

PREAMBLE

We, the students of the University of Pittsburgh School of Dental Medicine, do hereby establish this Student organization in order to promote the continuing contribution to the art and science of anesthesia by dentists, increase the knowledge and awareness of anesthesia in dentistry, and support and encourage the clinical practice of Dentist Anesthesiologists.

CONSTITUTION AND BYLAWS OF THE UNIVERSITY OF PITTSBURGH DENTIST ANESTHESIOLOGIST CLUB FOR STUDENTS

CONSTITUTION

ARTICLE I

NAME

Section 1. The name of this association shall be the "Dentist Anesthesiologist Club for Students," herein after referred to as "DACs." Those elected to serve as its officers shall be termed the "Executive Committee."

ARTICLE II

PURPOSE

Section 1. To provide a properly constituted body by which students may govern themselves; to promote understanding and acquisition of knowledge as it pertains to the practice of dental anesthesiology.

Section 2. To provide a means by which this local chapter may communicate with national organizations who share the same interest and goals.

Section 3. To advance the art and science of dental anesthesiology by encouraging undergraduate dental students to participate in school anesthesia clinic programs, research and other scientific presentations.

Section 4. To enable members of the student body to bring, through DACs, matters of interest to the attention of those concerned.

ARTICLE III

GOVERNMENT

Section 1. The legislative body of DACs shall be the General Assembly.

Section 2. The administrative body of DACs shall be the Board of Directors, consisting of the Executive Committee and two duly elected at-large members of the General Assembly.

ARTICLE IV

ORGANIZATION

Section 1. DACs is an unincorporated, nonprofit organization. DACs was organized on May 18, 2010 and shall continue until terminated by agreement of two-thirds (2/3) of the members present at a special meeting.

Section 2. If DACs shall be dissolved at any time, no part of its funds or property shall be distributed to or among its members. After payment of all indebtedness of DACs, its surplus funds and/or property shall be used for dental education and/or some contribution to the Dental School in such a manner as the then governing body of DACs may determine.

Section 3. The office to contain the records of DACs shall be located within the Dental School, in such a place as may be determined by the faculty advisor.

Section 4. The membership of DACs shall consist of individuals whose qualifications and classification shall be established in the Bylaws.

Section 5. DACs is organized for charitable, educational, and scientific purposes, as well as advancement of the conditions of the profession of Dental Anesthesiology. This includes for such purposes, the making of distributions to organizations under Section 501 (c) (6) of the Internal Revenue Code (or the corresponding section of any future Federal tax code.)

Section 6. No part of the net earnings of DACs shall inure to the benefit of, or be distributable to its members, trustees, directors, officers or other private persons, except that DACs shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501 (c) (6) purposes. No substantial part of the activities of DACs shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the DACs shall not participate in, or intervene in (including the publishing

or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provision of these articles, DACS shall not carry on any other activities not permitted to be carried on (a) by a organization exempt from Federal income tax under Section 501 (c) (6) of the Internal Revenue Code (or corresponding section of any future Federal tax code) or (b) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code (or corresponding section of any future Federal tax code.) Upon the dissolution of this organization assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (6) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed to the Federal government, or to a state or local government, for a public purpose.

ARTICLE V

OFFICERS

Section 1. The elected officers of the Executive Committee of DACS shall be the President, Immediate Past President, Vice-president, Secretary, and Treasurer.

Section 2. The President will preside over meetings of the General Assembly.

Section 3. The appointed officers of the General Assembly shall be the Newsletter Editor, Assistant Newsletter Editor, Graphics/Web Design, and Public Relations/Historian.

ARTICLE VI

MEETINGS

Section 1. There shall be at least one monthly meeting of the DACS.

Section 2. A special meeting of the Board of Directors may be called by the President provided notice of the meeting has been delivered to the Board at least 24 hours in advance.

ARTICLE VII

AMENDMENTS

Section 1. This Constitution may be amended or repealed by an appropriate motion presented in writing at a meeting of the General Assembly. Action on any such motion shall be delayed until the next regular meeting of the General Assembly. Any motion to amend or repeal may be adopted only after an affirmative vote of two thirds (2/3) of the General Assembly.

BYLAWS

CHAPTER I

MEMBERSHIP

Section 1. CLASSIFICATION

A. Member in good standing: A current dues-paying student enrolled in the University of Pittsburgh School of Dental Medicine.

B. Honorary Member: Any person, not qualified to be a member in good standing, selected as such because of his/her contribution and services to DACS. Any member of the General Assembly may nominate candidates for honorary membership and upon approval by a majority of those members present at a regular or special meeting of the General Assembly, such candidate or candidates shall be determined to be elected as an Honorary Member. The Faculty Advisor shall automatically become an Honorary member.

CHAPTER II

EXECUTIVE COMMITTEE

Section 1. COMPOSITION

A. The Executive Committee shall consist of President, Immediate Past President, Vice-President, Secretary, and Treasurer.

Section 2. POWERS OF THE EXECUTIVE COMMITTEE

B. The Executive Committee shall be the administrative body of DACS vested with full power to conduct and manage all business of DACS in accordance with the Constitution and Bylaws.

C. The Executive Committee shall have the power to establish rules and regulations consistent with these Bylaws to govern its organization, procedures and conduct.

D. The Executive Committee shall have the power to create a publication to serve as a means of communication among the membership.

E. The Executive Committee shall have the power to establish ad-interim policies essential to the administration of DACS provided, however, that such policies or actions are presented for review at the next regularly scheduled meeting of the General Assembly. A simple majority vote of the Executive Committee shall be necessary to establish any such ad-interim policy.

F. The Executive Committee shall have the power to appoint such committees as are deemed necessary to accomplish the objectives of the DACS.

Section 3. DUTIES OF THE EXECUTIVE COMMITTEE

A. Provide for the maintenance of all records and property of DACS.

B. Determine the time and place for convening any special meeting called in accordance with Article VI of the Constitution.

C. Provide a suitable agenda for each regular or special meeting.

D. To insure that all actions concerning DACS be reported to the General Assembly in a timely manner.

E. Provide for the publication and distribution of all official publications of DACS.

F. Provide for members of DACS a copy of the Constitution and Bylaws, which will be available to the members of the Pittsburgh local chapter of DACS via distribution or any future website.

G. Perform such other duties as are prescribed by the Bylaws and/or as ordered by the President.

H. Serve as committee chairs which are responsible for organizing & delegating all tasks involved with the designated committee.

I. Attend all meetings of the Executive Committee and General Assembly.

J. Duties of the President

i. Serve as the official representative of DACS in its contacts with any and all agencies for the purpose of advancing the objectives and policies of DACS. The President may delegate this duty if, in his/her opinion, it is advisable.

ii. Preside as Chairperson of the Board of Directors. The President will not have a vote in matters before the Board except in instances when this vote is necessary to resolve a tie vote by the Board. The President shall be responsible for making final decisions on DACS day-to-day business operations.

- iii. To serve as first delegate to any National Convention that serves the profession of Dental Anesthesiology or Anesthesiology in dentistry.
- iv. To serve as Chairperson of the Executive Committee and Board of Directors.
- v. To set dates of all regular and special meetings of the Executive Committee and the Board of Directors when needed.
- vi. To see that all legislation approved by the General Assembly is implemented.
- vii. To serve as the student delegate, if needed, to the Pennsylvania Dental Association (PDA) and the Dental Society of Western Pennsylvania (DSWP), and the American Society of Dentist Anesthesiologists.
- viii. Approve checks of the DACS.
- ix. Revise the Constitution and Bylaws annually.
- x. Serve as Liaison to the Alumni Association.
- xi. Send notices of the date and time of all meetings of the Executive Committee and the Board of Directors to the appropriate members.
- xii. Serve as Chair of either the Fundraising Committee, Events Committee, or Student Affairs/Community Outreach Committee.
- xiii. Appoint Ad Hoc Committees as needed.

K. Duties of the Immediate Past President

- i. Advise the Executive Committee on past actions of DACS.
- ii. Serve as Chair of the Nominating Committee

L. Duties of the Vice-President

- i. Perform all duties of the chair in the absence of the President.
- ii. Serve as an organization Representative.
- iii. Serve as Chair of either the Fundraising Committee, Events Committee, or Student Affairs/Community Outreach Committee.

M. Duties of the Secretary

- i. Record minutes including attendance of each meeting of the Board of Directors.
- ii. Distribute minutes after each meeting of the Board of Directors.
- iii. Perform such other duties as may be prescribed by the Executive Board.
- iv. Serve as Chair of either the Fundraising Committee, Events Committee, or Student Affairs/Community Outreach Committee.

N. Duties of the Treasurer

- i. Maintain all bank accounts and deposit or cause to be deposited therein all monies received by DACS.
- ii. Prepare and submit to the Board of Directors a tentative, annual budget prior to the end of the term in office.
- iii. Serve as custodian of all monies, securities, and property of DACS.
- iv. Disburse the funds of DACS as directed by the Board of Directors.
- v. Authorize the execution of all contracts of DACS by the President.
- vi. Supervise the annual collection of dues, and keep record of all paid.
- vii. Report the financial status of DACS at all meetings.
- viii. Serve as Chair of the Membership/Financial Committee.

Section 5. MEETINGS OF THE EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

A. There shall be meetings of the Executive Committee and Board of Directors as deemed necessary. This may be in conjunction with regularly scheduled DACS meetings.

CHAPTER III

BOARD OF DIRECTORS

Section 1. COMPOSITION

- A. The Board of Directors shall consist of the Executive Committee and two duly elected at-large members of the General Assembly.
- B. The General Assembly shall consist the Board of Directors and members in good standing of DACS.

Section 2. POWERS OF THE BOARD OF DIRECTORS

- A. Exercise the power to vote on matters before the Board, except the President whose vote shall be exercised only in the cases of tied votes.
- B. Initiate and enact legislation, if needed, on matters concerning the education of the student body in Anesthesiology, and the relationship of DACS to the student body.
- C. Make recommendations to the administration on all matters affecting student education in Anesthesiology.
- D. Assist the administration and faculty in carrying out its objectives.
- E. Determine, allocate, supervise and review all DACS funds appropriated to organizations that are recognized members of the advancement and education in Dentist Anesthesiology.
- F. Provide a newsletter and/or electronic publication, as a voice of the DACS for all members.
- G. Provide social activities for members of the DACS and other parties involved.
- H. Issue policy statements on behalf of the student body.
- I. Establish and collect dues from the student body which shall be used for the financial support of the DACS.
- J. Implement all foregoing purposes and privileges and any other functions delegated by the DACS.
- K. Approve a qualified person to be Editor(s), Graphics/Web Design, and Public Relations/Historian of the DACS.

Section 3.

A. DUTIES OF THE BOARD OF DIRECTORS

- i. Attend the scheduled meetings of the Board of Directors.
 - ii. Review DACS Constitution and Bylaws every 2 years, or as needed. This can be performed by an ad-hoc Constitution and Bylaws Committee, with a Chairperson appointed by the President.
- ### B. Duties of the Public Relations/Historian
- i. Advertise DACS events and disseminate information to the student body and faculty by email, posters, and mailbox drops.
 - ii. Update and maintain the DACS bulletin board.
 - iii. Collect pictures and maintain an archive of DACS-related photographs.
- ### C. Duties of the Editor and Assistant Editor
- i. Serve as the Editor of any newsletter of the DACS, authorized by the Board of Directors.
 - ii. Perform such other related duties as may be prescribed by the Executive Committee.
- ### D. Duties of the Graphics/Web Design
- i. Maintain the webpage, when created, of the DACS authorized by the Board of Directors.
 - ii. Supply graphics and logos as required by the DACS.

Section 4. QUORUM

- A. A majority of the Board of Directors, represented in person or by written proxy to another member of the Board of Directors shall constitute a quorum for the transaction of business at any regular or special meeting of the Board of Directors.

Section 5. TRANSFER OF POWER AND DUTIES

- A. The powers and duties of the Board of Directors, except the power to adopt, amend and repeal the Constitution and Bylaws, and the duties of electing the officers and the members of the Executive Committee, may be transferred to, and assumed by the Executive Committee in a situation when the entire Board cannot meet.

CHAPTER IV

ELECTIONS

Section 1. QUALIFICATIONS.

- A. Any member of DACS in good academic standing shall be eligible to serve as an officer; however, the position of President, first will be reserved for a 3rd year student entering their 4th academic year and participating in the Anesthesia Selective Program, if no one with these requirements for eligibility wishes to serve as President, the position of President can be served by any member of DACS in good academic standing.
- B. All nominees for the positions of the Executive Committee and the Board of Directors must be members in good standing of DACS.

Section 2. NOMINATIONS

- A. Nominations for officers must be composed of 2 members approved by the Nominations Committee and may include 1 member in good academic standing from the General Assembly.
- B. Nominations for the at-large members of the Board of Directors will consist of 3 members in good academic standing taken from the General Assembly.
- C. A memorandum must be sent by the Nominating Committee to all students announcing the nomination procedures.
- D. Nominations will be opened at least seven days before elections.
- E. A nominee may withdraw his/her nomination. The candidate's name is then stricken from the list of nominees.
- F. Each nominee will then have an opportunity to speak at a class meeting sometime after nominations have been closed.

Section 3. UNOPPOSED CANDIDATES

- A. In cases where a candidate is unopposed, he/she is declared the winner for that position.

Section 4. BALLOTING/VOTING

- A. The ballot shall consist of a printed sheet containing the positions available for election with the nominees listed alphabetically under the respective position.
- B. Ballots will be numbered prior to distribution. Distribution, collection, and counting of the ballots shall be the responsibility of the Nominating Committee

Section 5. DETERMINATION OF WINNER

- A. The winner is the candidate receiving the greatest number of votes.
- B. In case of a tie another vote by ballot will be conducted within ten school days following the first election. On this special ballot only the names of the candidates in question will appear. Should this second election again result in a tie, the matter will be resolved by the Executive Committee.

Section 6. ANNOUNCEMENTS OF RESULTS

- A. An announcement of the winners of the election must be made. However, the actual numerical count will not be disclosed. The Chairperson of the Nominating Committee will keep the ballots for thirty (30) calendar days after which they will be destroyed.

Section 7. RECOUNT

- A. A candidate is allowed to request a recount. At least two individuals are then selected by the Board of Directors to perform this recount which will be the final result of the election.

Section 8. ELECTION OF THE EXECUTIVE COMMITTEE.

- A. President, Vice-President, Treasurer, Secretary

- i. The President, Vice-President, Treasurer, Secretary shall assume his/her duties upon election.
- ii. The President, Vice-President, Treasurer, Secretary shall serve for a term of one year or until their successors are elected and installed.
- iii. The term of office for the President, Vice-President, Treasurer, Secretary shall begin at a meeting in May and end the following May.

- B. Immediate Past President

- i. The Immediate Past President shall assume his/her duties upon successful completion of the term of President.
- ii. The Immediate Past President shall serve for a term of one year or until their successor is elected and installed.
- iii. The term of office for the Immediate Past President shall begin at a meeting in May and end the following May.

Section 9. VACANCIES

- A. In the event of the vacancy of the position of President, the Vice-President of DACS shall assume the presidency. A special election shall be held within the Board of Directors to fill the newly vacated Vice-President position.
- B. In the event of a vacancy on the Executive Committee other than President a special election shall be held within the Board of Directors to fill the newly vacated position.

Section 10. IMPEACHMENT

- A. An elected official may be removed from office by the Board of Directors whenever, in its judgment, the best interests of DACS requires such action, but such removal shall be without prejudice to the membership rights, if any, of the officer removed.
- B. The motion to remove an officer from his/her position requires the vote of two-thirds of the Board of Directors present.

CHAPTER VI

STANDING COMMITTEES

Section 1. NUMBER AND TITLE.

A. The standing committees of DACS will be as follows:

- i. Nominating Committee
- ii. Legislative Committee
- iii. Newsletter Committee
- iv. Graphics/Web Design Committee
- v. Public Relations Committee

B. From a list of candidates, the President may appoint any member in good standing as Chairperson of each of the Standing Committees.

C. The Board of Directors must ratify these appointments. Ratification occurs when there is a majority vote in favor of the appointments.

D. The remaining committee members of each Standing Committee will be selected by the Committee Chairperson.

Section 3. TENURE OF OFFICE

A. The Board of Directors shall determine the tenure of office of the appointed committee members , and shall have the right to remove the members should conditions warrant such action.

B. Two-thirds vote is required to remove appointed committee members from office.

CHAPTER VII

MEETINGS

Section 1. MEETINGS OF THE BOARD OF DIRECTORS

A. The Board of Directors shall convene on a bi-annual basis. The meetings of the Board of Directors are open to any member in good standing, but only the Board retains the right to vote. .

B. A special meeting of the Board of Directors may be called as provided in Article VI, Section 2.

C. A quorum shall be deemed to be present at any meeting when a majority of the Board of Directors is present. Any meeting at which less than a quorum is present will be adjourned without further notice, until which time a quorum is obtained.

D. Any recommendation or resolution proposing the expenditure of the funds of DACS shall be referred to the Board of Directors for consideration. The Board shall report at the same meeting concerning the condition of the treasury as it relates to the proposed expenditure.

E. The rules of conduct shall be those contained in Sturgis III Rules of Parliamentary Procedure. The most recent copyright at the particular time shall govern the deliberations of the meetings of the Board of Directors in all cases where they are applicable and not in conflict with the standing rules of these Bylaws.

F. If in the opinion of the Board of Directors a paper ballot of DACS should be taken, the Secretary shall distribute such a ballot to all members. A majority vote of the returned ballots shall determine the matter at hand.

Section 2. NATIONAL MEETINGS

A. Delegates to any national meetings held by organizations that support and encourage the advancement of Dentist Anesthesiologists will be determined by the President, President-Elect, and Treasurer.

CHAPTER VIII

FINANCES

Section 1. DUES.

A. The dues for a member in good standing shall be determined by the Board of Directors.

B. Honorary Members shall be exempt from the payment of dues.

Section 2. MONIES

A. All financial accounts of DACS shall be under of the supervision of Treasurer, President, and Vice-President.

B. A cash box of DACS shall be maintained in the Department of Dental Anesthesiology.

C. All transactions dealing with the cash box of DACS must be recorded.