



 **Henry M. Goldman School of Dental Medicine**  
**Policies and Procedures: Student Organizations**

All student organizations and student government officers at the Boston University Henry M. Goldman School of Dental Medicine (GSDM) should be familiar with the **Student Organization Policies and Procedures(SOPP)** as well as additional Boston University, BUMC, and GSDM policies. All students should review the following document in its entirety.

SOPP is subject to change, so please check with the Office of Student Affairs (OSA) if you have any questions in regards to this document.

Important student organization forms can be found at: [dentalschool.bu.edu/student\\_services/StudentGroups.htm](http://dentalschool.bu.edu/student_services/StudentGroups.htm)

- Student Event Approval Request Form
- Mass Communication Approval Request
- Student Organization Financial Activity Request Form
- Established Student Organization Annual Registration Forms
- New Student Organization Forms

These forms are fillable PDFs, which can be completed online, printed, and either emailed to the OSA or dropped off in the office.

Requests and proposals regarding student organizations and student affairs matters should be submitted to OSA .

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T: 617.638.4790 | F: 617.638.4789  
E: [sdmosa@bu.edu](mailto:sdmosa@bu.edu)  
[http://dentalschool.bu.edu/student\\_services](http://dentalschool.bu.edu/student_services)

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## ESTABLISHING A NEW GSDM STUDENT ORGANIZATION

Student organizations at Boston University Henry M. Goldman School of Dental Medicine (GSDM) are established with the approval of school administration and managed by students.

To establish a new organization:

- At least 5 enrolled GSDM students are required to start student organization
- Proposal for Recognition of a New Student Organization must be completed and submitted to the OSA by November 15<sup>th</sup>
- Only students in good academic and good disciplinary standing can serve as elected representatives of any student organization.
- A Student Organization Constitution (see sample on pg. 13) must be created and copy submitted to OSA.
  - OSA understand that the initial meetings of the organization members may be used to draft the Constitution.
  - Developing organization may submit copies of the initial Constitution drafts as available, and subsequently submit the organization's Constitution to OSA once it has been accepted by the organization members.
  - All amendments, after being agreed by organization vote, must be submitted for approval to the Assistant Dean of Student Affairs
- Faculty advisor is required of all student organizations
  - Student Org must notify OSA of the selection of advisor or need for assistance in finding one.
- All organizations are expected to develop and submit protocols for fundraisings that are compliant with all university, school and medical campus rules and regulations.

Proposals and requests regarding the creation of new student organizations should be submitted to OSA, G-305, [sdmosa@bu.edu](mailto:sdmosa@bu.edu)

## GENERAL RESPONSIBILITIES OF STUDENT ORGANIZATION REPRESENTATIVES

Offices or selected representatives of the organization will comply with these guidelines:

- **LEADERSHIP:**  
Only students in good academic and good disciplinary standing can serve as elected representatives of any student organization.
- **ELECTIONS:**  
Annually and after each elections, the incoming student officers must provide updated officer, membership roster and faculty advisor information to OSA.
- **ANNUAL REGISTRATION:**  
**Student organization officers must register the organization annually** with OSA.  
Established Student Organization:
  - Established student organizations must submit the Annual Policy and Procedure Acknowledgement Signatures Form and provide a current listing of student organization leaders, member and faculty advisor(s) by **November 15<sup>th</sup>**.
  - The student organization must be in compliance with these requirements in order to be eligible to submit Event Approval and Room Request forms for the academic year.



**Policies and Procedures: Student Organizations**

• **ORGANIZATION CONSITUTION:**

**The Student Organization must submit a copy of its constitution to the OSA for review and approval.**

- Student Organizations are required to submit copy of their constitution to OSA once it has been accepted by organization members.
- All amendments to the constitutions must be agreed upon by the organization prior to be submitted to OSA for approval.
- Sample constitution is available on page 13 of this document.

• **MEETINGS & EVENTS:**

- Student organizations are required to complete the **Student Event Approval Request Form** for all on-campus events.
  - o This includes Lunch and Learns, guest speakers, general meetings, membership drives, apparel sales, etc.
- Student organizations must check the ***OSA Online Google Calendar*** to ensure that no conflicts exist between school, OSA or other student org events.
- For off-campus events, student organizations must inform OSA via email 14 days prior to event.
- Vendor-supplied food distribution, if allowed, may be approved for non-public areas only, and will be limited to student, faculty and staff guests only.

• **EVENT APPROVALS AND ROOM REQUESTS:**

- Student organizations are required to complete the Student Event Approval Request Form for all on-campus events and submit to OSA.
- GSDM facilities have limited availability weekdays after 5:00 PM, and are not available for any weekend event planning.
- Upon approval of the event, OSA will forward the room request form to the Office of Academic Affairs (room G-705, 617-638-5241).
- Office of Academic Affairs will confirm date, room, and time via email to student who submitted the request form, with CC to OSA.

• **FUNDRAISING:**

Any planned fundraising activities must be reviewed and approved by the Assistant Dean of Student Affairs.

- Students are required to submit all fundraising proposals in writing to [sdmosa@bu.edu](mailto:sdmosa@bu.edu)
- No request for student-organized fundraising efforts involving bake sales or other food distribution on campus can be approved.
  - Exceptions may be made for sales of pre-packaged, intact non-perishable foodstuffs (i.e., cookies sold in their original, sealed packaging) to University community members
  - Food sales are not permitted to the general public or patient population.
- University, Commonwealth and City policies and tax codes require reporting of any raffle, pool, bazaar or "Las Vegas" type event due to tax implications for the organization and University.
- Any plans to raise money through such a fundraising event must be submitted to the Assistant Dean of Student Affairs and are subject to review by the administration and the University's legal counsel.

• **ALCOHOL POLICY:**

- All student organization sponsored events must be in compliance with the "BUMC Guidelines for Serving & Consuming Alcohol at BUMC Events," including student organization sponsored off-campus events.
- "Boston University Medical Campus Guidelines for Serving & Consuming Alcohol at BUMC Events" can be found at <http://www.bumc.bu.edu/busm-od/bumc-guidelines-for-serving-consuming-alcohol-at-bumc-events/>.
- Boston University Statement on Illegal Drugs and Alcohol can be found at <http://www.bu.edu/dos/policies/lifebook/drugs-alcohol/>



**Policies and Procedures: Student Organizations**

- If a student organization sponsors an off-campus event that plans to include alcohol, the student organization must complete the "Application to Serve or Consume Alcohol at BUMC Student Events" form to OSA, **no later than one (1) month prior** to the planned event. Submission of the application **does not guarantee** approval.

- **COMMUNITY SERVICE:**

- A written request for approval for any community services/outreach events should be submitted to:
  - Dr. Michelle Henshaw  
Assistant Dean for Community Partnerships & Extramural Affairs  
72 E. Concord Street  
Robinson Bldg, Room 309  
t: 617.638.8523 | f: 617.638.8510
- Letter should include the following information
  - Name of student organization
  - Faculty advisor
  - Officers' name, email address, cell phone number
  - Name of event
  - Date and time of event
  - Location of event
  - Sponsor, if any, of the community service or outreach event
  - Purpose of event
- Copies of this request letter should also be submitted to the student organization's faculty advisor and OSA via email

- **COMMUNICATIONS:**

- All student organizations are responsible for establishing a protocol to maintain communication with the student body regarding events or issues associated with the group.
- Organizations wishing to use list-servs to send out announcements must complete the [Mass Communication Approval Form](#)
- Use of the GSDM listservs is limited to messages that have been reviewed and approved for content and language by OSA.
- Messages must comply with the guidelines of Boston University, BUMC and GSDM communications and computing policies.

**Listservs at GSDM**

- Only to be used to broadcast school- and university-related business only
- Limited to messages sent from the administration and school-endorsed organizations.
- List-servs are NOT a mechanism for non-school related discussion, religious announcements, chain letters, commercial endorsements, or advertisements.

- **CONFERENCES & TRAVEL:**

- Planned attendance at national or regional conferences should be cleared at least two (2) months prior to the date of the event if student organization funds will be utilized, or if school sponsorship is requested. See section "Student Organization Travel" (pg. 8)



## GSDM STUDENT ORGANIZATION FINANCIAL MANAGEMENT

### • FINANCIAL ACCOUNTS AND RECORDS:

- **There can be no outside bank accounts.** All recognized and active student organizations are required to establish a funds management account supervised by the Office of Student Affairs.
- The student organization treasurer must establish the account by working with OSA.
- The account is represented by a 10 digit account number that does not change from year to year.
- Available funds in a student organization's account stay in the account from one year to the next. It is not "use it or lose it" money.
- The treasurer of each student organization is responsible for keeping accurate records of all financial transactions and maintaining the budget.
- OSA will provide assistance to the student organization and provide funds balances when requested, including current encumbrances and available resources.
- **Student organizations are not allowed to run a negative balance**

### • FINANCIAL TRANSACTIONS

- OSA will handle all money related matters and paperwork including Purchase Orders, Check Requests, Requisites, Cash Collection, and will process payments subject to acceptable billing documentation.
- All student organization financial transactions must be initiated through OSA .
- The treasurer of the student organization must complete [Financial Activity Request Form](#) and return to OSA.
- Financial requests should be made at least ten (10) business days prior to the transaction to allow for processing time.
- During holiday or vacation times, requests must be submitted no later than fifteen (15) business days prior to the date support is needed.
- Paperwork and arrangements for accessing account funds may have various deadlines, depending on what it is and how complicated the process is.
- The treasurer is responsible to be aware of lead times and deadlines when planning an event.
- If the treasurer submits paperwork after a deadline, his or her delay in initiating the transaction may cause the program or event to change or event to be canceled.

## REPORTING

**Officers or selected representatives of the organization are required to provide reports as follows:**

### • EVENT REPORTS:

- Student organizations are expected to provide a brief written report, including copy of sign-in sheet, to OSA upon completion of organization events, community service or outreach activities.
- Copies of these reports will be kept by student organization secretary and used to compile the organization's annual report.

### • CONFERENCE REPORTS:

- Any student organizations members who attended annual meetings or conferences funded by the OSA, must provide a brief written report addressed to the OSA upon return from said meeting.
- Copies of these conference reports will be kept by student organization secretary and included in the organization's annual report.

### • ANNUAL REPORT:

- Each student organization is required to submit an annual report/summary of their activities over the course of the academic year to the OSA by June 15<sup>th</sup>.
- Report must also include a current financial statement.



**Student Organization Annual Report Guidelines:**

- 1) All reports should include:
  - a. updated lists of organization leaders (with office held) and organization members
  - b. List events that were held during the given academic year; include for each event the date, number of attendees, and brief description. Possible events include:
    - o Organized meetings
    - o Organized events, such as speakers
    - o Organized social activities
    - o Community service/outreach activities
    - o National and/or regional meetings attended
    - o Special accomplishments
  - c. Summary of organization funds expenditures, funding sources
  - d. account balances from the start and end of the academic year
  - e. General plans for the organization for the coming academic year, including anticipated leadership, membership and faculty advisor information.

**PERMISSION FOR VENDOR SUPPORT**

- Officers of the organization are required to submit requests for pre-approval for events or materials supported, or provided, by outside vendors, organizations or private individuals not affiliated with the school.
- Requests must be submitted via email to [sdmosa@bu.edu](mailto:sdmosa@bu.edu) at least a month in advance, and must include the following information:
  - o The SUBJECT of the message should indicate the nature of the request (e.g., Chess Club requests approval of Game Suppliers, Inc. vendor for proposed October 14 event).
  - o Requestor's name, cell phone number, and email address
  - o Event details:
    - The proposed date of the event
    - The purpose of the event
    - How the event will benefit the participants
    - Who will be invited (student organization members only? Open to entire school community?)
    - The type of support the vendor is offering (distribution of materials, sponsorship of food, etc.)
- Requests will be reviewed by OSA and requestor will be notified via email of status.
- If a vendor support request is approved, the organization officers must submit a [Student Event Approval Request Form](#) to complete the process to insure an event date and room assignment.
- Any announcement of event via list-servs requires completion of [Mass Communication Approval Form](#)
  - o Placement and distribution of such information on the listserves does not imply approval or endorsement of the views or opinions, expressed by any guest speaker, attendees, or sponsoring organization.
- Student organizations are not authorized to advertise or sponsor an event either on or off campus if approval for the event has been denied by OSA.
  - o If a vendor-sponsored event is denied on campus and the vendor arranges a similar event off campus, the student organization may not advertise or promote the event as a student organization, GSDM or Boston University endorsed event. Any announcement of such an event within GSDM or using GSDM email, listserves or other communications is subject to the Student Mass Communications approval process.



### PERMISSION FOR USE OF LOGOS AND BRANDING

- Officers of the organization are required to submit requests for pre-approval for use of the names and/or images of the BU or GSDM logos or branding.
- Permissions should be requested through OSA ([sdmosa@bu.edu](mailto:sdmosa@bu.edu)), which will coordinate with the GSDM Office of Communications and the Office of the Dean.

### STUDENT ORGANIZATION TRAVEL

#### • CONFERENCES & TRAVEL:

- Planned attendance at national or regional conferences should be cleared at least **two (2) months prior** to the date of the event if student organization funds will be utilized, or if school sponsorship is requested.
- Traveler must submit Travel Request, which are available in the OSA
- Only students in good academic standing will be eligible for travel support.
  - No student on academic probation or subject to any disciplinary action will be permitted to travel on school-supported trips or attend any conference as a representative of a student organization recognized and supported by GSDM.
- Conference registration, travel arrangements and accommodations must be arranged through OSA if student organization funds will be utilized, or if school sponsorship is approved.
- When student organization funds are to be utilized, an officer of the student organization must provide authorization.
- Student travelers must comply with the GSDM and Boston University travel policies and procedures in place at the time of travel.
- In the case of school-sponsored conference registration, travel arrangements and accommodations, the student must make arrangements with OSA Affairs prior to the expiration of any early-bird registration deadlines
  - School sponsorship will only reimburse for the lowest registration, accommodations, shuttle bus services and airfare rates.
- Students attending conferences and supported with travel funds from GSDM must provide the OSA with the items listed below, **no later than ten (10) days after their return.**
  - Completed [Travel and Business Expense Report](#)
    - Including original receipts and documentation
    - Receipts should be taped to plain white paper
      - Please do not staple receipts
  - Names of students who attended conference
  - Copy of official conference agenda, with name of organization
  - A summary of the conference, including notes on sessions attended; relevant documentation
  - Any recommendations or ideas for GSDM inspired by the conference
  - Action plan: how participants plan to apply conference content in regard to the student organization





## COMMUNICATIONS, USE OF EMAIL, & GSDM LIST-SERVS

All dental students using Boston University (BU) computers, facilities, and communications systems, including accessing electronic list-servs for individual and group email communications, must maintain professional standards in content and communications that are expected to adhere to BU's "Conditions of Use and Policy on Computing Ethics." (BU Computing Ethics) [www.bu.edu/dos/policies/lifebook/computing-ethics](http://www.bu.edu/dos/policies/lifebook/computing-ethics)

Use of electronic mail and electronic list-servs is a privilege, and BU reserves the rights to take action, including restriction or revocation of the privilege, as necessary, in response to inappropriate messages or communications. A representative of Henry M. Goldman School of Dental Medicine (GSDM) Administration will adjudicate all questions regarding propriety of any material appearing in email communications or utilizing electronic listservs.

GSDM student list-servs are established by the GSDM's Office of Information Technology (OIT) to facilitate communications among and between students, faculty, and staff at GSDM. Whether access and use is moderated or un-moderated, list-servs may not be used to endorse or advertise commercial products or services, communicate political or personal opinions, or share messages that do not meet the guidelines set forth in BU Computing Ethics.

List-servs may not be used to endorse or advertise any on or off-campus student organization functions or events associated in any way with the GSDM brand that include the presence or the consumption of alcohol or the presence or use of any illegal drugs.

GSDM policy on the possession and use of alcohol and drugs is consistent with that of BU, as expressed in the "Boston University Statement on Illegal Drugs and Alcohol." [www.bu.edu/dos/policies/lifebook/drugs-alcohol](http://www.bu.edu/dos/policies/lifebook/drugs-alcohol)

In the case of student-organization sponsored off-campus events that are planned to include alcohol, BU and Boston University Medical Campus (BUMC) policy requires completion and submission of an "Application to Serve or Consume Alcohol at BUMC Student Events" form, which can be found at <http://www.bumc.bu.edu/busm-od/bumc-guidelines-for-serving-consuming-alcohol-at-bumc-events/>.

The "University Code of Student Responsibilities" identifies activities, including gambling, that constitute violations of the Code; information is available at [www.bu.edu/dos/policies/student-responsibilities/](http://www.bu.edu/dos/policies/student-responsibilities/). More specific reference to GSDM's Code of Conduct can be found at [dentalschool.bu.edu/dmd\\_guide/index.html](http://dentalschool.bu.edu/dmd_guide/index.html), under "Policies" and "Student Rights and Responsibilities."

Acceptable use of list-servs includes, but is not limited to: announcements of school- or student organization- sponsored meetings and events; posting student requests for academic schedule swaps; communicating personal (non-commercial) sales or exchanges of textbooks, dental instruments or equipment by dental students; and posting of course information, class information, and policy information by course directors and/or their designees. Student organizations must work with the Office of Student Affairs (OSA) to complete an "Event Approval Request Form" for any on campus organization meeting or event. Submission of these forms to OSA by student organization officers is required prior to the drafting, or placement, of any announcement on list-servs to ensure proper authorization and determination that no conflict exists with the planned events of any other organization.

Although BU, and on its behalf, the OSA, reserves the right to review any material posted to the list-servs to ensure compliance with and enforcement of the above policies, the appearance of any posting to the list-servs does not imply that such posting has been reviewed, or approved, by BU, or OSA. Further, since GSDM permits students, faculty, and staff certain un-moderated use of these list-servs, placement and distribution of such information on the list-servs does not imply approval or endorsement by BU or GSDM, of the posted information or event, or approval or endorsement of the views or opinions expressed by any guest speaker, attendees, or sponsoring organization.

Any user of the listserv who believes that inappropriate material or notices have been posted to those list-servs should notify the OSA at GSDM to initiate a review of the posted material or notice.



**HAZING LAWS**

**CHAPTER 536 OF THE MASSACHUSETTS GENERAL LAWS: AN ACT INCREASING THE PENALTIES FOR HAZING\***

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows: Chapter 269 of the General Laws is hereby amended by striking out sections 17 to 19, inclusive, and inserting in place thereof the following three sections:

Whoever is principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

**Section 18.** Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law official as soon as reasonably practical. Whoever fails to report such a crime shall be punished by a fine of not more than one thousand dollars.

**Section 19.** Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and section seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty for each such organization or team, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating institution's policies to its students. The board of regents and in the case of secondary institutions, the board of education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to attorney general any such institution which fails to make such report.

\*Reproduction of the act as adopted by the Commonwealth of Massachusetts House of Representatives on Dec. 29, 1987,

**UNIVERSITY POLICY REGARDING HAZING**

Boston University hazing policy will be in accordance with laws of the Commonwealth of Massachusetts at all times. However, the University's standards of personal conduct substantially exceed the minimum expectations of civil law and custom. Student organizations and individual students found in violation of Massachusetts hazing laws will be subject to University disciplinary action. In accordance with Chapter 536, Section 19, the GSDM Office of Student Affairs has developed the following procedures:

1. At the time of registration, the president of each student group, team or organization must review the law and will be required to sign a statement acknowledging that the law has been reviewed, that tis law shall be made available to every member or applicant for membership of the organization, and that the organization understands and agrees to comply with the provisions of this law.
2. This statement will be kept in the organization's permanent file in the GSDM Office of Student Affairs.
3. The text of the law and Boston University policy will be available for review online.



**STUDENT ORGANIZATION CONSTITUTION**

**The Student Organization must submit a copy of its constitution to the Office of Student Affairs for review and approval.** The Office of Student Affairs understands that the initial meetings of the organization members may be used to draft the constitution. Please submit copies of the initial drafts as available, and submit a copy of the organization’s constitution to the Office of Student Affairs for once it has been accepted by the organization members.

All amendments after being agreed by organization vote must be submitted for approval to the GSDM Assistant Dean of Student Affairs.

A sample Constitution is provided below.

**SAMPLE CONSTITUTION**

BOSTON UNIVERSITY HENRY M. GOLDMAN SCHOOL OF DENTAL MEDICINE  
STUDENTS FOR PROFESSIONAL EXCELLENCE

*This is to serve as a framework for your organization to write a constitution. Each group has a different mission and purpose that should be included in your constitution. When writing your constitution, make sure it reflects the needs of your organization and how it will function effectively. Feel free to add different language and different sections that you feel are important to the organization. Your constitution is the first source which will be used to settle disputes in your organization. For example, if a conflict arises over the election process, your constitution will be used to settle the dispute. Thus, you should include all necessary and applicable provisions as they relate to your organization, as to avoid possible conflicts later on.*

ARTICLE I  
NAME:

The name of this organization will now be known as the Boston University Henry M. Goldman School of Dental Medicine Students for Professional Excellence.

ARTICLE II  
AIM/PURPOSE:

This organization will serve to foster an awareness and debate on the issues of professional excellence and will promote the achievement of the organization’s goals.

ARTICLE III  
MEMBERSHIP:

1. Membership in Students for Equality will be equally available to all enrolled GSDM students. There may not be any discrimination because of race, religion, political views, nationality, handicap, sex, etc., according to the Boston University Discrimination policies.
2. An official member of this organization is one who has attended three meetings during one semester, and paid any applicable annual dues. The membership list will be kept updated by the Secretary of the organization.

ARTICLE IV  
OFFICERS:

1. This organization/society will consist of four officers: President, Vice President, Treasurer and Secretary.
2. All officers must be full-time enrolled GSDM students in good standing.



**Policies and Procedures: Student Organizations**

ARTICLE V  
OFFICER'S RESPONSIBILITIES

President:

1. It will be the duty of the president to call, preside over and adjourn all meetings of this society/organization.
2. The President is also responsible for performing other various duties that are required by the organization.

Vice President:

1. The Vice President will assume the duties and responsibilities of the President if he/she must resign from that position.
2. The Vice President shall preside over meetings if the President is unable to attend, assuming the responsibilities and duties of the President for that meeting.
3. The Vice President will be the supervisor of all committees within the organization/society, and will settle any disputes between or among committees.

Treasurer:

1. All fiscal matters are the responsibility of the Treasurer.
2. The Treasurer will be responsible for signing all necessary paperwork with the Office of Student Affairs and is the sole signatory for the funds of the organization.

Secretary:

1. It is the duty of the Secretary to keep updated minutes of all meetings of the society/organization.
2. The Secretary will be responsible for maintaining correspondence between appropriate parties.
3. The Secretary will be responsible for maintaining a membership list of all official members.

ARTICLE VI  
ELECTIONS:

1. Elections for officers should be held before \_\_\_\_\_.
2. The candidates receiving a plurality of votes will be deemed the winner.
3. All candidates must be members of the organization to be nominated and elected, as explained in Article III.
4. For an election to be valid a majority of the official members must be present during the voting. The Secretary will determine this number according to the number of official members, or will determine this number by determining a majority of the average attendance at meetings.

ARTICLE VII  
VOTING:

1. All official members of the organization are allowed to vote.
2. Official status requires that individuals meet the membership obligation of Boston University Henry m. Goldman School of Dental Medicine Students for Professional Excellence.

ARTICLE VIII  
MEETINGS:

1. Boston University Henry M. Goldman School of Dental Medicine Students for Professional Excellence will meet once a week, and the board of officers will meet at least once a week.
2. The President will have the authority to order a special meeting whenever he/she deems necessary.

ARTICLE IX  
AMENDMENTS:

1. Two-thirds of the membership, to be determined as in Article VI, is required in order to vote on changes to the Constitution.
2. All amendments after being successfully voted on by Boston University Henry M. Goldman School of Dental Medicine Students for Professional Excellence must then be forwarded for approval to the GSDM Assistant Dean of Student Affairs