Constitution and Bylaws of the School of Dentistry Council of Students

Revised March 3rd, 2015
Amended September 3rd, 2015
Preface
On February 6, 1995, in cooperation with the University of Minnesota Dental Hygiene Program, the American Student Dental Association, and the American Association of Dental Schools, the University of Minnesota School of Dentistry Council of Students charged the authors of this constitution to draft a treatise unifying the three organizations.

Article I
Name

The name of this organization shall be the School of Dentistry Council of Students and shall hereafter be referred to as the “Council of Students.”

Article II
Mission Statement

The purpose of the Council of Students shall be to provide service and leadership to the School of Dentistry students, clubs and organizations as a non-profit representative governing body. The Council of Students shall:

1. Facilitate student communication and cooperation with faculty, staff, administration, the University, alumni and the public.

2. Work to develop and implement appropriate policies and programs, both dental and non-dental, which benefit students at the School of Dentistry, the dental profession and the public.

3. Promote positive and professional academic experience of all School of Dentistry students, be it in the classroom, laboratory, clinic or elsewhere.

4. Promote and foster collegiality and social interaction of the School of Dentistry students, faculty, staff, administration and alumni.

5. Comply with all School of Dentistry and University policies and procedures, as well as local, state, and federal laws and regulations. This includes, but is not limited to, the Board of Regents Policy on Diversity, Equal Opportunity and Affirmative Action as they relate to group membership and access to programs.
Article III
Membership

Membership in the Council of Students will be open to all students enrolled at the University of Minnesota School of Dentistry. There shall be no discrimination of persons based on their race, creed, gender, handicap, disability, nationality, or any other consideration as an individual. The Council of Students will guarantee equal opportunity and access to membership, programs, facilities and benefits to all persons. While any member may attend meetings of the Council of Students, only officers listed in Article IV are extended voting privileges.

Article IV
Council of Students Officers

The officers of the Council of Students consist of the Executive Committee, class officers listed in Section B, and representative officers listed in Section C. Voting privileges are extended to these members unless otherwise noted. All officers must be currently enrolled students at the University of Minnesota and registered for at least six credits. Officers must also be in good standing with the School of Dentistry Student Code of Conduct and be free of any sanctions defined within the Board of Regents’ Policy on the Student Conduct Code administered by the Office for Student Conduct and Academic Integrity.

A The Executive Committee

The officiating body of the Council of Students will be a group called the Executive Committee. The Executive Committee shall be composed of the five positions detailed in this section, elected from among the Council of Students officers each year as specified by Article I, Section A of the bylaws. All Executive Committee members other than the President shall retain voting privileges as Council of Students members.

A.1 President

The President shall organize and conduct meetings of the Council of Students, serve on committees as specified in Article VII and coordinate the actions of the Council. The President is the voice of the Council of Students to the School and University, but the President shall vote only to resolve a tie.
A.2 Vice President

The Vice President shall assume any or all duties of the president in the absence of the official and shall undertake any special tasks assigned by the President and the Council of Students. The Vice President will assure parliamentary procedure is adhered to during the meetings. The Vice President serves as the Council’s representative to PSG Legislature with the Secretary serving as alternate.

A.3 Secretary

The Secretary shall take attendance, compose agendas and record minutes for all Council of Students meetings and distribute them to all members in a timely fashion. The Secretary will also serve as an alternate to PSG Legislature.

A.4 Treasurer

The Treasurer shall manage all monies and accounts of the Council of Students and shall assist the President to renew the student organization status for the Council each year.

A.5 Sergeant-at-Arms

The Sergeant-at-Arms shall coordinate the ordering and delivery of all meals served at meetings of the Council of Students.

B Class Officers

Class officers are elected by their peers in accordance with the bylaws and serve as general representatives of their class and assist with class needs without necessitating affiliation with any specific University, Student, or Professional Organization.

B.1 Annually Elected Class Officers

The Class President and two Vice Presidents from each Doctor of Dental Surgery, Dental Therapy, and Dental Hygiene class will be officers of the Council of Students and be extended voting privileges at all Council meetings. The Class Officer members of the Council of Students fulfill their class-specific duties, as well as attend all Council meetings and School of Dentistry committee meetings to which they are assigned in Article VII.

B.2 Non-Anually Elected Class Officers:

The Class Webmaster facilitates the integration of technology into their class’ dental school experience, assists other Class Officers in planning events and
executing class duties, and assists the Lead Technology Officer and Council Secretary to manage the electronic records and content of the Council of Students. Class Webmasters are not subject to Article VI Section F requirements, but may attend Council meetings and offer motions without voting privileges.

C Representative Officers

The Representative Officers of the Council of Students are comprised of representatives to University-wide organizations and governments, select representatives from School of Dentistry registered student organizations, as well as Officers who otherwise assist in executing the functions of the Council of Students. Representative Officers are extended voting privileges at all Council meetings. Representatives must also attend all Council of Students meetings and provide updates as warranted in order to retain their position and voting privileges.

C.1 University-wide Organizations and Governments

The Council of Students shall designate any School of Dentistry student who shall represent the School to University-wide organizations and governments. The Council shall annually elect one Professional Student Government (PSG) Legislative representative; one Center for Health Interprofessional Programs (CHIP) representative; one representative to the Student and University Senates; and one representative to the Academic Health Center Student Consultative Committee (AHCSCC). The Council President shall appoint one PSG Judiciary representative. All designated representatives must be recognized by and abide by the rules of the organizations or governments they serve.

C.2 Student Organization Representatives

The Council of Students shall appoint the elected Vice President of the American Student Dental Association (ASDA) and one representative from the American Dental Education Association (ADEA) to serve as Representative Officers.

C.3 Officers rendering assisting with Council Functions

The Council shall further appoint one of the Class Webmasters to serve as Lead Technology Officer for the Council of Students.

D Other Members

D.1 Student Members

All DDS, DT, DH and Graduate students are welcome to represent their peers and to act as advisors to the Council of Students. No voting privileges are extended to these members.
D.2 Director of Student Affairs

The Director of Student Affairs will be an advisor to the Council of Students and attend all Council meetings. The Executive Committee may appoint by four-fifths vote an alternate staff or faculty member if the need arises. This non-voting position will be subject to ratification by the Dean of the School of Dentistry.

E Unexpired terms

The Vice President, Secretary, Treasurer and Sergeant-at-Arms, in order, will succeed the President for the remainder of the term. In the event that a position on the Council of Students is vacated, the Executive Committee has the authority to immediately appoint an interim member to the Council until the vacancy is filled through a special election as outlined in Article I, Section B of the bylaws.

Article V
Constitutional Amendments

A Proposing Amendments

The Constitution may be amended by two-thirds vote of those present, provided an amendment was presented in writing at the previous meeting and a quorum of the Council is present.

B Mandatory Revisions

It is mandatory that this Constitution be reviewed by a committee appointed by the Council of Students every three years. The next revision will take place in the Spring of 2018.

Article VI
Meetings

A Monthly Meetings

Regular monthly meetings of the Council of Students will be held during the fall and spring semesters. If necessary, a second Council meeting may be held
within the same month to accommodate busier sessions. Summer meetings will be held as necessary.

B Special Meetings

Special meetings of the Council of Students may be called by the President or by petition to the President by five of the Council members.

C Quorum

A quorum will exist when the Executive Committee has three-fifths of its voting members present.

D President Presides Over Meetings

Meetings will be conducted and lead by the President. In the event of absence of the President the Vice President will conduct the meeting.

E Agendas

The Secretary will distribute the meeting agendas including time and place of the meeting and notify the Council of any unscheduled meetings.

F Meeting Attendance

Attendance at all Council of Students meetings and other assigned committee meetings by the members of the Council is mandatory. Failure of a Council of Students Officer to attend two meetings within any given semester without notification will result in termination of the officer’s position. If the Council of Students Officer is also a Class Officer, a special election will be held to fill the resulting vacancy as outlined in Article I, Section B of the bylaws. The terminated member is not eligible for candidacy in the special election and may not run for the same position until the next regular election in the spring.
Article VII
Committees

A Education Policy Committee

A.1 Powers and Duties
Members shall review and evaluate curricula to ensure consistency with the mission, goals, and objectives of the school, and to assure integrity, consistency, and compliance with university grading policy. Members shall also assess course objectives and instructional units to ensure that course design, content, evaluation methods, assigned clock hours, and teaching methods, including simulation, are appropriate.

A.2 Membership
The Education Policy Committee shall include the Class Presidents from each DDS and one Vice President from each DT class.

B Clinical Affairs Committee

B.1 Powers and Duties
Members shall develop new policies, procedures and programs to improve the quality and scope of patient management policies and procedures. Members shall also evaluate/monitor the implementation of clinic operations and policies to ensure patient care is of the highest quality, and evaluate clinic education programs on a continuing basis identify opportunities for improvement of patient care and student learning environment.

B.2 Membership
The Clinical Affairs Committee shall include the Vice Presidents from each D3, D4, DT2, DT3, DH3 and DH4 class.

C Student Affairs Committee

C.1 Powers and Duties
1. Review and recommend revisions to the student handbook.

2. According to the Codes of Conduct and Policies for the School of Dentistry and University, create a hearing board consisting of student affairs committee members to hear and act on violations of the code of conduct for students.
3. Hear and act on non-academic concerns from students regarding the operation of the School of Dentistry.

4. Serve as a forum to identify and discuss issues that impact students and faculty and to communicate those concerns to appropriate councils, committees, and administrators of the School of Dentistry.

5. Develop and coordinate activities that enhance student and faculty relations.

C.2 Membership
The Student Affairs Committee shall be comprised of the Vice Presidents from each DDS, DT and DH class.

D Additional Committees
Committees shall be formed on a voluntary basis as needed to carry out the activities of the Council of Students.

Article VIII
Dissolution of Organization
Upon dissolution of the Council of Students, all remaining funds will be distributed to the University of Minnesota School of Dentistry.

Bylaws

Article I
Elections

A Executive Committee Officers
1. Elections for Executive Committee Officers shall be held during the final Council of Students meeting of the spring semester. This meeting will include both incoming and outgoing Class Officers. The election will be conducted by the Director of Student Affairs.

2. Nominations of Executive Committee Officers may be made after the second-to-last Council of Students meeting of the spring semester and continue until the election is held.
3. At the time of the election, self-nominations will be accepted.

4. Nominees must be notified of their nomination and will be allowed to decline a nomination.

5. A speech no longer than three minutes must be given by each candidate.

6. Once tallying is finished, the candidate receiving the most votes for a position is then considered to be the new Executive Committee Officer.

7. In the event of a tie, the outgoing President shall cast the final vote.

8. The Presidency will be voted on first, followed by Vice President, Secretary, Treasurer, and Sergeant-at-Arms in that order.

9. All Executive Committee Officers must be elected Class Officers.

B Class Officers

1. Each DDS, DT and DH class shall elect one Class President and two Class Vice Presidents.

2. Incoming D1, DT1 and DH3 elections are not to be held any earlier than four weeks from the first day of fall classes and may include elections for both class other student leadership positions such as class Webmaster and student organization class representatives.

3. All elections for existing classes for the following year must be completed two weeks prior to the final Council of Students meeting of the spring semester. Elections for the DH classes will be completed before the end of the summer session.

4. Nominations for Class Officers will be submitted to the presiding Class Officers in the class ahead.

5. Each class must be notified two weeks prior to the date of the election. Nominees must be notified of their nomination and be allowed to decline a nomination.

6. Nominees will only be allowed to run for one position. The nominee must decide before voting is begun if there is a conflict.

7. Write-in ballots will be accepted on election day.

8. A speech no longer than three minutes must be given by each candidate.

9. Voting will be by secret ballot and will be monitored and counted by the presiding Class Officers in the class ahead.

10. The newly elected Class Officers will be the candidates receiving the greatest amount of votes for their respective position.
11. Only one vote will be taken unless there is a tie. All ties will be broken by an immediate run-off between tied candidates.

12. In the event that a Class Officer or other student leadership position is vacated, a special election will be held by the Executive Committee (with exceptions for any Committee members who are also members of the affected class) within four weeks to fill the vacated position. Procedures for special elections are otherwise identical to those listed in items one through eleven of this section.

Article II
Bylaw Amendments

Bylaws may be amended by two-thirds vote of those present, provided an amendment was presented in writing at the previous meeting and a quorum of the Council is present.

Article III
Budget Guidelines for Council of Students Funds

A Funding Requests

Registered student organizations may request funds from the Council of Students. In order for funding to be considered, all School of Dentistry students must be invited to the event in which the funding will be used and a funding request form must be submitted to a Council of Students member or the funding request folder 24 hours prior to the Council meeting. Representative Officers may not vote on funding requests submitted by their own organization.

B Class Funds

B.1 Purpose

The purpose of Council of Students class funds are to support the dental and non-dental interests of the student body. The Council of Students’ role is not to regulate or endorse the student body’s interests, but rather to protect and facilitate access to enriching activities.
B.2 Allocation
The allocation of Council of Students class funds is as follows: each DDS class receives $1000 per academic year, each DT class receives $100 per academic year, and each DH class receives $250 per academic year.

B.3 Criteria for class funds
Events funded via class funds must be open to and benefit the entire class. The Class Officers must publicize events in a timely manner via flyers or an email to the class. Class funds should be spent on an event not otherwise funded by another group or organization. Events funded via class funds must be posted on the student calendar in a timely manner. Appropriate uses of class funds include but are not limited to food, supplies, instructors for classes, advertising, and publication. Any unused funds will be returned to the Council of Students general fund at the end of each academic year.

C Reimbursement
Receipts for all purchases must be presented to the treasurer. A description of the event and a copy of the email or flyer advertising the event must be submitted to the treasurer in order to be reimbursed for the event.

D Limits on appropriations
Expenditures must be in line with University guidelines (e.g. funds may not be used for the purchase of alcohol). If the budget of a class event exceeds the class fund, a request must be made to the Council of Students and discussed at a Council meeting prior to the event.

Article IV
Class Officer Job Descriptions

A Class President
The Class President acts as the voice of the class, attends all Council of Students meetings as an officer with voting privileges, attends all assigned committee meetings as outlined in Article VII of the Constitution, communicates with the faculty and acts as the class liaison to the Office of Student Affairs. This position is re-elected annually.
B  Class Vice President

The Class Vice President attends all Council of Students meetings as an officer with voting privileges, attends all assigned committee meetings as outlined in Article VII of the Constitution, assists the Class President in planning class events and executing class duties. This position is re-elected annually.

C  Class Webmaster

The Class Webmaster organizes and disseminates digital media for the benefit of the class. Responsibilities include updating and maintaining the class webpage, cloud storage, and social media as necessary. The Class Webmaster may assist the other Class Officers, attend Council meetings and offer motions, but is a non-voting member of the Council of Students. This position is not re-elected, unless vacancy requires.

Constitution Amended: March 3, 2015

Michael Regan Anderson, President

Jeremy Berger, Vice President

Stephen Sylwestrak, Secretary

Amber Kroke, Treasurer

Megan Vasko, Sergeant-at-Arms