

1 **Marquette University School of Dentistry Student Research Group**

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3
4 **Part A: Constitution**

5
6 *Name of Organization:*

7 The official name of this organization shall be **Marquette University School of Dentistry**
8 **Student Research Group** (MUSoD SRG).

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10 *Affiliation:*

11 The organization shall represent a local dental school chapter of the American Association of
12 Dental Research National Student Research Group (AADR NSRG) and be a student-run
13 organization, guided by input from faculty advisors.

14
15 *Objective:*

16 MUSoD SRG shall promote, support, and nurture the interests of dental student researchers. This
17 organization shall serve to foster an environment where students actively engaged or interested
18 in research/scholarship can enrich their academic environment and pursue common goals.

19
20 *Membership:*

- 21 1) Individual, voting members shall be students admitted to MUSoD.
22 2) Non-voting members.

23
24 *Officers and Governance:*

- 25 1) The MUSoD SRG shall be administered by a board of officers (“Board”). The Board
26 shall include at least three members, namely, the president, the vice-president, and the
27 secretary/treasurer. Board members shall be dental students in good academic standing
28 and active members of the organization.
29 Additional Board members shall be considered as appropriate, depending on specific
30 needs. Examples may include, but are not limited to, a web master, or representatives of
31 dental school classes and the research day organizing committee. The following describes
32 the Board members’ roles and responsibilities:
- 33 a. The *president* shall preside over the Board meetings and the annual meeting of the
34 general assembly. The president shall present an annual activity report to the
35 general assembly. Additionally, the president shall represent the organization at
36 the meetings of the MUSoD student/administrative council, AADR NSRG, and at
37 regional and national student research activities.
 - 38 b. The *vice-president* shall support and assist the president in any way necessary.
39 The vice-president prepares the agenda for the Board meetings and the annual
40 meeting of the general assembly. In the absence of the president, the vice-
41 president shall conduct the annual/board meetings and other organization
42 business.
 - 43 c. The *secretary/treasurer* shall be responsible for the execution of the
44 organization’s day-to-day activities, budget, and elections.

- i. She/he shall maintain accurate membership registration, taking and distributing meeting minutes, and maintaining historical records/documentation of business.
- ii. She/he shall prepare the organization's annual budget and financial report.
- iii. She/he shall prepare the annual request for financial subsidies from MUSoD.
- iv. She/he shall administrate the annual election of officers.

- 2) The legislative and governing body of MUSoD SRG shall be the general assembly. The business of the general assembly shall include the following provisions:
 - a. The general assembly shall discuss and make recommendations to any topic that falls within the scope of the organization's objective.
 - b. The general assembly shall approve the agenda of the annual general assembly meeting.
 - c. The general assembly shall consider and approve the annual budget.
 - d. The general assembly shall elect board officers.
 - e. The general assembly shall approve amendments of the Constitution and Bylaws.
 - f. The general assembly shall decide upon the organization's dissolution.
- 3) A *faculty advisor* shall assist the Board. The advisor shall be sincerely dedicated to enhancing student research/scholarship opportunities, implementation of supportive curricular components, organization of institutional research/scholarly activities, and coordination of relevant regional/national activities. The faculty advisor may participate at Board and general assembly meetings but must not vote on any SRG matter. The advisor is appointed by the MUSoD Associate Dean for Research & Graduate Studies and serves for a 5-year term.

Amendments to Constitution and Bylaws:

- 1) Constitution and Bylaws may be amended at any time through a majority vote of the full Board of officers, followed by confirmation by a *two-thirds* majority vote of the membership as follows:
 - a. The officers shall communicate the proposed changes to the general membership at least two weeks prior to calling the question.
 - b. Polling shall take place either through electronic ballot or during a special meeting at the discretion of the Board.
- 2) Amendments shall be proposed by any officer or individual member of the organization as agenda items for discussion at the next Board meeting.

Dissolution:

The dissolution of MUSoD SRG may be decided by a two-thirds majority vote of the members present at two successive general assembly meetings. The second meeting shall not be held earlier than six months after the previous regular general assembly meeting. No part of the organization's funds or property may be distributed among its members. The Board shall decide on the allocation of the remaining funds. The liquidation shall not be effective

- 1 until the final account has been examined and approved by the Associate Dean for Finance and
- 2 Administration MUSoD.
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1 **Part B: Bylaws**

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4 *Membership:*

- 5 1) Individual voting membership shall be restricted to dental students at MUSoD who are
6 committed to support the objectives of the organization.
7
8 2) All individual voting members shall constitute the general assembly. They have the right
9 to vote, to make nominations, and to hold office.
10
11 3) Non-voting members shall support the objectives of the organization and participate in
12 the organization’s activities. They shall not participate at general assembly meetings and
13 hold office.
14
15 4) All members promote academic honesty, proper conduct in research, and
16 professionalism.
17
18 5) New membership shall be processed by the secretary/treasurer on a rolling basis with an
19 annual membership start date of September 1st.
20
21 6) Membership shall be for one year and renew following payment of the dues.
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23 7) All members shall be assessed an annual membership fee (“dues”).
24
25 8) Failure to pay dues shall result in loss of membership privileges and ultimately in
26 expulsion.
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29 *Board Elections, Appointments, Terms of Office:*

- 30 1) Elections shall be held annually during the last week in September according to the
31 following procedures:
32 a. The secretary/treasurer shall send a ballot with all nominations to all active
33 members not later than one week prior to the announced elections.
34 b. The secretary/treasurer shall contact all nominees to confirm their willingness to
35 serve and to secure a personal statement regarding their candidacy.
36 c. The secretary/treasurer shall distribute a list of the candidates and personal
37 statements for each Board officer position to all active SRG members each year
38 during the first week in September.
39 d. Votes shall be held to determine the following SRG officers:
40 i. President
41 ii. Vice president
42 iii. Secretary/treasurer
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44 2) *President:* The vice-president shall become the president. This promotion shall be
45 approved by a simple majority vote of the general assembly. The president’s term of
46 office is for one year, effective the date of the general assembly meeting.

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2 3) *Vice-president*: The vice-president shall be elected by a simple majority vote of the
3 general assembly. The term is for one year. The vice president is to be elected from
4 among second or third-year students. The candidate must agree to serve as the
5 organization's president in the following year if approved by the general assembly.
6
7 4) *Secretary/treasurer*: The secretary/treasurer shall be elected by a simple majority of the
8 general assembly. The secretary/treasurer should be a first, second or third year student.
9 There are no term limits.
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11 5) *Other officers*: The Board may decide to add additional officers in order to meet the
12 specific needs of the organization.
13 a. The *web master*. She/he shall be appointed by the Board. There are no term limits.
14 b. *Class representatives* shall be elected by their respective classes during their first
15 year, and will hold the position for the remainder of their tenure at MUSoD.
16 c. The *research day committee members* shall be appointed by the Board. This
17 position is to be held by second or third year students. There are no term limits.
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20 *Activities of the MUSoD SRG:*

- 21 1) Meetings:
22 a. The general membership shall meet once each semester as follows:
23 i. Biannual meetings.
24 ii. A quorum for general meetings shall consist of a minimum of 33% of the
25 student membership.
26 b. The September meeting shall be designated as the general assembly meeting and
27 used to conduct at least two specific annual business items:
28 i. Student officer elections.
29 ii. Approval of the annual financial report.
30 c. The agenda for general membership meetings shall be established by the Board:
31 i. Any member may submit an agenda item for discussion and action.
32 ii. The agenda item shall be submitted at least one week prior to the general
33 meeting.
34 iii. The dates/times and agenda for the general meetings shall be distributed at
35 least five days in advance of the meetings.
36 d. Board meetings shall take place on a quarterly basis:
37 i. A calendar with meeting dates for the entire year shall be established
38 during the September officer meeting.
39 ii. A quorum for officer meetings shall consist of three officers.
40 e. The agenda of Board meetings shall be established by the secretary:
41 i. Any officer may submit an agenda item to the secretary for discussion and
42 action.
43 ii. The agenda item shall be submitted at least one week prior to the Board
44 meeting.
45 iii. The agenda for the Board meeting shall be distributed to the Board
46 members at least five days in advance of the meeting.

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2 2) Lunch & Learn sessions.
3 a. The Board shall make arrangements for Lunch & Learn sessions whereas faculty
4 members, students, or other invited speakers present scientifically based
5 information.
6 b. Sessions shall be offered during Fall and Spring terms.
7
8 3) Journal Club sessions.
9 a. The Board shall make arrangements for Journal Club sessions whereas faculty
10 members, students, or guests discuss scientific papers.
11 b. Sessions shall be offered during Fall and Spring terms.
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14 *Finances and Fund Raising:*

- 15 1) The MUSoD SRG shall obtain funds through the assessment of annual dues and
16 fundraising activities. In addition, subsidies can be requested from the Dean MUSoD in
17 support of Lunch & Learn and Journal Club activities.
18
19 2) All funds in the treasury of the MUSoD SRG shall be used to further the objectives of the
20 organization. Use of funds shall fall within the following broad areas of classification:
21 a. Student/faculty meetings regarding research/scholarship issues.
22 b. Intellectual and social activities for the membership.
23 c. Membership support for research supplies, scholarly pursuits, and related travel.
24 d. Officer support for regional/national activities and related memberships.
25 e. Fundraising activities for the organization.
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27 3) Signature authority for the organizational checking account shall reside with the
28 secretary/treasurer and the faculty advisor. All business that is authorized by the faculty
29 advisor must also be approved by the president.
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31 4) The secretary/treasurer shall present a financial report to the officers at each meeting and
32 an annual financial report to the general membership at the annual membership meeting
33 each September.
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38 Milwaukee, August 2nd, 2011

39 Approved by general assembly on September 21, 2011