

Dental Students Society

DSS Constitution

Be it enacted as the Constitution of the Dental Students' Society DSS ("the DSS") of the University of Toronto Faculty of Dentistry as follows:

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DSS Policy Book**

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DSS CONSTITUTION

Article 1 – Objects

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The Dental Students' Society aims to promote an atmosphere of collegiality that best serves the needs of and provides support for the undergraduate student community at the University of Toronto Faculty of Dentistry.

Article 2 – Definitions

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Section 1 -- The DSS

"The DSS" is defined as the Dental Students' Society (DSS).

Section 2 -- DSS Member

Any undergraduate student registered at the Faculty is a "DSS member", upon payment of the annual membership fee. Refer to Article 4, Section 1 for the full definition.

Section 3 -- The Council

"The Council" is defined as the elected student members, as described in Article 11, Section 1, of the DSS who oversee all operations.

Section 4 -- The Executive

"The Executive" is defined as the Executive of the DSS, and conducts the DSS's business when either the Council or the DSS is not meeting, as described in Article 6, Section 1.

Section 5 -- The Faculty

"The Faculty" is defined as the Faculty of Dentistry at the University of Toronto.

Section 6 -- The University

"The University" is defined as the University of Toronto.

Section 7 -- Faculty Council

"Faculty Council" is defined as the governing body of the Faculty of Dentistry at the University of Toronto.

Section 8 -- Governing Council

"Governing Council" is defined as the governing body of the University of Toronto.

Section 9 -- UTSU

"UTSU" is defined as the University of Toronto Students' Union at the University of Toronto.

Section 10 -- The Constitution

"The Constitution" is defined as Articles 1 to 19 of this document.

Section 11 -- The Policy Book

"The Policy Book" is defined as the document that accompanies the Constitution and includes policies of the DSS, consisting of chapters 1 to 11 of this document. These policies are guidelines for the DSS to follow. They include information and rules that may more easily be amended annually, due to the demographic and structural changes that affect the Faculty and the DSS.

Section 12 -- School Day

"School Day" is defined as any day from Monday to Friday inclusive, unless such a day is listed as a holiday in the Faculty of Dentistry course calendar.

Article 3 -- Head Office and Seal

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Section 1 -- Head Office

The head office of the DSS is located at 124 Edward Street, Toronto, Ontario, Canada.

Section 2 -- Seal

The seal of the DSS, which endorses the name of the DSS, is in such form as the Council may determine by resolution.

Article 4 -- The DSS: Composition and Fees

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Section 1 – Membership

The University collects this annual membership fee from members with student tuition payment and subsequently remits the total of annual membership fees to the DSS.

Section 2 -- Termination and Transfer

Membership in the DSS ends when an undergraduate member graduates, withdraws, or is expelled from the Faculty or the University, or when a member dies. Membership is not transferable.

Section 3 -- Annual Membership Fee

The DSS's Annual Membership Fees and levy allotments are outlined in the Policy Book, Chapter 11: Membership Fees and Allotments.

Section 4 -- Changes to Membership Fee and to Allotments

Any change to the annual membership fee or to any of the allotments in this Article must be determined by a referendum of all DSS members, held according to the procedures of the Constitution, and approved by Governing Council.

Article 5 -- Meetings with DSS Members

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Section 1 -- Annual General Meeting

The Annual General Meeting of DSS members is held on such day in September of each year and at such time and at such place as the Council determines. At the meeting, the DSS presents the previous year's budget, as well as present the coming year's approved budget..

Section 2 -- General Meetings

The Council or the Executive may at any time call a meeting of DSS members, and set its date, time, and place. Alternatively, no fewer than 25% of the DSS members may petition the Council to hold such a meeting. When the Council receives this petition, it has thirty days in which to call and hold such a meeting. If it does not call and hold a DSS meeting within thirty days, anyone who signed the petition may call such a meeting.

Section 3 -- Notice of Meetings

Notice of all meetings of members must be made known to all members via e-mail and/or other method of communication.

Section 4 -- Summer Meetings

Notwithstanding the foregoing provisions, no meeting of members may be held from no later than one week prior to the final day of DDS1 classes until the first official day of DDS2 classes.

Section 5 -- Procedure

DSS meetings are conducted according to the latest edition of Robert's Rules of Order, except when these rules conflict with the Constitution.

Section 6 -- Quorum

Quorum for any DSS meeting is 25% of DSS members.

Section 7 – Passing of Motions

Provided that quorum is met, a motion can be tabled and voted on, and would require

approval of 2/3 of those present in order to bring it to referendum. Refer to article 18 on details of referendum.

Section 8 -- Proxies

Proxy attendance and proxy voting are prohibited.

Section 9 -- Speaker (Chairperson)

The Speaker of all DSS meetings is the Vice-President. If he/she is absent within fifteen minutes of the start of a meeting, the voting members present may choose a Speaker pro tempore.

Section 10 -- Secretary

The Secretary of the DSS records minutes of all DSS meetings, publishes them in a timely manner in conspicuous place(s), and makes them available for inspection at the DSS's Office. If he/she is absent by the start of a meeting, the Speaker of the meeting must appoint another person to act as Secretary pro tempore.

Section 11 - Faculty Advisor

The Faculty Advisor of the DSS is selected by the DSS Council. The Faculty Advisor serves to preserve continuity in the Council and may be appointed as a Speaker pro tempore. The Faculty Advisor is a non-voting member.

Section 12 -- Rights of Members

DSS members may make, second, speak to, and vote on any motion. The status of a person as a DSS member is established by the presentation of a valid student identity card or by such other means as determined by the DSS.

Article 6 -- The Council: Composition

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Section 1 -- Membership

The Council Membership is composed of the President, Vice-president, Treasurer, Secretary, Social Director, Community Outreach Representative, Male Sports Representative, Female Sports Representative, 5 class presidents (4 DDS class presidents, 1 IDAPP class president), 4 DSS representatives, UTSU representative, 4th year ODA representative, Assistant Community Outreach Representative, Assistant Male Sports Representative, Assistant Female Sports Representative, Assistant Treasurer, Dentantics Producers, Hya Yaka Editors, Assistant Social Director, Amalgam Scrap Editors, 4th year IPE representative, FCDSA Senior and Junior representatives, and Faculty Advisor.

Section 2 -- Eligibility for Membership

Voting members are elected according to the Constitution, as outlined in Article 8.

Section 3 -- Term of Office

1. Council members elected in regular DSS, Class, and UTSU elections take office immediately after the first Council meeting held after the elections (the Joint Meeting), when the existing Council moves to dissolve itself and, by doing so, transfers authority to the new Council.
2. Council members elected in First Year, after the joint meeting, or By-Elections take office when the current DSS President ratifies their membership.
3. No person may hold more than one elected Executive position on the Council, hold more than two positions on the council, nor may any person concurrently hold a Representative and the corresponding Assistant Representative positions.
4. One and only one individual may hold each position on the Council.

Section 4 -- Termination and Transfer

1. The membership of an elected Council member ends if the member gives written notice of resignation, if the member is removed from his/her position, if the member ceases to be a member of the DSS, or once the existing Council's elected term concludes.
2. The membership of an ex officio Council member ends if the member gives written notice of resignation, or if the member is removed from his/her position.
3. Membership is not transferable.

Section 5 -- Removal from Office

1. In accordance with the Policy on Absenteeism and Non-performance of Duties, the President or Vice-president may move to dismiss a member during any scheduled Council meeting. If the President or Vice-president is being dismissed, a member of the Executive must move to dismiss him/her.
2. At the meeting where the motion of dismissal is discussed, the member moving to dismiss (normally in consultation with the Vice-president) presents the reasons for the motion. The member who is in the process of being dismissed must be given the chance to explain his/her case. The Council may wish to consider other contributions to the DSS as a balancing factor to the motion.
3. The vote must be conducted according to the most recent edition of Robert's Rules of Order.

Section 6 -- Requirements of Council Members

1. No voting council member may be absent for more than two Council Meetings during the year without a legitimate reason (i.e. illness or bereavement), as determined by The Executive.
2. Should a Council member be absent for two Council Meetings without a legitimate reason, the Secretary will communicate in writing to said member no more than 3 days after their second total absence.
3. Once a member has missed their third total Council meeting without a legitimate reason, the Secretary will communicate in writing to said member that he/she must attend the following Council meeting and present their case for their absences to the Council. The Council will then vote by majority rule to either maintain said person's membership or to move for their dismissal in total, following the procedure outlined in Article 6, Section 5.
4. Council members must follow their duties as closely as possible as outlined by the Policy Book.
5. Failure to do so is negligence of duty and cause for dismissal according to the Policy on Absenteeism and Non-performance of Duties.

Article 7 -- The Council Meetings

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Section 1 -- Council Meetings

The date, time, and place of Council meetings are determined by the President. There shall be a minimum of 48 hours elapsed between two Council meetings.

Section 2 -- Minimum Number of Meetings

There will be a minimum of two Council meetings that will be held per academic term.

Section 3 -- Notice of Meetings

The Secretary notifies all Council members of meetings at least 7 days prior to the next arranged Council meeting.

Section 4 -- Procedure

Council meetings are conducted according to the latest edition of Robert's Rules of Order, except when these rules conflict with the Constitution.

Section 5 -- Quorum

Quorum for a Council meeting is two-thirds of all voting Council members. Nonvoting Council members do not affect quorum.

Section 6 -- Proxies

Proxy attendance and proxy voting are prohibited.

Section 7 -- Speaker

The Vice President of the DSS serves as the Speaker at Council meetings. If he/she is absent within 15 minutes of the start of a meeting, the President can either choose to serve as Speaker or to have Council choose to appoint a Speaker *pro tempore*.

Section 8 -- Secretary

The Secretary of the DSS serves as the Secretary at Council meetings. If he/she is absent at a meeting, the Speaker of the meeting can appoint another person to act as Secretary pro tempore. The Secretary records minutes of all Council meetings, distributes them to all Council members no longer than 7 days following the Council meeting. Minutes must be approved by the Council at the subsequent Council meeting.

Section 9 -- Rights of Members

Elected members may make, second, speak to, and vote on any motion. Ex officio nonvoting members may speak to any motion, but may not make, second, or vote on any motion.

Section 10 -- Judiciary

The Judiciary recommends resolutions to matters of constitutional dispute that arise at Council meetings. It is composed of the President, Speaker, and the Faculty Advisor (or another member appointed by The Council should one of these members be absent). It considers a matter if Council passes a motion to this effect; such a motion is always in order, has the same precedence as a point of order, and requires approval from at least one-third of Council members present and voting. It can retire from a meeting for no more than fifteen minutes. Although it can rule on all constitutional disputes that may arise at Council meetings, the Council may reverse any of its decisions by a majority vote of all Council members. The Judiciary can also give an advisory opinion to the Council. Such an opinion is not binding but should be brought to the Council's attention at the first available opportunity.

Article 8 -- The Council Elections

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Section 1 - Elections Policy

1. The procedure of DSS and Class elections is detailed in the Policy Book, Chapter 5: Policy on Elections.
2. Elections of the DSS shall take place prior to the examination period in a given year. The exact date is to be determined by the President. DSS elections must be completed prior to Class Elections.
3. Elections of Class Presidents and DSS reps shall be determined by each Class Council.
4. Elections of First Year DSS members shall take place within two weeks of the first day of classes, the exact date to be determined by the DSS President in consultation with the first-year class.

Section 2 - Vacancies

Vacancies on the Executive and Council shall be filled according to the Policy Book, Chapter 5: Policy on Elections.

Section 3 -- Voting

1. All DDS and IDAPP students with the exception of graduating students are eligible to vote.

Section 4 -- Notice of Elections

Notice of all election and nomination dates must be communicated electronically to all students, and/or posted in conspicuous places around the Faculty.

Article 9 -- The Council: Conflict of Interest

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Section 1 -- Voting Limits

A voting Council member (elected or ex officio) who concurrently holds an executive or coordinating position on any organization receiving funding from the DSS may not vote on motions regarding the specific allocations of funds to the organization of which he/she holds the position.

Section 2 -- Salaries and Honoraria

No member of the Council may receive a salary or honorarium for any activity funded by the DSS.

Section 3 -- Declaring Conflict of Interest

Any Council member, whether elected or ex officio, must declare a conflict of interest if a motion is made to grant funding to an organization on which he/she holds an executive or coordinating position. This information must be made known to the Council before a vote is taken to grant funding to this organization.

Section 4 -- Grounds for Dismissal

Members of the Council who violate this article are subject to disciplinary action in accordance with the Policy on Absenteeism and Non-performance of Duties, including dismissal.

Article 10 -- The Council: Indemnity and Insurance

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Section 1 -- Indemnity of Council members, employees, and appointed agents

The DSS will from time to time indemnify and save harmless all Council members, employees, and appointed agents and their heirs, executors, administrators and other legal personal representatives from and against:

- a) any liability and all costs and expenses that they sustain or incur in respect of any action, suit or proceeding that is proposed or commenced against them for or in respect of anything done or permitted by them in respect of the execution of their duties; and
- b) all costs, charges and expenses that they sustain or incur in respect of the affairs of the DSS.

The DSS will not indemnify Council members of any liability, costs, charges or expenses that they sustain or incur in or about any action suit or other proceeding as a result of which they are adjudged to be in breach of any duty or responsibility imposed upon them under the laws of the Government of Ontario or under any other statute, unless, in an action brought against them in their capacity as Council members, they have achieved complete or substantial success as a defendant.

Section 2 -- Insurance

The DSS may buy and maintain such insurance for the benefit of Council members, employees, and appointed agents as the Council may from time to time determine.

Article 11 -- The Executive: Membership

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Section 1 -- Membership

1. The Executive will consist of the: President, Vice President, Treasurer, Secretary

Section 2 -- Requirements of Executive Members

1. Executive members are responsible for their respective commissions and/or committees, which conduct the day-to-day activities of the DSS.
2. Executive members report their activities to the DSS and to the Council at the first available opportunity, or at the very least, at the next Council meeting.

Article 12 -- The Executive: Meetings

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Section 1 -- Meetings

The date, time, and place of Executive meetings are determined by the President.

Section 2 -- Speaker

The President serves as the Speaker at Executive meetings.

Section 3 -- Secretary

The Secretary of the DSS serves as the Secretary at Executive meetings. If he/she is absent at a meeting, the Speaker of the meeting may appoint another person to act as Secretary *pro tempore*. The Secretary records minutes of all Executive meetings, publishes them electronically to the DSS Council in a timely manner.

Article 13 - The Executive: Responsibilities

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Each member of the Executive shall carry out responsibilities as stated in their job descriptions, in the Policy Book, Chapter Three: Executive and Deputy Job Descriptions and Responsibilities.

Article 14 - Standing Committees

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Section 1 - Definition

Standing Committees advise the DSS on specific issues within their mandate. The role and operation of each Standing Committee is defined in the Policy Book, Chapter Five: Policies of Standing Committees.

Section 2 - Striking Standing Committees

Unless otherwise noted, all Standing Committees must be struck at the first Council meeting. Unless otherwise noted, vacancies may be filled at subsequent Council meetings with a majority Council vote.

Section 3 - List of Standing Committees

1. Constitution Review Committee: reviews the Constitution and Policy Book.
2. Elections Committee: conducts Council elections and referenda and reviews appeals of Elections Committee decisions.

Article 15 – Ancillaries

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Section 1 - Definitions

Ancillaries are responsible for implementing specific duties of the DSS, with majority approval of the DSS Council.

Article 16 -- Financial Matters

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Section 1 - Budget Procedures

1. There will be one budget during each year, for which the fiscal period goes from May 1st of one year to April 30th of the following year.
2. The budgeting procedure shall be as outlined in the Policy Book, Chapter Eight.
3. No budget item shall be carried over to the following budget term. If funds are not spent during the budget term, they must be re-budgeted. At the end of each budget term, the Treasurer shall officially close that budget and any unspent funds shall be available for the upcoming budget year.
4. Amendments: The budget may be amended by a 2/3 majority vote at a Council meeting. No extra-budget expenses shall be incurred by any member of the DSS and the DSS shall not be held liable for any such expenses.
5. Funding Requirements: Prior to each budget meeting, any organization that received more than \$1000.00 in the DSS's previous budget must submit a full and detailed report of the distribution of their expenditures in order to be considered for further funding. This report is to be made available to all Council members prior to the budget meeting.
6. The budget meeting shall be held immediately following the transfer of roles at the joint council meeting.

Section 2 -- Fiscal Year

The fiscal year of the DSS ends on April 30th of every year, unless determined by the Council and in accordance with the law.

Section 3 -- Signing Officers

All cheques and financial commitments of the DSS are signed and/or made by the Treasurer and the President.

Section 4 -- Financial Commitments

In case of emergency, the Treasurer or President can approve expenditures from the Contingency fund up to \$500.00. All financial commitments entered into by an individual without specific authority from the Council (other than stated above) are considered invalid by the DSS and may become the liability of the individual responsible. "Emergency" shall be considered an immediate and unavoidable expense that cannot be postponed until the next Council meeting or cannot be carried out by online voting.

Section 5 -- Financial Statements

The DSS complies with the financial statement requirements of the Government of Canada. The DSS must prepare a Balance Sheet, a Statement of Income and Expenses, a Statement of Accumulated Equity, and a Statement of Change in Financial Position. These financial statements and the auditor's report thereon must be published and made available to

members at the Annual General Meeting, and be filed with the University not later than six months following the end of the DSS's fiscal year.

The outgoing Treasurer shall close the books prior to the end of the fiscal year in order to prepare for an audit.

Section 6 -- Financial Updates

The Treasurer shall present an updated budget containing actual expenditures versus budgeted expenditures at each Council meeting.

Article 17 -- Rights of Student Groups

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Section 1 -- Purpose

Any group that falls under the jurisdiction of the DSS must be informed by the DSS Secretary of any motion before the Council or the DSS that affects it in any way, including changes to its membership, operations, budget allocations, status within the Faculty, and/or guarantee of autonomy.

Section 2 -- Form of Notice

The group must be informed of the motion, in writing or electronically by the DSS Secretary. Reasonable attempts must also be made to speak directly with members of the group. Notice of motion must be given at least five school days before the meeting when it is to be discussed.

Section 3 -- Responsibilities of Council Members

A representative of the student group may or may not be invited to attend the relevant DSS Council meeting at the discretion of the DSS Executive.

Section 4 -- Invalidity

If any procedure in this Article is violated, the motion is invalid, unless the group affected waives the conditions.

Article 18 -- Referenda

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Section 1 -- Calling Referenda

No fewer than 2/3 of attendees at a general meeting may petition the Council to hold a referendum on a given subject. All other petitions may be submitted at the discretion of the President. The Council reviews petitions according to this procedure and decides on which questions to be brought before DSS members. The selection of these questions is decided by a majority vote of Council members present and voting.

Section 2 -- Referenda Procedure

A maximum of three weeks may elapse between the selection of a referendum question and it being put before DSS members. All voting must be held through the Information and Instructional Technology Services office at the Faculty of Dentistry. A signatory of the petition may be present at the revealing of the results.

Section 3 -- Criteria for Valid Referenda

Quorum for a valid referendum is 2/3 of the current total DSS members. If quorum is not met, the referendum results are not binding. To pass, a referendum question must receive more than 50% support; if fees or allotments are to be increased or decreased, however, the referendum question must receive at least 67% support.

Section 4 -- Responsibilities of Council Members

The Secretary posts referendum question and the results of the voting electronically to all DSS members.

Article 19 – Amendments

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Section 1 -- Amendments to the Constitution

Amendments to the Constitution require a two-thirds majority vote of members present at two consecutive regular Council meetings, notice having been given at the previous meeting. Proposed amendments to the Constitution must be submitted to the Executive Council for review at least two school days prior to the giving of notice of motion.

Section 2 -- Amendments to the Policy Book

Amendments to the Policy Book require a majority vote of members present and voting at a regular Council meeting. Proposed amendments to the Policy Book must be circulated to all Council members at least two school days prior to the meeting in which the amendments are given.

Section 3 -- Exceptions

Amendments to the Constitution or Policy Book are exempt from the amending procedures in Sections 1 and 2 if the Judiciary rules that it is a correction in grammar or spelling, or a revision of a monetary figure with respect to inflation. These amendments may be introduced by the Judiciary at a Council meeting, they do not require advance notice, and they can immediately be debated and voted upon.

DSS POLICY BOOK
(April 2015)

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Chapter 1 - Goals and Aims of the Council

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The Council should contribute to the overall well-being of the University of Toronto Faculty of Dentistry community. This should be done with the following goals considered:

- I. The Council should endeavour to involve all dental students matriculating in undergraduate courses in all aspects of Faculty life.
- II. The Council should ensure that all cultural, ethnic, religious and racial groups within the Faculty are considered in activities, endeavours and academic life. With or without being called upon, the Council should represent any groups if their rights are called into question.
- III. The Council should represent the opinions and needs of the Faculty undergraduate students to the Faculty and University administrations.
- IV. All Council activities and endeavours should be operated in a manner consistent with social and environmental awareness.
- V. The Council should strive for openness, honesty, equality, and fairness in its own activities and within the University at large.

Chapter 2 – Meetings

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The Joint meeting of the Council will take place in the spring following the release of the results of elections for Council positions for the following year. This meeting will signify the end of the term of office for the retiring Council. At the first half of the joint meeting all retiring Executive members and retiring Committee and Subcommittee Chairpersons will give summary reports of the year's activities.

As well, Council will ratify all incoming council members and move to dissolve itself. In the second half of the meeting, the Elections Committee, the Constitution Review Committee, and the third member of the Judiciary will be ratified. Excluding elections for the incoming first year class, class council elections should be held prior to this meeting.

All meetings are called by the President and chaired by the Vice-President.

Chapter 3 - Council Responsibilities

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Introduction

- I. General Executive Responsibilities - Each member of the Executive is responsible for the following:
 - A. Calling, chairing and maintaining minutes of any committees or commissions included in their portfolio.
 - B. Monitoring attendance of members.
 - C. Attending and participating in all Executive and Council meetings unless prior notice is given to the Secretary.
 - D. Reporting their activities to the Executive and Council at each meeting.
 - E. Other specific responsibilities as outlined in their job description below.
 - F. Other specific responsibilities to be assigned from time to time at the direction of the Council.
- II. Core Executive Responsibilities - To facilitate the DSS's day-to-day operations, the Executive shall meet on a regular basis as needed (at least once before each Council meeting) and the Faculty Advisor (non-voting) may be asked to attend as required.
- III. President and Vice-President
 - A. Shared Responsibilities
 1. Oversee the efficient operation of the Council and the Executive to ensure the overall well-being of DSS.
 2. Supervise and direct, subject to the DSS's instructions, all committees and functions of the DSS that are not directly under a council member's jurisdiction, as defined in the Constitution and Policy Book
 - B. President's Responsibilities
 1. Calls meetings of the Council and the Executive
 2. Presides over Executive meetings
 3. Ensures all DSS Council members are performing their specified duties as outlined in the policy book.
 4. Represents the DSS on Faculty Executive Council, Faculty Council, Undergraduate Grading Practices Committee, Alumni Association Board, all DSS Council standing committees, and Teaching Awards Advisory Committee.
 5. Calls meetings with all student representatives sitting on the Staff Student Relations Committee prior to each meeting.
 6. Co-Chair at Staff-Student Liaison meetings.
 7. Represent the DSS at school functions
 8. Presides over all class elections
 9. Shall collect, tabulate, and notify the recipients of the DSS Honourary Member Award and have the names engraved on the appropriate plaques.
 10. Oversees the DSS Council Composite photo.
 11. Acts as an authorized signing officer for DSS funds
 - C. Vice-President's Responsibilities
 1. Advises and assists the President and when necessary acts in his/her stead
 2. Manages the DSS's office, including but not limited to ordering general office supplies
 3. Informs and reminds Council members of their appropriate responsibilities and duties, as outlined in either the Constitution or the Policy Book
 4. Ensure that all DSS positions are occupied

5. Chairs all DSS council meetings
6. Arranges food for DSS council meetings
7. Oversees the organization of both loupes nights and DSS awards night (with the Social Director)
8. Leads a subcommittee comprising of the four class DSS representatives

IV. Treasurer

A. Treasurer's Responsibilities

1. Ensures that recipients of DSS funds maintain books of accounts to indicate the nature of all their expenditures and keeps receipts for their future disbursements of DSS funds.
2. Processes all money requests from Council members within the DSS's budget.
3. Organizes budget requests and meetings in accordance with the Constitutional requirements. Prepares the DSS's budget in accordance with the Constitution and Policy Book
4. Acts as the main correspondent with the bank managing the Council's funds, including signing of DSS-issued cheques.
5. Reports to the DSS on the financial operation of DSS Council initiatives, and obtains financial statements from parties involved on a regular basis. Corresponds with all groups receiving levies to distribute funds.
6. Makes all arrangements for the annual audit of the DSS's financial records
7. Makes all arrangements for the audit of financial statements to the auditor.

B. Assistant Treasurer

1. Helps and advises the Treasurer and when necessary acts in his/her stead
2. Serves as Treasurer in the following year of Council

V. Secretary

A. Secretary's Responsibilities

1. Informs council members of coming DSS meetings
2. Works in conjunction with the Vice-president to prepare the agenda for each meeting
3. Keeps a record of all meetings of Council and General meetings
4. Makes available the minutes of meetings (on sharepoint) as noted in 4.
5. Takes meeting minutes for Staff-Student Relations Committee meetings, and makes them available to all undergraduate students on sharepoint
6. Leads a subcommittee comprising of the four class secretaries

VI. Community Outreach Commissioner

A. Outreach Commissioner's Responsibilities

1. Advises the DSS on all issues relating to inequalities and marginalization of individuals and/or groups based on gender, race, or sexual orientation, etc in the Faculty
2. Manages any and all community/preventive/volunteer activities
Supervises the activities of the Preventive Club
Organizes charitable drives to assist those in need at the university and beyond
3. Leads a subcommittee comprising of the four class community outreach commissioners

B. Assistant Outreach Commissioner's Responsibilities

1. Helps and advises the Outreach Commissioner and when necessary acts in his/her stead
 2. Serves as Treasurer in the following year of Council
- VII. Social Director
- A. Social Director's Responsibilities
 1. Organizes and implements all social functions and services of the DSS, as the Council deems appropriate
 2. Organizes DSS BBQ during Orientation, annual Boat Cruise, the DSS holiday luncheon, the DSS awards night (with the Vice-President), and other social events sponsored by the DSS.
 3. Leads a subcommittee comprising of the four class social director
 - B. Assistant Social Director
 1. Helps organize and implement all events organized by the Social Director
 2. Helps and advises the Services Commissioner and when necessary acts in his/her stead
 3. Serves as Social Director in the following year of Council
- VIII. Athletics Directors
- A. Men's Athletics Director's/Women's Athletics Director's Responsibilities
 1. Promotes, coordinates, and supervises men's/women's intramural athletics at the Faculty
 2. Ensures that all DSS members be given the opportunity to participate and/or tryout in men's/women's Faculty athletics. In the event where teams have an excessive number of players, the representatives will use their discretion on the course of action (example to create more teams, delegate the task to the respective team captain, and/or hold tryouts).
 3. Represents the DSS on such university-level athletic committees as are appropriate, such as the Men's, Women's and Coed Intramural Sport Councils.
 4. Promotes, coordinates, and supervises men's/women's/coed intramural athletics at the Faculty, including entering sports teams, finding team reps (captains) to run sports, posting sign-up sheets and ensuring the necessary posting of performance bonds.
 5. Appoint coaches and/or managers for the sports they represent
 6. Coordinate the DSS/Alumni Awards of Distinction Night Award Ceremony for most valuable players
 7. Leads a subcommittee comprising of the four class sports representatives
 8. Coordinating the organizing of the ODA cup, with the DDS3 members of the hockey team, the ODA representatives, and the class sports representatives.
 - B. Men's Athletics Assistant Director's/Women's Athletics Director's Responsibilities
 1. Helps and advises the appropriate Commissioner and when necessary act in his/her stead
 2. Promotes awareness and enthusiasm among DSS members of College sports participation and support
 3. Helps the Men's and Women's Athletics Commissioners in promoting, organizing, and implementing activities and events that promote Faculty athletics 3. Serves as Men's/Women's Athletics Directors in the following year of Council
- IX. University of Toronto Student Union

- A. UTSU Representative's Responsibilities:
 1. Make UTSU services accessible to students at the Faculty of Dentistry
 2. Work with DSS and other professional faculties to support intra-faculty advocacy and campaigns
 3. Use social media and communication strategies to better reach out to Dentistry students
 4. Represents Dental Student Society (DSS) at UTSU meetings
 5. Specific duties of representatives will be determined based on their positions within UTSU council and committees
- X. HYA YKA Yearbook
 - A. Principles
 1. The Yearbook must be created and managed on a break-even basis.
 2. The Yearbook must remain free from corporate influence that adversely limits decision-making.
 3. The Yearbook must be managed and operated in an environmentally and socially conscious manner.
 4. The Yearbook must present a positive aspect to the Faculty's students and others that reflects the mission of the Faculty
 - B. Composition

The Yearbook editors are responsible for the management and production of the Faculty of Dentistry Yearbook ("Hya Yka"). The Yearbook committee is composed of: the 2 Yearbook Editors, and 2 Yearbook reps from each class. Yearbook reps become the Yearbook editors in their graduating year.
 - C. Responsibilities

The Yearbook Committee must:

 1. Set the date of final deadline for the Yearbook to ensure that yearbooks will be available to students by the end of term
 2. Approve, after consultation with the Treasurer, the budget for the Yearbook.
 3. If necessary, submit to the Council a budget request for capital expenditures and any loans required to temporarily cover the costs of purchasing the Yearbooks.
 - D. Yearbook Editor(s)
 1. is/are responsible for the creation of the Yearbook.
 2. responsibilities include:
 - i. Ensures that major Faculty events and other societal aspects of the Faculty are equitably represented in the Yearbook.
 - ii. Organizes and oversees the layout of the yearbook and ensures its submission for publication by the required deadline.
 - iii. Manages the finances of the yearbook; including creating and submitting a budget for the year for approval by the Yearbook Committee. Collection of monies from yearbook reps.
 - iv. Actively recruit sponsors for the yearbook.
- XI. Dentantics
 - A. Dentantics Directors (2)
 1. Elected during first year class elections to become the Directors in DDS3
 2. Responsible for organizing, financing, and overseeing the Dentantics school production at a U of T theatre
 3. DDS2 Dentantics reps will serve as the Assistant Directors
- XII. Class Elected Positions
 - A. Responsibilities of the Class Presidents

1. Calls and chairs class council meetings.
 2. Encourages and oversees all activities and events pertaining to their respective classes and delegates responsibilities as needed.
 3. Ensures all class council members are performing their specified duties as outlined in the policy book.
 4. Represents his or her class on Staff-Student Liaison Committee Meetings.
 5. Advocates for the overall well-being of the class through communication with faculty, administration, staff and students.
 6. Identifies areas of concern and initiates appropriate action on behalf of their respective class.
- B. Responsibilities of the DSS Representatives
1. Communicates DSS Council information to their respective classes.
 2. Organizes the selection of the DSS Teaching Awards
 3. Performs other duties as deemed appropriate by council.
 4. Organizes the making of the appreciation powerpoint to be presented at the DSS Appreciation Night
- C. Responsibilities of Ontario Dental Association Representatives
1. Advises Council and classes on matters relating to the Ontario Dental Association
 2. Liaise with the Ontario Dental Association as necessary
 3. Help the sports representatives with organizing the ODA cup
- D. Responsibilities of the Federation of Canadian Dental Students' Associations (FCDSA) Representatives
1. Representing the DSS at FCDSA meetings
 2. Planning and implementing decisions made at FCDSA meetings
 3. Working with the rest of FCDSA representatives to connect dental students throughout Canada to share ideas and promote innovations across faculties
 4. Specific duties of representatives will determined based on their positions within FCDSA council and committees
- E. Responsibilities of the Interprofessional Education (IPE) Representatives
1. Facilitates formal collection of feedback of IPE curriculum, to be presented to Faculty IPE lead
 2. Acts as liaison between students and IPE faculty lead and/or the centre for IPE
 3. Fosters a sense of interprofessional community through communication and promotion of interprofessional events
 4. Actively serves as a member of IPHSA (Interprofessional Healthcare Students' Association)
 5. Maintains communication between IPE representatives

Chapter 4 – Class Council Positions

I. President

A. Responsibilities

1. Calls and chairs class council meetings
2. Encourages and oversees all activities and events pertaining to their respective classes and delegates responsibilities as needed
3. Ensures all class council members are performing their specified duties

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4. Represents his or her class at Staff-Student Relations Committee meetings
 5. Advocates for the overall well-being of the class through communication with faculty, administration, staff and students
 6. Identifies areas of concern and initiates appropriate action on behalf of their respective class.
 7. Attends monthly DSS Meetings as a DSS council member
- II. Vice President
- A. Responsibilities
 1. Responsible for all things related to the clinics and labs
 2. Represents his or her class at Staff-Student Relations Committee meetings
 3. Helps in organizing the different class events
 4. Filling in for the president when he/she is absent at a meeting
- III. Secretary
- A. Responsibilities
 1. Maintains the class bulletin board
 2. Schedules class council meetings
 3. Takes minutes at class council meetings and relaying them to the class
 4. Manages the class funds
 5. Signs and deposits cheques to the designated bank account
- IV. Academic Representative
- A. Responsibilities
 1. Liaises class academic concerns between the respective course professors and the members of the class
 2. Coordinates academic endeavours within the class
 3. Administers the course, instructor, and demonstrator evaluations
- V. Community Representative
- A. Responsibilities
 1. Organizes/announces community related events
 2. Works closely with the DSS community outreach commissioner as a member of his/her subcommittee
- VI. DSS Representative
- A. Responsibilities
 1. Represents their respective class at all DSS meetings
 2. Relays information from DSS meetings back to the class
 3. Helps in set up and clean up of DSS-sponsored events.
 4. Attends monthly DSS meetings as a DSS council member
 5. In fourth year, plans the DSS Awards Night with the DSS Vice President

6. Works closely with the fourth year DSS Representative as a member of his/her subcommittee
- VII. Social Representative
- A. Responsibilities
 1. Organizes social activities for the class (eg. club night, bowling night, BBQ night, etc.)
 2. Works closely with the DSS Social Representative to help organize and run school wide activities
 3. Works closely with the DSS Social Representative as a member of his/her subcommittee
- VIII. Sports Representative
- A. Responsibilities
 1. Promotes sports teams and sporting events during the year
 2. Works closely with the DSS male and female sports representatives as a member of their subcommittee
 3. Help the sports representatives with organizing the ODA cup
- IX. Ontario Dental Association (ODA) Representative
- A. Responsibilities
 1. Four year position
 2. Advises class on matters relating to the Ontario Dental Association
 3. Liaise with the Ontario Dental Association as necessary
 4. Attends ODA meetings and functions on behalf of their respective class and relays information regarding these meetings and functions to their respective class as necessary
 5. Fourth year representatives attends monthly DSS meetings as a DSS council member
 6. Help the sports representatives with organizing the ODA cup
- X. Yearbook Representatives
- A. Responsibilities
 1. Four year position, available to two individuals per year
 2. Organizes, designs, and writes their class's section of the yearbook each year
 3. Attends as many social events as possible to captures those special moments on camera.
 4. In their fourth year, yearbook representatives become yearbook editors (see Chapter 3 for specific responsibilities) attending monthly DSS meetings as DSS council members
 5. Assist DSS Representatives with the organization of the DSS Appreciation Night presentations
- XI. Dentantics Representatives
- A. Responsibilities
 1. Four year position, available to two individuals per year

2. In DDS1 and DDS2, organizes their respective class's piece(s) in Dentantics, under the guidance of the Dentantics directors.
 3. In DDS3, the Dentantics representatives will become the official Dentantics directors of that year's show, and will be responsible for organizing, financing, and overseeing the show (See Chapter 3 for specific responsibilities)
- XII. Interprofessional Education (IPE) Representative
- A. Responsibilities
 1. Four year position
 2. Helps to communicate the class's IPE questions to IPE faculty members (including Dr. Burgess, the Faculty of Dentistry IPE Coordinator)
 3. Advertises IPE events to their respective class
 4. Clarifies any questions about IPE requirements
 5. Helps coordinate their respective class's IPE credits
- XIII. Federation of Canadian Dental Students' Associations (FCDSA) Representative
- A. Responsibilities
 1. 3 year term
 2. Serve as the FCDSA junior representative in DDS 3 and as the senior representative in DDS 4
 3. Plan and implement decisions made at FCDSA meetings
 4. Work with the rest of FCDSA representatives to connect dental students throughout Canada to share ideas and promote innovations across faculties
 5. Specific duties of representatives will be determined based on their positions within FCDSA council and committees

Chapter 5 - Policies of Standing Committees

- XIV. Elections Committee
- A. Striking and Composition
 1. The Spring Elections Committee will be formed by the last Fall council meeting.
 2. The Elections Committee will be composed of the President (chair), the Secretary, and the Treasurer. Should any of these members be a candidate in the upcoming Election, the Council shall appoint another council member as a replacement.
 - B. Responsibilities of the Elections Committee:
 1. Decides on dates for the nominations, elections, and voting.
 2. Enforce rules for elections:
 - i. Rules are listed in Chapter 5 of the DSS handbook, and may only be changed by a motion of The Council.
 - ii. Once an election date has been set, election rules cannot be modified until after the post-results appeal window has closed.

3. May dismiss any candidate during the election period based on violations of the election rules.
- XV. Election Appeals Committee
- A. Striking and Composition
 1. The Election Appeals Committee will be struck at the last Fall Council Meeting.
 2. The Election Appeals Committee will be composed of the Vice President (chair) and two additional members of Council who will not be candidates in the upcoming DSS elections and are not part of the Elections Committee. Should the Vice-president be a candidate in the upcoming Election, the Council shall appoint a Council member to be the new chair.
 - B. Responsibilities of Election Appeals Committee:
 1. Presents Committee's purpose at the all-candidates meeting
 2. Remains uninvolved with all election matters until the results are announced
 3. Considers all appeals which are submitted within one week of the announcement of results
 4. Rules on appeals within one week of their submissions
- XVI. Constitutional Review Committee
- A. Will be composed of the Vice President (chair), President, at least two additional members of Council.
 - B. Responsibilities of Constitutional Review Committee:
 1. Reviews the Constitution and Policy book to determine if any changes should be made
 2. Composes any necessary constitutional or policy revisions
 3. Presents revisions to The Council, for approval
 4. Meets at least once per term in the Fall and Winter.

Chapter 6 - Policy On Elections

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- VII. Coordination of Elections
The management of all Elections shall be undertaken by the Elections Committee.
- VIII. DSS Elections
- A. The election for all the positions is to be determined by the Elections Committee. DSS elections must be completed before Class Elections.
 - B. A candidate for any of the Assistant Director positions must be in his/her first or second year during the year of the election to ensure that he/she will be able to take office as director the following year.
 - C. Candidates may run for only one position
- XIX. Vacancies
If a vacancy arises, the Elections Committee must order a by-election to fill the vacant position.
- XX. Run-Off Elections
- A. Because any Council position may be filled by only one individual, a run-off election must be held if several candidates receive an equal number of the largest number of votes cast for a particular position
 - B. Only tied candidates may be on the run-off election ballot.
 - C. The Elections Committee determines the date of the run-off election at a date no later than 2 weeks following the original election.
- XXI. Nominations
- A. Nominations must be open for at least one week, to be specified by the Elections Committee.

- B. Nominations for all positions require the signatures of the candidate and a seconder. In addition, for Executive positions, five nominators are required; all of these people must be eligible to vote for the position.
 - C. All nomination forms are kept confidential until the closing of nominations.
 - D. Absolutely no nominations will be accepted after the posted deadline.
- XII. Campaigning
- A. The campaign period must last at least one week, to be specified by the Elections Committee.
 - B. Neither the candidate nor his/her agents may actively campaign outside the campaign period, and cannot post or distribute campaign material.
 - C. Neither the candidate nor anyone acting on his/her behalf, or with their knowledge and implicit consent, may maliciously interfere with the campaigns of other candidates in any way.
 - D. Candidates may put up posters and signage in conjunction with their campaign. Candidates are responsible for the removal of posters and signage within two days following the election.
- XIII. Voting
- All DDS and IDAPP students with the exception of graduating students are eligible to vote.

Chapter 7 - Absenteeism and Non-Performance of Duties

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Executive and Representatives

- XIV. Absenteeism
- A. A cumulative record of attendance will be kept by the Secretary and attached to all minutes of Council meetings
 - B. Refer to The Constitution, Article 6 Section 6.
- XV. Nonperformance of Duties
- A. The President is responsible for overseeing the performance of Executive and Representatives. If a member of Council consistently fails to perform his/her responsibilities as outlined in the Constitution and Policy Book, the President will issue a warning in writing to the member in question, explaining the consequences of further neglect of responsibilities and requesting an explanation.
 - B. After a further incidence of a Council member neglecting their responsibilities, the President will request an explanation from the member in question. If this explanation is not satisfactory to the Executive, the president will make a motion to dismiss the member at the next scheduled Council Meeting. Should a President or Vice-president be impugned, a member of the Executive will make a motion to dismiss the member
- XVI. Removal from Office due to Absenteeism or Non-Performance of Duties
- A. At the meeting where the motion of dismissal is discussed, the President (in consultation with the Vice-president) will move a motion for dismissal, and present the reasons. The member in question will be given a chance to explain his or her reasons for missed meetings. The Council may wish to consider other contributing factors to Council as a balancing factor to missed meetings. The motion will then be put to a vote.
 - B. It is recommended that immediately following the motion for dismissal, the Council move in camera.

Chapter 8 - Membership Fees and Allocations

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VII. Policy on Fees

- A. Changes to Membership Fee and to Allotments
Any change to the annual membership fee or to any of the allotments in this Article must be determined by a referendum of all DSS members, held according to the procedures of the Constitution, and approved by Governing Council.

VIII. Annual Membership Fee

The annual DSS membership fee per student is included in the incidental fees.

Chapter 9 - Budgeting and Financial Management

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The DSS's budgeting procedure shall be as follows:

- XIX. Following the advertised closing date for receipt of budget submissions, the Treasurer presents a completed set of budget requests to the Executive. The Executive shall review budget requests and make suggested amounts for each budget to complete a draft budget that shall be presented to Council. The draft budget presented to Council will be balanced (i.e. recommended expenditures shall not exceed projected income). The draft budget shall be made available to DSS members at the DSS office for at least five school days prior to the Council Budget meeting. Notice of this meeting shall be advertised to DSS members at least two weeks prior to the meeting.
- XX. The Treasurer shall make available an outline of the budget procedure and how to make budget requests to any interested party.

Chapter 10 - Funds raised

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- XXI. Allocation of charity money or goods raised
 - A. During any DSS event or activity, the organizers may choose to raise money or goods such as clothes or food, to give to charities or Council.
 - B. Money collected shall be deposited in the DSS's bank account and a cheque shall be written within two weeks by the Treasurer for that amount to the charity in question.
 - C. Goods collected shall be forwarded to the charity within one week of the event.

Chapter 11 - Faculty Council and Committee Positions

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- XXII. Student Faculty Council Members
 - A. Members of the DSS and Class Councils on the Faculty Council is determined by The Faculty.
- XXIII. Student Faculty Committees
 - The DSS is represented on a number of Committees
 - A. Staff/Student Liaison Committee
 - 1. Composed of the DSS President (co-chair), the Registrar (CO-chair), the Dean, Associate Deans of Clinical and Biological Sciences, Assistant Dean of Clinics, Director of Student Life, Director of Comprehensive Care Program, Representative from the Advancement Office, Representative of Clinical Demonstrators, Class Presidents, Class Vice-Presidents, and the DSS Secretary.

2. The committee will call meetings as necessary, with a guideline of 2 per term, to discuss and address issues affecting students
- B. Executive Committee
 1. The highest governing body of the Faculty
 2. DSS represented by the DSS President
- C. Undergraduate Grading Practices Committee
 1. Subcommittee of Faculty Council responsible for approval of student grading
 2. DSS represented by the DSS President or designate
- D. Undergraduate Education Committee
 1. Subcommittee of Faculty Council responsible for changes to the curriculum
 2. DSS members are represented by the Class Academic representatives
- E. Undergraduate Admissions Committee
 1. Subcommittee of Faculty Council responsible for admissions policies and recruitment
 2. DSS representation subject to the selection of one DSS Council Member from the pool of applicants by the DSS executive
- F. Hospital Relations Committee
 1. Subcommittee of Faculty council responsible for discussing hospital relations
 2. DSS representation subject to the selection of one DSS Council Member from the pool of applicants by the DSS executive
- G. Art Committee
- XIV. DSS representation subject to the selection of one DSS Council Member from the pool of applicants by the DSS executive

Chapter 12 - DSS Awards

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- I. The DSS awards will be awarded at the DSS Appreciation Night
- II. Awards
 - A. Team MVP Awards- a trophy (\$10 gift card) will be awarded to the most valuable player of each athletics team per academic year based upon a vote of team members
 - B. Honorary DSS Member Award- presented to up to seven faculty members in recognition of his/her interest in DSS functions at the end of any governing year.
 - C. DSS Teaching Award- Awarded annually to a single educator (full or part time) in each of the DDS years by the students of that year by an election conducted by the DSS Representative. An award may not be awarded to an individual for two consecutive years.
 - D. DSS Staff Award - Awarded annually to a single staff member (full or part time) in each of the DDS years by the students of that year by an election conducted by the DSS Representative. An award may not be awarded to an individual for two consecutive years.
 - E. DSS Demonstrator Award - Awarded annually to six demonstrators (full or part time) in each of the DDS years by the students of that year by an election conducted by the DSS Representative.

