

BYLAWS
Pre-Dental Organization
San Diego State University

ARTICLE I **NAME**

Section 1. The name of this organization shall be the Pre-Dental Organization of San Diego State University.

ARTICLE II **PURPOSE**

Section 1 The purposes of this organization is to provide guidance, practical experience and dental school admission success to students.

ARTICLE III. **AUTHORITY**

Section 1 This organization is a recognized student organization at San Diego State University and adheres to all campus policies, including those set forth in the *SDSU Student Organization Handbook*.

Section 2 This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).

Section 3 The rules contained in the most recent version of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

ARTICLE IV: **MEMBERSHIP**

Section 1 Participation and membership in the organization shall be open to those enrolled at San Diego State University.

Section 2 Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race or ethnicity (including color and ancestry), religion (or religious creed), nationality, citizenship, age, medical condition, genetic information, gender (or sex), gender identity (including transgender), gender expression, sexual orientation marital status, veteran or military status, or disability. The organization shall have no rules or policies that discriminate on the basis of race or ethnicity (including color and ancestry), religion (or religious creed), nationality, citizenship, age, medical condition,

genetic information, gender (or sex), gender identity (including transgender), gender expression, sexual orientation, marital status, veteran or military status, or disability.

ARTICLE V: OFFICERS

Section 1 The officers of the organization shall be the President, Vice President of Internal Affairs, Vice President of External Affairs, Secretary, Treasurer, Webmaster, and CSSC Representative.

Section 2 Powers and Duties of Officers:

a. The President shall serve as the chief executive officer of the organization, shall preside at meetings of the organization and shall prepare the agenda for meetings. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President shall appoint all committees and committee chairs. The President shall be an ex officio member of all committees. The President shall have such further powers and duties as may be prescribed by the organization.

b. The Vice President of Internal Affairs shall preside at organization meetings in the absence of the President. The Vice President of Internal Affairs shall perform all legal duties assigned by the President. The Vice President of Internal Affairs shall assume the office of President if the office becomes vacant.

c. The Vice President of External Affairs shall perform all legal duties assigned by the President. The Vice President of External Affairs shall be responsible for organizing community outreach events, both dentistry related and non-dentistry related. He/She shall reach out to dental schools and organize days for members to explore dental schools.

d. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. Said records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain bank accounts in the organization's name, requiring signatures of both the Treasurer and President for authorized disbursements.

e. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file. The Secretary shall maintain membership records for the organization.

f. The Webmaster shall be responsible for taking pictures and documenting all events attended through the organization, as well as compiling monthly newsletters including volunteer events, community service projects, dental school tours and up-coming events.

g. The CSSC representative shall be responsible to represent the Pre-Dental Club during the CSSC meetings. They shall fulfill all the requirements of the CSSC, plus the requirements of the Pre-Dental Club in order to be an active officer. They shall communicate information from CSSC to the club weekly.

Section 3 Qualifications necessary to hold office in this organization are as follows:

California State University policies require that to be eligible for office, candidates must be in good standing and enrolled students at San Diego State University.

California State University policies require that the President and Treasurer must be matriculated at a CSU campus maintaining a minimum on campus term and cumulative 2.0 grade point average (GPA), are in good standing, and must not be on academic, disciplinary, or administrative probation. The President and Treasurer must be enrolled in at least six units each semester while holding office. Graduate and credential officers must earn 3 semester units per term while holding office. Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units, or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible.

No member may hold more than one office. No member may serve more than one year in the same office.

Section 4 The Officers for the Fall 2021-Spring 2022 school year will be:

President: Jahzel Montalla
VP Internal: Vincent Duarte
VP External: Matthew Bazzi
Treasurer: Tait Hollis
Secretary: Abigail Diaz
Webmaster: Tiffany Chao
CSSC Rep.: Chloe Fairman

ARTICLE VI SELECTION OF OFFICERS

Section 1 All officers are elected annually. Elections are held at the end of spring semester and shall take place at a regularly scheduled meeting of the organization at which a quorum is present. At least one week's notice shall be provided for any meeting at which an election is to be held.

Section 2 Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.

Section 3 The officers shall be elected in this order: President, Vice President of Internal Affairs, Vice President of External Affairs, Secretary, Treasurer, Webmaster, and CSSC Representative.

Section 4 Officers shall be elected by majority vote. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote. If the result of the revote is still a tie, the election shall be decided by the flip of a coin.

Section 5 Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.

Section 6 Officers shall assume office on May 17th, 2021 and shall serve for one year.

Section 7 Officers may be recalled from office for cause. To initiate a recall election, a petition signed by one-third of the total number of voting members must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.

Section 8 If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

ARTICLE VII: MEETINGS

Section 1 Regular meetings shall be scheduled bimonthly during the academic year.

Section 2 Special meetings may be called by the President or a majority of the Executive Committee. All members must be given a minimum of 24 hours notice prior to the meeting time.

Section 3 Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as a majority of the voting membership.

Section 4 Members must be present to vote. Absentee or proxy voting is not permitted.

Section 5 In order to vote a member must be in good standing. A student with a minimum 2.0 GPA, and a member of the club.

ARTICLE VIII: ADVISOR

Section 1 The organization shall appoint an individual employed as a faculty or staff member who is an employee of San Diego State University. The advisor shall fulfill the responsibilities specified in the *SDSU Student Organizations Handbook*. Advisors shall serve an academic year basis or until their successor has been selected.

ARTICLE IX EXECUTIVE COMMITTEE

Section 1 The Executive Committee shall consist of the elected and appointed officers, with the advisor(s) serving as non-voting member(s).

Section 2 The Executive Committee shall meet weekly during the academic year. Special meetings may be called by the President or a majority of the Executive Committee. All members must be given 24 hours notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.

Section 3 The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.

Section 4 The Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the membership by a majority vote.

ARTICLE X. STANDING AND AD HOC COMMITTEES

Section 1 The organization shall have the following standing committee: Fund raising committee.

Section 2 The duties of each of Standing Committees is as follows:
Fundraising committee: Find means to support the club and raise money for events.

Section 3 The President shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization.

Section 4 The President shall appoint the chairpersons and members of all committees

ARTICLE XI: FINANCES

Section 1 Membership dues shall be \$15 per semester.

Section 2 Dues shall be paid by second week of each semester.

Section 3 This organization has the ability to assess the membership for special purposes. Assessments shall be determined by a quorum of the membership at a regularly scheduled meeting

Section 4 Members who have not paid their dues or special assessments by the due date shall be considered as not being in good standing and shall lose all membership privileges, including voting, until the dues are paid.

Section 5 The Executive Committee shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year. Any unbudgeted expenditures shall be approved in advance by the membership. When financial decisions must be made between meetings, the Executive Committee is authorized to approve expenditures not exceeding \$200.

Section 6 Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

ARTICE XII DISCIPLINE OF MEMBERS

Section 1 When a member believes that another member has engaged in conduct that is detrimental to the organization, a written charge may be filed with the Executive Committee. The Executive Committee shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Executive Committee shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours notice of the hearing and be given an opportunity to present a defense. By a majority vote, the Executive Committee shall determine whether misconduct occurred. If it determines that misconduct did occur, Executive committee shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or corrective remedies.

Section 2 The membership shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.

Section 3 The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has

occurred, the membership shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.

Section 4 By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

ARTICLE XIII: AMENDMENTS

Section 1 Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon. The Executive Committee and/or Bylaws Committee shall review and make recommendations on all bylaw revisions prior to consideration by the membership.

Section 2 Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3 A copy of any amendments to these bylaws must be submitted to the Student Activities and Campus Life Office at San Diego State University within two weeks after adoption.

These bylaws were adopted on 09-10-09 and most recently revised on 01-11-2022.