

CONSTITUTION



SYDNEY UNIVERSITY DENTAL
ASSOCIATION
2013

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1. SECTION ONE – INTRODUCTION

- 1.1. Within the University of Sydney, there shall be a “Sydney University Dental Association”, hereafter referred to as “SUDA”.
- 1.2. SUDA was previously known as ‘Sydney University Dental Undergraduates Association’ or “SUDUA”.
 - 1.2.1. SUDUA was established in the 1920s as the representative body for all dental students in New South Wales and it is one the longest standing associations at the University of Sydney;
 - 1.2.2. It has represented students studying Bachelor of Dental Surgery (BDS), Bachelor of Dentistry (BDent) and Bachelor of Oral Health (BOH);
- 1.3. The name change from SUDUA to SUDA was established alongside the 2012 Constitution due to the introduction of the Doctor of Medical Dentistry (DMD) postgraduate program as of 2012.
- 1.4. The Aims and Objectives of SUDA are:
 - 1.4.1. to build a sense of ongoing community within the Faculty of Dentistry, the University of Sydney and the dental profession;
 - 1.4.2. to support the academic lives of dental students;
 - 1.4.3. to encourage the University of Sydney and specifically the Faculty of Dentistry to provide quality education for dental and oral health students;
 - 1.4.4. to advocate for the rights of students belonging to the Faculty of Dentistry in Sydney University, Sydney Dental Hospital and Westmead Centre for Oral Health matters;
 - 1.4.4.1. this may include making recommendations to the Faculty of Dentistry in matters including but not limited to policy, curriculum or codes of conduct, in order to promote the general welfare of the student body
 - 1.4.5. to represent the views of dental and oral health students ;
 - 1.4.6. to provide a meeting ground for Sydney University dental and oral health students including social and sporting events;

- 1.4.7. to address social justice issues, especially those relating to Dentistry, and to provide support for students involved in social justice activities
 - 1.4.8. to promote cooperation between dental and oral health societies throughout Australia and New Zealand;
- 1.5. The assets and income of the organisation shall be applied solely in the furtherance of the above-mentioned objectives, and no portion shall be distributed directly or indirectly to the members of SUDA, with the exception of bona-fide compensation for services rendered or expenses incurred on behalf of SUDA.
- 1.6. For the purposes of this Constitution:
- 1.6.1. the University shall mean the University of Sydney;
 - 1.6.2. the Faculty shall mean the Faculty of Dentistry
 - 1.6.3. SDH and WCOH shall mean Sydney Dental Hospital and Westmead Centre for Oral Health respectively;
 - 1.6.4. the Students shall refer to those enrolled in the Bachelor of Dentistry, Doctor of Dental Medicine, Bachelor of Oral Health, and other post-graduate courses within the Faculty;
 - 1.6.5. the Executive shall mean the SUDA representatives detailed in Section Three;
 - 1.6.6. the Non-executive shall mean the SUDA representatives not detailed in Section Three;
 - 1.6.7. the Committee shall mean the combination of Executive and Non-executive SUDA representatives;
 - 1.6.8. the meetings shall mean the assemblies held by SUDA, whether they be the Annual General Meeting or Ordinary General Meetings;
 - 1.6.9. the AGM and OGM shall mean the Annual General Meeting and Ordinary General Meetings respectively in which all SUDA representatives are encouraged to attend;
 - 1.6.10. the quorum is the minimum number of representatives at a deliberate assembly to conduct the business of that group;
 - 1.6.11. ADSA shall mean the Australian Dental Students' Association

- 1.6.12. ADA (NSW) shall mean the New South Wales branch of the Australian Dental Association;
- 1.6.13. the *Articulator* shall mean the year-book publication of final year Dentistry students;
- 1.6.14. The *facebow* shall mean the newsletter produced by SUDA, distributed to all of the students.
- 1.6.15. DASUS shall mean the Dental Alumni Society of the University of Sydney.
- 1.7. A copy of the current Constitution shall be distributed to all SUDA representatives at the AGM and available to all voting members to permit members and representatives of SUDA to be aware of its by-laws, and to prevent the obsolescence of the Constitution.
- 1.8. The 2012 Constitution was amended in 2013 to include an Amendments Clause.

2. SECTION TWO – MEMBERSHIP

- 2.1. All Students are members of SUDA.
- 2.2. Members who elect to defer a given length of time shall still be considered members for the duration of that period (e.g. are welcome to attend SUDA events during the time that they have deferred).

3. SECTION THREE – THE EXECUTIVE

- 3.1. The Executive are elected positions, with the exception of those who are elected unopposed.
- 3.2. The Executive are expected to meet at times separate to the OGMs with the purpose of discussing general business and to act on any urgent business that must be addressed prior to the next scheduled OGM.
- 3.3. Quorum shall be four of the total seven Executive.

- 3.4. Executive meetings lapse unless a quorum is assembled within fifteen minutes of the allocated start time.
- 3.5. A report of any resolutions passed must be submitted at the next OGM
- 3.6. A member of the Executive shall be present at Faculty Learning and Teaching Meetings
- 3.7. The Executive is at all times answerable to the Committee and any resolutions may be overturned by a majority vote of the Committee.
- 3.8. The Executive may establish subcommittees composed of individuals from the Committee and other SUDA members.
 - 3.8.1. Sub-committees will be established to carry out specific tasks with a defined deadline for its completion, after which the sub-committee shall be dissolved.
- 3.9. The Executive criteria and duties include:
 - 3.9.1. President:
 - 3.9.1.1. A final year Dentistry student who shall:
 - 3.9.1.1.1. represent SUDA and its members;
 - 3.9.1.1.2. oversee and coordinate the work of the Committee;
 - 3.9.1.1.3. ensure that policies passed by the Committee are implemented;
 - 3.9.1.1.4. work closely with the Executive;
 - 3.9.1.1.5. preside over and conduct OGMs, EGMs and the AGM;
 - 3.9.1.1.6. encourage functional and productive meetings;
 - 3.9.1.1.7. ensure that this Constitution is upheld;
 - 3.9.1.1.8. meet regularly with the Dean of Dentistry;
 - 3.9.1.1.9. liaise with other organizations, including the ADA (NSW), ADSA and DASUS;
 - 3.9.1.1.9.1. maintain a working relationship with the CEO of ADA (NSW branch);
 - 3.9.1.1.10. report to the committee at OGMs and AGM;
 - 3.9.1.1.11. ensure that recommendations of the Committee are forwarded to the appropriate persons of office internal and external to the Faculty;

3.9.1.1.12. encourage members to run for University, regional and national level representative roles;

3.9.1.1.13. Assist the President elect in their new role.

3.9.1.2. Executive powers of the Committee shall be vested in the President.

3.9.1.3. The President together with the Treasurer, together, may veto any expenditures proposed by the Committee not entitled by the Constitution and By-laws.

3.9.1.4. The President has the authority to co-sign cheques for Committee-approved expenditures

3.9.1.5. All powers not otherwise specified are reserved to the Executive.

3.9.2. Vice-President:

3.9.2.1. A second-to-final year dentistry student who shall:

3.9.2.1.1. assume the duties of the President in the President's absence, or upon the President's request;

3.9.2.1.2. report to the Committee at least once in the academic year in addition to the AGM;

3.9.2.1.3. serve as a chairperson for any amendments made to the Constitution;

3.9.2.1.4. achieve to the best of their ability tasks delegated by the President and aid in the dissemination of information put forward by the Executive;

3.9.2.1.5. assist the Vice-President elect in their new role

3.9.3. BOH Vice-President:

3.9.3.1. A final year BOH student who shall:

3.9.3.1.1. represent members of BOH;

3.9.3.1.2. voice the concerns and opinions of BOH3 and BOH as a whole;

3.9.3.1.3. liaise between the Committee and BOH members

3.9.3.1.4. assume the duties of the Vice-President in the Vice-President's absence;

- 3.9.3.1.5. assume the duties of the President upon the President's request;
- 3.9.3.1.6. report to the Committee at least once in the academic year in addition to the AGM;

3.9.4. Treasurer:

- 3.9.4.1. A final year dentistry student who shall:
 - 3.9.4.1.1. direct and supervise the finances and property of SUDA;
 - 3.9.4.1.2. supervise all monies paid to SUDA and the issuing of receipts;
 - 3.9.4.1.2.1. provide written receipts for all cash transactions;
 - 3.9.4.1.3. possess all financial records and disclose all cheque-books, receipts and ledgers upon the Committee's request;
 - 3.9.4.1.4. prepare and present to the Committee a budget for the academic year;
 - 3.9.4.1.5. advise the Committee, e.g. representatives organising SUDA events on financial matters;
 - 3.9.4.1.6. maintain a cheque-book for Committee-approved expenditures, which requires the signatures of two the following Executive members for endorsement (President, Treasurer, Vice-Treasurer or Secretary);
 - 3.9.4.1.7. report financial status updates at OGMs and a financial statement at the AGM;
 - 3.9.4.1.8. liaise with sponsorship organizations;
 - 3.9.4.1.9. inform the Committee of potential problems with expenditures;
 - 3.9.4.1.10. Turn over all documentation to the President elect and Treasurer elect.

3.9.5. Vice-Treasurer:

- 3.9.5.1. A second-to-final year dentistry student who shall:
 - 3.9.5.1.1. Assume the duties of the Treasurer in the Treasurer's absence or at the Treasurer's request.
 - 3.9.5.1.2. Assist the Treasurer to liaise with sponsors and potential sponsors.

3.9.6. Secretary:

3.9.6.1. A final year dentistry student who shall:

3.9.6.1.1. handle correspondence of SUDA;

3.9.6.1.2. request items for discussion and distribute the agendas prior to Committee meetings;

3.9.6.1.2.1. send proposed meeting agendas one week prior to OGMs and the AGM;

3.9.6.1.2.2. send a final agenda one day prior to OGMs and the AGM;

3.9.6.1.3. take and distribute minutes from Committee meetings;

3.9.6.1.3.1. Minutes should be submitted to the Committee within one week of the meeting, and to all members prior to the following meeting.

3.9.6.1.4. provide an up to date constitution;

3.9.6.1.5. act as a liaison between the Faculty and the Committee;

3.9.6.1.5.1. ensure the Faculty has access to accurate information as to the structure of SUDA, including the names, roles and contact details of its representatives;

3.9.6.1.5.2. coordinate the Committee elections with the assistance of the final year executive according to the Constitution (see section six);

3.9.6.1.6. report to the Committee at least twice in the academic year in addition to the AGM;

3.9.6.1.7. provide students with a list of important names and contact details throughout the Faculty;

3.9.6.1.8. together with the Vice-Secretary, social and sport representatives keep a calendar of events for the academic year;

3.9.6.1.9. pass on information to students from dental organisations who wish to contact the student body

3.9.6.1.10. ensure that the SUDA noticeboards are kept up to date

3.9.6.1.11. ensure that SUDA events are being adequately publicised

3.9.7. Vice-Secretary

3.9.7.1. A second-to-final year dental student who shall:

3.9.7.1.1. Assume the duties of the Secretary in the Secretary's absence or upon the Secretary's request;

3.9.7.1.2. To organise and distribute the *Facebow* to all members and appropriate sponsors;

3.9.7.1.2.1. the *Facebow* will include summaries of the most recent SUDA meeting and events;

3.9.7.1.3. Assist the Secretary in ensuring that SUDA events are being adequately promoted, and that the SUDA noticeboards are up to date.

4. SECTION FOUR – THE COMMITTEE

4.1. The Committee consists of the Executive and the non-Executive.

4.2. Within the Committee there is a:

4.2.1. Social Committee consisting of the social representatives;

4.2.2. Sports Committee consisting of the sports representatives;

4.2.3. eLearning Committee consisting of the eLearning representatives.

4.3. The duties of the Committee shall include:

4.3.1. Overseeing the conduct and management of SUDA;

4.3.2. providing direction and focus for SUDA;

4.3.3. Advising and resolving any issue presented by representatives.

4.4. The Committee is at all times answerable to the general membership of SUDA, and any Committee resolutions may be overturned at an OGM if a majority is obtained.

4.5. All Committee representatives are required to attend and report to the Committee as scheduled on the calendar for the year, as well as when they deem appropriate.

4.6. Any Committee representative unable to attend an OGM or the AGM must present an apology and explanation in writing or via electronic mail to the Secretary.

- 4.6.1. Should an apology not be received for more than two meetings, the Committee representative will forfeit his or her position. This provision will apply automatically unless the Executive otherwise directs.
- 4.6.2. Committee members that have provided an apology, or are away on rural placements may send reports to be read via proxy.
- 4.7. Representatives can elect other member to assist in achieving their responsibilities.
- 4.8. The Non-executive representative are:
 - 4.8.1. Year Representatives
 - 4.8.1.1. Preferably two dental students per year group and one BOH student per year group to:
 - 4.8.1.1.1. Represent the views of members in their cohort at Committee meetings, to the Faculty, to the hospitals and to the University;
 - 4.8.1.1.2. liaise on behalf of the Committee with members in their nominated cohorts and duties as assigned to them;
 - 4.8.1.1.3. promote good relations within their year and with other years;
 - 4.8.1.1.4. represent one's respective year whenever necessary;
 - 4.8.1.1.5. hold year group meetings when necessary;
 - 4.8.1.1.6. pass on all relevant information received from the Faculty and administration to the year group as clearly, accurately and promptly as possible;
 - 4.8.1.1.7. delegate responsibilities to other year members as necessary;
 - 4.8.1.1.8. attend Learning & Teaching in accordance with the Constitution of the Learning & Teaching committee
 - 4.8.2. Social Representatives
 - 4.8.2.1. Preferably two students per year group and one BOH student per year group to:
 - 4.8.2.1.1. Represent the views of members in their cohorts at Committee meetings in relation to social events;
 - 4.8.2.1.2. organise, promote and carry out social events for their year group;

- 4.8.2.1.3. collaborate with the other social representatives and the Committee in scheduling and organising social events;
 - 4.8.2.1.4. ensure the events organised do not clash with other significant academic, social or sporting events;
 - 4.8.2.1.5. report to the Committee following SUDA events, with a summary of the number attendees, costs and any profits or losses made;
 - 4.8.2.1.6. Provide a report for *Facebow* to the Vice-Secretary within one week of event.
 - 4.8.2.1.7. The 3rd year (second-to-final) social representatives shall organise the welcome drinks, the dental cruise and the Grand Dental Ball (or Cocktail Ball), provided that there are sufficient funds in the SUDA account and with the guidance of the Treasurer.
 - 4.8.2.1.8. The fourth year or final year social representatives shall organise the Graduation Ball, with the guidance of the Treasurer.
 - 4.8.2.1.9. The third year BOH social representative shall organise the BOH Graduation Dinner.
 - 4.8.2.1.10. The second year social representatives shall organise the dental camp and the Halfway Dinner, with the guidance of the Treasurer.
- 4.8.3. Sports Representatives:
- 4.8.3.1. One student representative per year group to:
 - 4.8.3.1.1. represent the views of members in their cohorts at Committee meetings in relation to sports and sporting events;
 - 4.8.3.1.2. to carry out sporting events for their year group and/or encourage participation in sports events;
 - 4.8.3.1.3. To collaborate with other sports representatives, the University and the Committee to plan, schedule, promote and organise sporting events, so that they do not clash with other significant academic, social and sporting events.

- 4.8.3.1.4. The organisation of the various sports events may be delegated/distributed in any way between the sports representatives from any year group, however generally:
- 4.8.3.1.4.1. The fourth year dentistry sports representative shall organise the tri-faculty rugby.
- 4.8.3.1.4.2. The third year dentistry sports representative shall organise the Roland-Bryant Cup.
- 4.8.3.1.4.3. The second year dentistry sports representative shall organise teams for inter-faculty sports held at the university.

4.8.4. eLearning Representatives

4.8.4.1. One student representative per year group to:

- 4.8.4.1.1. Manage recording of lectures and processing of recorded lectures;
- 4.8.4.1.2. Liaise with the Faculty and other eLearning representatives to maintain the recording and uploading systems.
- 4.8.4.1.3. Keep the Committee updated on eLearning issues from their year group.
- 4.8.4.1.4. Assist the final year eLearning representative with any tasks upon their request.
- 4.8.4.1.5. The final year eLearning representative shall be responsible for:
- 4.8.4.1.5.1. Maintenance and updating of the SUDA website and associated documentation;
- 4.8.4.1.5.2. Overseeing the recording and processing of lectures;
- 4.8.4.1.5.3. liaising with the faculty and other eLearning representatives to ensure correct use of Echo360, or other recording tools and the processing of these recordings;
- 4.8.4.1.5.4. Keeping the Committee updated on eLearning issues.
- 4.8.4.1.5.5. Maintenance and updating of the SUDA mailing lists.
- 4.8.4.1.5.6. Assist the final year eLearning representative in their new role.

4.8.5. International Representatives

- 4.8.5.1. Up to two representatives from Dentistry shall be responsible for:

- 4.8.5.1.1. Representing the views of overseas student members to the Committee, the Faculty and the university;
 - 4.8.5.1.2. organising at least one international students' event early in the calendar year;
 - 4.8.5.1.3. informing members and assisting in the organization of international board exams;
 - 4.8.5.1.4. To liase with the Faculty and international university committees.
- 4.8.6. Rural Representative:
- 4.8.6.1. A Dentistry or BOH student in any year who shall promote rural opportunities to all SUDA members.
 - 4.8.6.2. Seek opportunities for student involvement in rural programmes
 - 4.8.6.3. Ideally, the Rural Representative should take up the position of Senior Dental Representative on the University Rural Health Club (MIRAGE) in accordance with their Constitution.
 - 4.8.6.4. The rural representative is required to attend Committee meetings, and should present any updates from the University Rural Health Club (MIRAGE), especially scholarships and opportunities applicable to SUDA members.
- 4.8.7. *Articulator* Editor:
- 4.8.7.1. A final year Dentistry student who shall organise and distribute the final year publication.
 - 4.8.7.2. The *Articulator* editor shall liase with the Executive regarding sponsorship. In addition, they shall keep the Committee up to date regarding anticipated expenditures, upcoming deadline dates for publication, upcoming financial deadline dates and fundraising status/activities in the form of a report presented during OGMs.
 - 4.8.7.3. If requested by the Executive, full financial disclosure in the form of cheque-books, receipts and bank statements shall be furnished.
- 4.8.8. ADSA Representative:
- 4.8.8.1. A non-voting member of the Committee who shall be elected to represent SUDA and shall serve from January 1st to December 31st in the calendar year following their election. Ideally they should

attend the ADSA Convention to represent SUDA's interests during any meetings as called by the ADSA Executive at that Convention.

4.8.8.2. A student who shall represent the views of SUDA to ADSA and advise the Committee of issues raised by ADSA.

4.8.8.3. Their casting vote in all ADSA ballots shall be dictated by the Committee so as to represent the views of SUDA members following discussion and consultation.

4.8.9. Sponsorship Representatives:

4.8.9.1. Two senior and two junior dentistry students recruited by the Treasurer and Vice-Treasurer, responsible for seeking and maintaining sponsorships for SUDA.

4.8.9.2. The Sponsorship representatives should together update and distribute SUDA's 'Sponsorship Prospectus'.

4.8.10. Charities Representatives:

4.8.10.1. One senior and one junior member of SUDA from dentistry or BOH who have an interest in organising charity events

4.8.10.2. Their responsibilities are to facilitate the organisation of charity events (run by either themselves or by other SUDA members) by working closely with the Sponsorship representatives, and liaising with the Committee.

4.9. The Executive Committee shall have authority to establish additional membership categories not in conflict with the membership categories specified in this Constitution, so long as they are supported by a majority vote at an OGM, EGM or the AGM.

5. SECTION FIVE – GENERAL MEETINGS

5.1. OGMs shall be held at least once a month in the academic year.

5.2. The time, date and place of the meetings will be fixed by the Executive, publicised at the preceding meeting, and circulated in the form of electronic mail by the Secretary at least seven days prior to the meeting.

5.3. The agenda of each meeting shall be announced at least one week in advance.

5.4. Quorum shall be twelve members.

5.4.1. The meeting shall lapse unless a quorum is assembled within 30 minutes of the time set down for the meeting.

5.5. Chairperson:

5.5.1. The President shall chair the meetings.

5.5.2. If the President is unavailable, the Vice-President shall assume this role unless otherwise specified.

5.5.3. If the Vice-President is unavailable, the BOH Vice-President shall assume this role unless otherwise specified.

5.5.4. If the Faculty Dean is to be invited to an OGM, this must be arranged through his or her secretary.

5.5.5. Order:

5.5.5.1. Apologies.

5.5.5.2. Welcome to Committee representatives and guests, including the Faculty Dean.

5.5.5.3. Confirmation of the previous minutes.

5.5.5.4. Business arising out of previous minutes.

5.5.5.5. Financial report.

5.5.5.6. General business.

5.5.5.7. Reports of representatives.

5.5.5.8. Social, sports and eLearning issues.

5.5.5.9. Dental and BOH year group issues.

5.5.5.10. Questions.

5.5.5.11. Announcement of time, date and place of the next OGM.

5.5.5.12. Closure.

5.5.6. Debate:

5.5.6.1. Motion is passed (idea, report, issue etc.) by a majority.

5.5.6.2. Motion may only be discussed if seconded by another member.

5.5.6.2.1. If a motion is not seconded, it shall not be reintroduced in the same meeting.

5.5.6.3. A 'direct negative', if any, may speak after the mover, and the seconder respectively.

5.5.6.4. Any member may move an amendment to a motion.

5.5.6.4.1. The member must ask the mover and the seconder if they are prepared to accept the amendment;

5.5.6.4.2. If the mover and the seconder are both willing to accept the amendment to the original motion, then they are then responsible for the amended movement.

5.5.6.4.3. If the mover of the seconder is unwilling to accept the amendment, the amender needs to have their own seconder.

5.6. The AGM shall be held once per calendar year.

5.6.1. The AGM is to be held during the second half of the academic year following the annual elections of SUDA, the particular time and place being decided upon by the Executive.

5.6.2. Notice will be no less than two weeks, in the form of the agenda for the AGM specifying the time, date and place.

5.6.2.1. It must be sent to all members as electronic mail;

5.6.2.2. prominent displays must be posted on SDH and WCOH noticeboards;

5.6.2.3. Announcements must be made in advance at lectures by year representatives.

5.6.3. Quorum for the AGM shall be twenty members.

5.6.3.1. The meeting shall lapse unless a quorum is assembled within 30 minutes of the time set down for the meeting.

5.6.3.2. Following a lapsed AGM, a second AGM may be called, not more than two weeks after the first.

5.6.3.2.1. Quorum shall be twelve members for this meeting.

5.6.3.3. Unless this meeting otherwise resolves, the agenda of the AGM shall be:

5.6.3.3.1. Opening and general remarks.

5.6.3.3.2. Apologies.

5.6.3.3.3. Confirmation of the previous minutes.

5.6.3.3.4. Annual reports by the outgoing Executive.

5.6.3.3.5. Election results.

5.6.3.3.6. Presentation of each newly elected member of the Executive Committee with a copy of the SUDA Constitution.

5.6.3.3.7. Completion of unresolved business to be dealt with by the outgoing Committee.

5.6.3.3.8. Motion to change signatories in the SUDA accounts.

- 5.6.3.3.9. Motions on notice.
- 5.6.3.3.10. General business.
- 5.6.3.3.11. Closure.
- 5.6.3.4. Each Executive Committee report will be passed on to the respective Executive Committee-elect, with the intention of reports from successive years accumulating to form a 'dossier' of past experiences and recommendations.
- 5.6.3.5. An Extraordinary General Meeting (EGM) may be convened by the President at any time on requisition of five members.
 - 5.6.3.5.1. The requisition must state the object of the meeting and no other business shall be considered.
 - 5.6.3.5.2. At least one week's notice must be given for such a meeting.

6. SECTION SIX – ELECTIONS

6.1. Conduct:

- 6.1.1. The Secretary, with the assistance of the Vice-Secretary shall carry out the elections in accordance with the Constitution.
- 6.1.2. Notice of the elections must be posted on SDH and WCOH noticeboards and electronically mailed to all members.
 - 6.1.2.1. Notice shall include:
 - 6.1.2.1.1. Available positions and the duties involved;
 - 6.1.2.1.2. nominating procedures, such as the correct format and word limit to which all valid nominations must conform to;
 - 6.1.2.1.3. the date by which the nomination close;
 - 6.1.2.1.4. contact details of the Secretary for enquiries;
 - 6.1.2.1.5. the dates on which the elections shall be held;
 - 6.1.2.1.6. Date, time and place of the AGM.
- 6.1.3. The Secretary has the final decision in all matters concerning the election procedures, except where an appeal is lodged.
- 6.1.4. Elections must be held in second semester, no later than the last week of October.

- 6.1.5. Voting in the elections shall be optional.
 - 6.1.6. All elections shall be conducted by paper.
 - 6.1.7. Nominations must be received by the date advertised as the closing of nominations and any received after this date will not be considered.
 - 6.1.8. Elections should be held within one week of the close of nominations.
 - 6.1.9. Nominations must include:
 - 6.1.9.1. The name of the nominee.
 - 6.1.9.2. The name of the nominator.
 - 6.1.10. No absentee ballots will be distributed.
 - 6.1.11. Nominees and nominators must be members of SUDA.
 - 6.1.12. Members may simultaneously run for more than one Executive position, so long as they specify their position preferences.
 - 6.1.13. Only valid votes shall be counted.
 - 6.1.14. For a vote to be considered valid, it must conform to the instructions specified on the ballot paper.
 - 6.1.15. A candidate will be declared winner when they reach 50% +1 of the valid votes.
 - 6.1.16. In the event of a tie, the President's casting vote shall decide the elected candidate. If the casting vote cannot determine a winner (e.g. in the events of a two-way tie), a run-off election shall be held immediately.
- 6.2. Eligibility:
- 6.2.1. As defined under the Executive and Non-executive roles:
 - 6.2.1.1. International Representatives: International members as defined by the Faculty.
 - 6.2.1.2. Year Representatives: Members of their respective year groups.
- 6.3. Illegal Practises:
- 6.3.1. Any practise which interferes with the integrity of the electoral procedures shall be deemed illegal and will result in:
 - 6.3.1.1. The invalidation of the nomination of any candidate found to participate in such practises, at the discretion of the Secretary.
- 6.4. Where the number of nominations does not exceed the number of positions filed, the Secretary can declare the nominee(s) are 'elected unopposed'.
- 6.5. Vacancies:
- 6.5.1. An elected position becomes vacant if:

- 6.5.1.1. The person holding the position delivers a signed resignation to the Secretary or the President;
 - 6.5.1.2. the person dies;
 - 6.5.1.3. the person ceases to be a member (e.g. no longer enrolled in the Faculty)
 - 6.5.1.4. the person is absent for more than two meetings without offering an apology;
 - 6.5.1.5. The committee passes a unanimous vote of no confidence.
- 6.6. Any member of the Executive may be dismissed from office by a 75% majority vote by the Committee for either/or:
- 6.6.1. Gross misdemeanour.
 - 6.6.2. Bringing SUDA in to disrepute.
 - 6.6.3. Failure to fulfil their fundamental obligations in office.
- 6.7. In the event of a vacancy in the Executive, with agreement by the committee, will elect a person to fill the vacancy.
- 6.7.1.1. A casual vacancy may be decided upon by the Executive, where the elected member may serve until the election of a successor to that position.
 - 6.7.1.2. The first year elections (for Year, Social, Sports eLearning Representatives) shall be commissioned by the second year representatives within one month of commencement of the first year students according to the conduct in the Constitution.
 - 6.7.2. All new Committee representatives shall serve from the 1st of January until the 31st of December of the Calendar year they were elected to serve in.

7. SECTION SEVEN – FINANCES

- 7.1. SUDA shall keep proper account of its property and of all monies received and expended.
- 7.2. The SUDA account is held by Commonwealth branch at Surry Hills (SDH).
- 7.3. The account shall be audited at least once a year.

7.4. At the AGM, the Committee shall nominate the newly elected Treasurer, Vice Treasurer, President, Vice President and Secretary as signatories for the SUDA account in the following calendar year.

7.5. The *Articulator*:

7.5.1. A flat rate of \$4 000 will be reserved for the yearbook.

7.5.2. This cheque will be disbursed directly from the SUDUA cheque-book to the *Articulator* editor.

7.5.3. If the *Articulator* does not require the full amount reserved, the remainder shall remain in the SUDA treasury.

7.5.4. If the *Articulator* requires additional funds, they will be awarded only after majority approval by voting in an OGM.

7.5.5. The money is to be accounted for in the Treasurer's monthly financial report.

7.5.6. The *Articular* contract will be signed by the President and the *Articulator* Editor.

7.5.7. The *Articulator* must be approved by the Dean prior to printing of the publication.

7.5.8. Funds for the *Articulator* generated from sources other than SUDA must be kept in a separate account.

8. SECTION EIGHT- AMENDMENTS

8.1. Amendments to the Constitution can only be made after the following due process;

8.1.1. The Vice President shall form a Constitution committee to draft the proposed amendment(s).

8.1.2. The draft amendments are distributed to the entire SUDA membership with at least 2 weeks' notice before the proposed vote so that appropriate consultation can be undertaken.

8.1.3. The vote shall be undertaken at an OGM, EGM or AGM and will be open to all SUDA members, provided sufficient notice has been given to all members.

8.1.4. For the amendment(s) to be passed, it will require at least a two-thirds majority.

9. SECTION NINE – DISSOLUTION

9.1. SUDA may be dissolved if deemed necessary by all members by a majority vote at an AGM or EGM.

9.1.1. The Agenda preceding the AGM or EGM must indicate the raising of the motion of dissolution to allow for sufficient time (minimum two weeks) for members to arrange attendance.

9.2. Any remaining funds or assets shall be transferred to another organisation with similar aims and objectives.

9.2.1. This organisation is to be chosen by the Executive Committee.

9.2.1.1. If a decision cannot be made within one week of dissolution, then funds are to be transferred to the Faculty of Dentistry at The University of Sydney as a donation from SUDA.