

THE UNIVERSITY OF BRITISH COLUMBIA DENTAL UNDERGRADUATE SOCIETY CONSTITUTION

ARTICLES

I. NAME

- a. The name of this organization shall be the Dental Undergraduate Society

II. OBJECTS

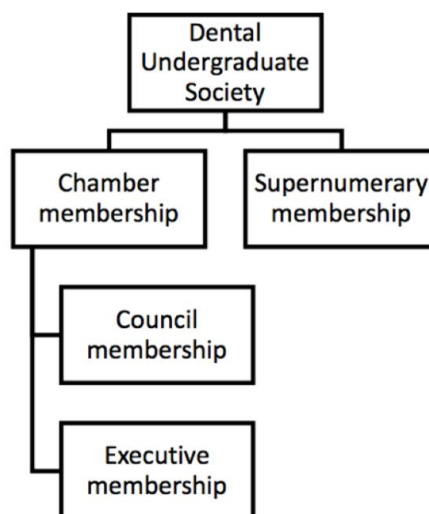
- a. The objects of the Society shall be to promote, direct, and control all activities of the Society and to give attention to all matters affecting the interests of the Society.

III. MEMBERS

- a. All students registered in the Faculty of Dentistry and Dental Hygiene shall be active members.
- b. Honorary members shall include graduates in Dentistry at U.B.C. and all those persons whom the Society invites to honorary membership

IV. DUS POSITIONS AND STRUCTURE

- a. Definitions – The DUS will be formally comprised of two types of membership: Supernumerary and Chamber membership. Chamber membership will be comprised of Council members and Executive members.



a. Definitions – The DUS Chamber will be formally comprised of members of the Council and the Executive and includes the following:

- i. DUS President
- ii. DUS Vice-President DMD
- iii. DUS Vice-President DHDP
- iv. DUS Finance Director
- v. DUS Sponsorship Directors (Year III and IV DMD)
- vi. DUS Lunch and Learn Director DMD (Year II and III/IV DMD)
- vii. DUS Lunch and Learn Director DHDP
- viii. DUS Administrative Director
- ix. DUS Alumni Relations Director
- x. DUS Social Directors
- xi. DUS Sports Directors
- xii. DUS AMS Council Representative
- xiii. DUS Ethics Director DMD/UBC Senate Representative
- xiv. DUS Ethics Director DHDP
- xv. DUS Grad Ball Directors (2 DMD, 2 DHDP)
- xvi. DUS Yearbook Directors (1 DMD, 1 DHDP)
- xvii. Year I, II, III, IV DMD Presidents
- xviii. Year I, II, III, IV DHDP Presidents

Total positions on the DUS Chamber: 34

b. Definitions – The DUS Council is part of the DUS Chamber and will be comprised of the following members:

- i. DUS Administrative Director
- ii. DUS Alumni Relations Director
- iii. DUS Social Directors
- iv. DUS AMS Council Representative
- v. DUS Ethics Director DMD/UBC Senate Representative
- vi. DUS Ethics Director DHDP
- vii. DUS Grad Ball Directors (2 DMD, 2 DHDP)
- viii. DUS Yearbook Directors (1 DMD, 1 DHDP)
- ix. Year I, II, III, IV DMD Presidents
- x. Year I, II, III, IV DHDP Presidents

c. Definitions – The DUS Executive is part of the DUS Chamber and will be comprised of the following members:

- i. DUS President
- ii. DUS Vice-President DMD
- iii. DUS Vice-President DHDP
- iv. DUS Finance Director
- v. DUS Sponsorship Directors (Year III and IV DMD)^a

- vi. DUS Lunch and Learn Director DMD (Year II and III/IV DMD)^b
- vii. DUS Lunch and Learn Director DHDP
- a. Year III DUS DMD Sponsorship Director automatically promotes to Year IV DUS DMD Sponsorship Director at the end of their term
- b. Year II DUS DMD Lunch and Learn Director does not automatically get promoted to Year III/IV DUS DMD Lunch and Learn Director unlike the DUS Sponsorship position due to the possible duration of a fixed 3 year term.

- d. Definitions – The DUS Supernumeraries are members of the DUS but are not part of the DUS Chamber. Supernumerary members are affiliated with the DUS and although they might represent the interest of the DUS or the interest of the Faculty of Dentistry, they do not have voting rights within Chamber. They include the following members:
 - i. Any representatives of student groups affiliated with DUS or the Faculty of Dentistry

- e. Clarifications – DUS Supernumerary members will report to the DUS any issues that arise within their domain. In general, they are not required to attend every DUS meeting. They will present their issues to the rest of Chamber and upon discussion and resolution, they can either exit the meeting or they can stay as a spectator for the rest of the DUS meeting.

- f. Definitions – The DMD Class Representatives will be formally comprised of the following members:
 - i. Class President
 - ii. Vice President
 - iii. Social Representatives
 - iv. Ethics Representative
 - v. Academic Representatives
 - vi. Yearbook Representatives
 - vii. Clinic Representatives
 - viii. Admissions Representative
 - ix. Orientation Representatives
Only for Year I Class
 - x. Vancouver District Dental Society Representative
Only for Year IV Class
 - xi. Academy of General Dentistry Representative
Only for Year IV Class
 - xii. Sharing Smiles Representatives
Only for Year II and III Classes

xiii. Federation of Canadian Dentistry Student Association
Representatives

- g. Definitions – The DHDP Class Representatives will be formally comprised of the following members:
- i. Class President
 - ii. Vice President
 - iii. Social Representatives
 - iv. Ethics Representative
 - v. Academic Representatives
 - vi. Yearbook Representatives
 - vii. Clinic Representatives
 - viii. Community Clinic Representative
Only for Year III and IV
 - ix. Admissions Representative
 - x. Sharing Smiles Representative
Only for Year IV class
- h. Clear distinctions between DUS positions and class positions:
- i. There is often confusion regarding the relationships between DUS positions and its corresponding class position. The DUS Council represents the interest of the entire student body within the Faculty of Dentistry whereas class representatives do so similarly but in the context of their class only. In defining the DUS Executive as the “Director”, this distinguishes the Director from the role of the class representatives. For example, each class (DMD and DHDP) will have their own yearbook representative(s), but they will work under the leadership of the DUS Yearbook Directors to coordinate the production of the yearbook.
 - ii. Only DUS Executive and Council members are limited to participating in DUS meetings to improve the efficiency and productivity of the meetings. Other students or class representatives are not permitted to participate unless they have been invited to present during the DUS meetings. They are however, more than welcome to sit in and watch the DUS meetings.
 - iii. The DUS President reserves the right to ask any visitor not participating in the meeting to leave if there is business of discrete nature to be discussed.

- i. Previous experience required for DUS Council Positions
 - i. DUS Council members contribute significantly to the DUS by representing the interest of the entire student body and by providing the workforce behind the DUS. Sufficient experience and knowledge of the DUS is preferred through previous involvement as class representatives. However, experience is not absolutely required to run for DUS Council positions.
 - ii. Individuals without prior DUS involvement are still permitted to be nominated for a DUS Council position, given a majority vote of confidence from the DUS Chamber.
 - iii. Exception permitted to Year I DMD and DHDP Presidents as they would not have the necessary experience

- j. Previous experience required for higher leadership positions
 - i. As the DUS Executives take on a heavy responsibility and provide the leadership foundation needed to guide the DUS throughout the year, it is preferred that the Executive Team have a strong working knowledge of the Society. As such, to be eligible to run for a position on the DUS Executive, the potential candidate must have one of the following:
 - 1. At least one year of experience on the DUS Chamber,
OR:
 - 2. Majority vote from DUS Executive Council members
 - ii. The role of DUS President (DMD) and VP (DHDP) MUST have the following to be eligible for the position:
 - 1. At least one year experience on the DUS Chamber,
AND:
 - 2. Must be in year IV

V. DUS/CLASS ELECTIONS

- k. k. Nomination Process
 - i. All Class Representative nominations (self or peer) must be sent to the Ethics Class Representative one week in advance of the election date with a minimum of a short paragraph of why this person is being nominated (or why they feel they deserve the position for self- nominations) and this will be distributed out to the entire class.
 - ii. Similarly, candidates wishing to be elected for DUS Positions should submit their nomination paragraphs one week in advance

as well. The election committee will collect and distribute the nomination paragraphs to the entire Faculty of Dentistry student body.

- iii. Within one week prior to the DUS Position election the DUS council will meet to vote for nominations who do not meet the eligibility criteria (refer to section IV, i/j). This will give those not voted through time to reposition themselves for the election if desired.
- iv. All nominations will close at 12:00 midnight one week in advance of the day of voting.

I. Tier System Eligibility – Class Representative Elections

- i. A Tier system will be used to rank the Class Representative positions into three tiers. This is implemented to avoid candidates from being nominated or only self-nominating for positions that hold the same degree of responsibility/workload.
 - 1. For example, under this tier system, the candidate cannot be nominated for both the President and Vice-President positions concurrently. This is to avoid the so-called “Shotgun” approach of winning a position and would also encourage candidates to purposely choose the position they’d wish to run.
 - 2. Candidates can only run for one position from each tier
 - a. For example, a candidate can run for one position from each tier, to a maximum of three positions.
 - 3. The ranking of the tier system is based on responsibility and work- load during the school year.
 - 4. Tiers are for the voting process only – if positions are left open after voting and direct awarding has completed then persons can hold more positions. This is to allow all individuals equal opportunity to positions.
 - 5. Tier System for Class Representatives:

	Class Representative Positions
Tier A	1. President 2. Vice-President 3. Academic Representatives
Tier B	1. Clinic Representatives 2. Community Clinic Representative (DHDP) 3. Sports Representatives 4. Ethics Representatives 5. Social Representatives

Tier C	<ol style="list-style-type: none"> 1. Yearbook Representatives 2. Admissions Representative 3. Orientations Representatives 4. Vancouver District Dental Society Representative (Year IV DMD) 6. Sharing Smiles Representatives 7. Federations of Canadian Dental Student Associations Representatives
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M. Tier System Eligibility – DUS Executive and Council Elections

- i. Elections will involve the entire student body of the Faculty of Dentistry.
- ii. Candidates wishing to run for DUS positions must follow the nomination criteria as stated below.
- iii. Eligible candidates can be nominated for up to only two DUS positions:
 1. This can be one Executive position and one DUS Council position concurrently OR
 2. Two DUS Council positions concurrently and they must indicate shortly after being nominated which DUS Council position would take precedence in the event that they win both positions
 3. For example, if a candidate meets the criteria for DUS Council and Executive, they can be nominated for DUS Yearbook Director AND Social Director or they can be nominated for DUS Yearbook Director AND DUS Vice-President at the same time.
- iv. Eligible candidates CANNOT be nominated for two DUS Executive positions at the same time.
 1. For example, if a candidate meets the criteria for DUS Council and Executive, they CANNOT be nominated for DUS President and DUS Vice-President at the same time.

N. Voting Process (Class Representative Elections)

- v. Voting will be open for 24 hours beginning at a specific time set by class councils via an online voting system.
- vi. The reason for voting to be done online is to promote equity in the voting process. Thus:
 1. All persons will have the opportunity to vote regardless of location.

2. Timing will not be an issue as voting will be open for 24 hours.
 3. There will be no issues surrounding ballot counting.
 4. Elections process can be executed by an individual outside of the DUS, DMD or DHDP classes if needed.
- vii. All positions that have more than one person running will be voted upon and awarded.
1. Positions that had only one person running will be voted on for approval of candidate with a 50% approval rate required to approve the candidate to the position.
 2. Any positions that have no individual running will be offered to persons who did not get the position that they were running for initially before being opened up to the whole class.
 3. If a candidate has applied for more than one tier and win both positions, then the successful candidate will be awarded the position they preferred at nomination.
- viii. Voting will be based on a ranking system where points, not just popular vote will determine the election.
1. All persons running for a position will be ranked by the voter.
 - a. The higher the voter would like the candidate ranked then the higher the number of points they would give them. For example, if four candidates are running then the voter would give rank the candidates as follows:
 - i. First Choice: 7 points
 - ii. Second Choice: 5 points
 - iii. Third Choice: 3 points
 - iv. Fourth Choice: 1 point
 - b. With any additional candidates, the first choice will be awarded 2 more points. The rationale for implementing such a wide exponential increase in points is the prevent any statistical paradox from occurring. For example, with a linear increase in points, a candidate with only second choice votes can theoretically outcompete a candidate with the most (but not all) first choice votes.
 - c. Ranking of candidates will help to reduce:
 - i. The number of narrow margins in voting when done by small class sizes.

- ii. Keeping from having to do bi-elections if the candidate with the most points defers the position. All of the voters' second choice should be apparent by points.
 - d. Although the statistically very difficult to achieve with an exponential spread, a tie in the points between two individuals can happen:
 - i. DUS will first review the voting results and look at the highest number of first choices. For example, if two candidates have the same number of points, the one with the most first choices will win.
 - 2. In the event that there are no candidates for a class council position, a class by-election can be held after the election to fill the empty positions
 - a. In the event that the positions still remain unfilled after the by-election, missing class council position duties will be the responsibility of the class vice president
- m. Voting Process (DUS Elections)
- i. Same as above for the voting process.
 - ii. If a candidate has applied for more than one position and wins both positions, then the successful candidate will automatically be defaulted to the position they preferred at nomination.
 - iii. Positions that had only one person running will be voted on for approval of candidate with a 50% approval rate required to approve the candidate to the position.
- n. Terms of Office
- i. Officers shall serve from the time of their election until the official handover of duties to their successors
 - ii. Any office shall become vacant if the successful candidate fails his/her year
 - iii. By-elections shall be held within two academic weeks of an office becoming vacant
- o. Dismissal
- i. Any officer of the DUS may be impeached by petition of 20% or more of the electorate.
 - ii. If a student body vote for impeachment exceeds 20% the issue must progress to the DUS Chamber

- iii. DUS Chamber must vote non-confidence by a vote of 2/3 in any member and advise the electorate of its action.

VI. POSITION DUTIES

p. Chamber (Executive and Council Positions)

i. DUS President

1. A year IV DMD Student
2. Shall convene and preside at all meetings of the Society of Executive, Council and Chamber.
3. Shall be the official representative of the Society but may delegate duties as they see fit.
4. Shall be an ex-officio member of all committees of the Society.
5. Shall serve as the Canadian Dental Association Representative.
6. Shall serve as the College of Dental Surgeons of British Columbia Representative.
7. Shall serve as the British Columbia Dental Association Representative.

ii. DUS Vice President DMD

1. A year II or III or IV DMD Student
2. Shall assume the President's duties in the absence of the President.
3. Shall check in with the DMD members of the DUS once or twice a semester or as necessary

iii. DUS Vice President DHDP

1. A year II or III or IV DHDP Student
2. Shall assume the President's duties in the absence of the President.
3. Shall check in with the DHDP members of the DUS once or twice a semester or as necessary

iv. DUS Finance Director

1. A year II or III or IV DMD Student
2. In accordance with AMS by-laws, shall receive and disburse all moneys of the Society
3. Shall keep a permanent record of all financial activities and shall report at all Chamber and Executive meetings
4. Shall make payments only on specific authority of the Society
5. Shall receive all expense forms and ensure the payout of DUS expenses to students who used personal funds for DUS event materials.

6. Shall ensure invoices are paid by sponsors.
 7. Shall liaise with the Faculty of Dentistry Development Team to ensure invoices are being paid by sponsors.
- v. DUS Sponsorship Directors
1. One year III and one year IV DMD Student
 2. Year III Director assumes the role of year IV Director
 3. Shall keep a permanent record of all financial activities and shall report at all Chamber meetings
 4. Shall solicit sponsors to donate funds to various DUS functions and events
 5. Shall coordinate with sponsors on their involvement and presence at DUS functions and events
 6. At least 1 sponsorship director must greet the sponsors at each event and ensure they achieve good value for their donation.
- vi. DUS Lunch and Learn Director DMD (Year III/IV)
1. A year III or IV DMD Student
 2. Shall keep a permanent record of all financial activities and shall report at all Chamber meetings
 3. Shall solicit sponsors and organize lunch and learn events for DMD students
 4. Shall coordinate and inform UBC Faculty of Dentistry Development team of lunch and learn operations
 5. Must attend, to the best of their ability, every year III/IV lunch and learn
 6. Must work with DUS Sponsorship Director and DUS Finance Director to manage lunch and learn finances
 7. Responsible for Lunch & Learns of Years I to IV
- vii. DUS Lunch and Learn Director DMD (Year II)
1. A year II DMD Student
 2. Works in conjunction with the DUS Lunch and Learn Director DMD (Year III/IV)
 3. Shall keep a permanent record of all financial activities and shall report at all Chamber meetings
 4. Responsible for Lunch & Learns of Year I/II
- viii. DUS Lunch and Learn Director DHDP
1. A year III or IV DHDP Student
 2. Shall keep a permanent record of all financial activities and shall report at all Chamber meetings
 3. Shall solicit sponsors and organize lunch and learn events for DHDP students

4. Shall coordinate and inform UBC Faculty of Dentistry Development team of lunch and learn operations
 5. Must attend, to the best of their ability, every DHDP lunch and learn
 6. Must work with DUS Sponsorship Director and DUS Finance Director to manage DHDP Lunch and Learn finances
 7. Responsible for Lunch & Learns of Year III/IV
- ix. DUS Administrative Director
1. A year II or III or IV DMD Student
 2. Shall keep the minutes of the Society
 3. Shall send out notice of upcoming events of the Society
 4. Responsible for the creation and upkeep of the DUS Notice Board
- x. DUS Alumni Relations Director
1. A year II or III or IV DMD Student
 2. Shall organize and administer all alumni relations with DUS
 3. Shall liaise with the Faculty of Dentistry Alumni Relations Department
 4. Shall report at all Chamber meetings
- xi. DUS Social Directors
1. Two year II or III or IV DMD students (any combination thereof)
 2. Shall organize all Society social functions except the annual Society Graduate Ball
 3. Shall delegate duties as they see fit to members of the Society assigned to assist
- xii. DUS Sports Directors
1. Year II or III or IV DMD (any combination thereof)
 2. Shall organize and administer the athletic programs of the Society
 3. Shall delegate duties as they see fit to members of the Society assigned to assist
- xiii. DUS AMS Council Representative
1. A year II or III or IV DMD/DHDP student
 2. Shall represent the constituency (DUS) in the AMS Council
 3. Shall attend AMS Council meetings every two weeks as a voting member
 4. Shall act as liaison between the DUS and AMS Councils

- xiv. DUS Ethics Director DMD / UBC Senate Representative
 - 1. A year II or III or IV DMD Student
 - 2. Shall organize and administer all Council and Executive Elections
 - 3. Shall represent UBC Dentistry student body at UBC Senate
 - 4. Shall know and report on UBC policies
 - 5. Shall know and manage the DUS constitution
 - 6. Shall report at all Chamber meetings
- xv. DUS Ethics Director DHDP
 - 1. A year II or III or IV DHDP Student
 - 2. Shall know and manage the DUS constitution
 - 3. Shall know and report on UBC policies
 - 4. Shall report at all Chamber meetings
- xvi. DUS Grad Ball Directors (2 DMD, 2 DHDP)
 - 1. Year IV DMD and DHDP Students
 - 2. Shall organize and administer the annual Grad Ball
 - 3. Shall organize and direct the Grad Ball Committee
 - 4. Shall work with Faculty of Dentistry Development Team to negotiate contracts related to Grad Ball venue and vendors
- xvii. DUS Yearbook Directors (1 DMD, 1 DHDP)
 - 1. Year II or III or IV DMD and DHDP Students
 - 2. Shall organize and direct the Yearbook Committee
 - 3. Responsible for organizing yearbook software orientation to class yearbook representatives
 - 4. Responsible for organizing yearbook orders for their current academic year
 - 5. Responsible for organizing DUS group photo
 - 6. Maintains relationships with yearbook publisher and graduation photographer
- xviii. Year I, II, III, IV DMD Presidents
 - 1. Shall be the sole official spokesperson on behalf of their class
 - 2. Shall be responsible for organizing class and class council meetings at his/her own discretion or upon request
 - 3. Shall attend all Chamber meetings and act as liaison between the Chamber and their class
- xix. Year I, II, III, IV DHDP Presidents
 - 1. Shall be the sole official spokesperson on behalf of their class

2. Shall be responsible for organizing class and class council meetings at his/her own discretion or upon request
3. Shall attend all Chamber meetings and act as liaison between the Chamber and their class

q. Class Representative Positions

i. Class President

1. Shall be the sole official spokesperson on behalf of their class
2. Shall be responsible for organizing class and class council meetings at his/her own discretion or upon request
3. Shall attend all Chamber meetings and act as liaison between the Chamber and their class
4. Year II DMD Class President shall organize the annual apparel order for the student body

ii. Class Vice-President

1. Shall assume the President's duties in the absence of the President
2. Shall co-ordinate with the Class President and help distribute the work load of that position

iii. Social Representative

1. Shall be responsible for organizing class social events
2. Shall liaise with DUS Social Directors to organize class specific hosted events.

iv. Clinic Representative

1. Shall act as liaison to clinical faculty and staff
2. Shall attend all clinic representative meetings once every semester held by clinic coordinator
3. DMD specific: Shall act as liaison to UBC Dentistry Community Outreach
4. Year II DMD Clinic Representatives shall give the class address at the White Coat Ceremony

v. Academic Representative

1. Shall act as liaison to academic faculty and staff
2. Shall attend Curriculum and Teaching Effectiveness Committee meetings
3. Shall present class related academic issues to the respective faculty members and work to create resolutions

vi. Sports Representative

1. Shall be responsible for organizing class sports events
 2. Shall liaise with DUS Sports Directors to help the smooth running of DUS sporting events.
- vii. Ethics Representative
1. Shall be responsible for organizing and administering class elections
 2. Year II Ethics Representatives shall initiate and facilitate class elections for the Year I class.
 3. Liase with DUS Ethics Rep for the running of elections
- viii. Yearbook Representative
1. Shall be responsible for organizing class yearbook pages
 2. Shall liaise with DUS Yearbook Directors
 3. Shall collect yearbook payment on behalf of his/her class
 4. Shall be responsible for the collection of photos and content for their respective yearbook pages
- ix. Admissions Representative
1. Shall sit on the admissions committee over years II, III and IV of their program (Position is held for three years)
- x. Orientation Representative
1. Shall organize orientation events for incoming year I students
 2. Responsible for the running and implementation of Orientation Week Events.
 3. Shall liaise with DUS Social Directors.
- xi. Vancouver District Dental Society Representative
1. Shall act as liaison of the year IV class to the Vancouver District Dental Society
 2. Shall report to the year IV President
- xii. Sharing Smiles Representative
1. Shall be responsible for organizing and administering Sharing Smiles Events
- xiii. Federations of Canadian Dental Student Associations Representative
1. Shall act as liaison to the Federation of Canadian Dental Students Associations
 2. This position will be held for 3 years.
 - a. Position in 2nd year will be an intern representative of the University of British Columbia for the FCDSA
 - b. Position in 3rd year will be junior representative of the University of British Columbia for the FCDSA

- c. Position in 4th year will be senior representative of the University of British Columbia for the FCDSA
- 3. Shall liaise with the DUS President

VII. MEETINGS

- r. Time
 - i. The President shall convene Executive, Council or Chamber meetings as they deem necessary
- s. Notice of general meeting of the Society
 - i. The Administrative Director shall communicate to the electorate notice of impending general meeting at least ten days in advance thereof.
- t. Quorum
 - i. At any general meeting – sixty percent of the active members
 - ii. At any Council meeting – sixty percent of the Council members
 - iii. At any Executive meeting – at least five executive members
 - iv. At any Chamber meeting – at least five executive members and sixty percent of the Council members
- u. Executive and Council Attendance to Chamber meetings
 - i. Attendance to Chamber meetings is mandatory for all Chamber members
 - ii. Under circumstances where the obligation above cannot be met, the Chamber member must:
 - 1. Provide a qualified proxy AND/OR
 - 2. A written statement for the minutes regarding updates from their position in advance of the scheduled meeting
 - iii. Under circumstances where the obligations above are NOT met, the Chamber reserves the right to enact punitive action at its discretion including Dismissal as per section V DUS/CLASS ELECTIONS o. Dismissal
 - iv. Exceptions: if a chamber position is held by two or more persons, only one of the members must attend
- v. Conduct of Meetings
 - i. Meetings of the Society shall be conducted in accordance with Robert's Rules of Order, latest edition.
 - 1. Under no circumstances should "undue strictness" of Robert's Rules of Order be allowed to intimidate members or limit full participation.
 - ii. Meetings will be:

1. Scheduled to best accommodate all representatives from both DMD and DHDP.
 2. Started promptly on time and begin with the adoption of the agenda.
 - a. Modifications to the agenda will be made at this time and after accepted will be the rule for the meeting.
 - b. Presenters may not approach the DUS during this time to request time for their presentation unless agreed upon by the DUS as being both an urgent and important matter.
 3. Recorded by the DUS Administrative Director
 - a. All matters discussed will be recorded as well as those who move to motion and those who second motions.
 4. Extended to a maximum of two (2) hours.
 - a. At such time all agenda items must be tabled until the next meeting
 - b. If needed, another meeting may be scheduled to accommodate the workload of the previous meeting.
- w. DUS Meeting Presenters
- i. Presenters outside of the student body must be sponsored by a DUS member to be allowed the right to present in DUS meetings.
 - ii. All presenters who wish to present to the DUS must ask for time from the assembly previous to the meeting so that they can be entered into the agenda.
 - iii. Presenters may ask for any amount of time but the DUS has the right to limit time allotted.
 1. Presenters must adhere to time given by the DUS.
 2. Presenters will be given time for the assembly to ask questions to further their understanding of the presentation.
 3. Presenters will be asked to leave after their presentation and question period time has elapsed.
 - a. The DUS President reserves the right to ask presenters to leave if their topic of presentation is inappropriate by any definition found in the UBC AMS Campus Safety Vision Statement and the UBC AMS Respectful Community and Workplace Policy (Policy I-18).

- b. Presenters cannot be present when the assembly debates the motion or votes on the motion.

VIII. COMMITTEES

- s. The DUS President may form committees on his/her own initiative, at the direction of the Executive, or as directed by a majority vote at a general meeting.
- t. The committees shall select their own chairperson.
- u. A committee chairman shall become a member of the Executive except if deemed unnecessary by the current Executive.
- v. All committees formed under the auspices of the Society shall be responsible in their activities to the Society.
- w. Committee which have completed their work, or which are no longer functioning shall be dissolved by the agency which formed them and the chairman of that committee shall lose his position on the Executive.
- x. An up-to-date list of committees, their composition, and function shall be kept in the Society's files.

XI. AMENDMENTS

- y. This constitution may be amended on written published notice of ten days and by a two-thirds majority at a general meeting when a quorum is present or via secure online voting where approval by 60% of active members is reached.