the position becomes available to all UWODSS Student members in all classes and will be handled by the Vice President of Administration.

#### **ARTICLE IX – UWODSS MEETINGS**

- 1. The President, or in his/her absence, the Vice President of Student Issues - Senior, or another delegated member may call a meeting of the UWODSS Council.
- 2. Meetings are to be held approximately twice per month during the academic year. A schedule of all meetings for the year shall be prepared within the first month of each term.
- 3. The President, or in his/her absence, the Vice President of Student Issues - Senior, shall, within one week upon the written request of any five members of the UWODSS, call a special meeting of the UWODSS Council, to deal with such matters as may be set out in the written request.
- 4. There shall be at least one week's notice given of every meeting of the UWODSS Council and of any changes to the schedule of meetings (at the end of each agenda). Such notice will also be distributed electronically to all Officers and interested parties.
- 5. If a UWODSS Council Officer is absent without approval from three consecutive scheduled meetings, without appropriate notice, he/she will automatically lose his/her position in the UWODSS Council. He/she may be reinstated at the discretion of Council.
- 6. All Officers of the UWODSS are expected to attend UWODSS Meetings. UWODSS student members may attend Council meetings but may

not participate in discussions unless invited to do so. If a member is unable to attend the meeting, he/she is expected to give the President notice at least 48 hours prior to the meeting.

7. Any UWODSS Student member who wishes a matter to be considered by the UWODSS Council should make his/her request to the President, Secretary or Class President.
8. A joint meeting of the incoming and outgoing Councils shall be held no later than one month after the UWODSS Elections, and to be referred to as the Turnover Meeting. The incoming Council members shall assume office on the day immediately following the Turnover meeting. The incoming Council shall have its first official UWODSS Meeting no later than the end of September of the academic year.

#### **ARTICLE X – PARLIAMENTARY AUTHORITY**

*Sturgis Standard Code of Parliamentary Procedure* by Alice Sturgis (second Edition, 1966) shall govern the UWODSS in all parliamentary situations.

#### **ARTICLE XI – ORDER OF BUSINESS**

1. Monthly Council Meetings:
  - a) Call to Order
  - b) Roll Call
  - c) Adoption of Agenda
  - d) Ratification of Minutes of Past Meetings
  - e) Chair's Remarks
  - f) Announcements
  - g) Comments and Questions from Dental School Community
  - h) Presentations to Council
  - i) Posted Motions
  - j) Business Arising
  - k) President's Report
  - l) Council Member Reports
  - m) Questions
  - n) New Business
  - o) Adjournment
2. Special Meetings:
  - a) Call to Order
  - b) Roll Call
  - c) Reading call for special meeting
  - d) Transaction of business as stated in call
  - e) Adjournment
3. Turnover Meeting:
  - a) Call to Order
  - b) Roll Call
  - c) Adoption of Agenda
  - d) Ratification of Minutes of Past Meetings
  - e) Chair's Remarks
  - f) Announcements
  - g) Unfinished Business
  - h) Supplementary Reports
  - i) Elections
  - j) Installation of Officers
  - k) Adjournment

#### **ARTICLE XII – COLOURS**

The colours of the UWODSS shall be the colours purple and grey.

#### **ARTICLE XIII – AMENDMENTS**

1. Amendments to the constitution may be made by a two-thirds vote of the UWODSS Council.
2. The proposed amendment shall be read at a meeting preceding that at which the question shall be discussed and voted upon.

