

View results

Respondent

2

Anonymous

13:13

Time to complete

Club Information

*Please note - All official actions, decisions, and votes are to be made by club members and/officers. Club advisors serve in consultation roles and to ensure compliance with campus policy and procedures but are not allowed voting rights or any final decision making authority in any other official club actions.

1. test *

Please enter full name AND any acronyms.

Chabot Pre-Dental Society

2. Organization Purpose *

The Chabot College Pre-Dental Society supports students interested in dentistry through education, mentorship, and professional development. We provide resources, workshops, and networking opportunities to help members prepare for dental school and careers in oral health.

3. Membership Requirements *

Include any additional requirements for members to have voting privileges. Membership requirements may not discriminate against any protected class as defined by local, state, or federal regulation including by not limited to the Civil Rights Act of 1964, Title IX Education Amendments of 1972, and the Rehabilitation Act of 1973.

No requirements to join club

4. Office Eligibility Criteria *

Please describe in detail, any criteria and/or requirements for being considered for an officer position in this student organization. Ex: member for one year, attended all meetings, nominated by a member, complete an application, etc.

To be considered for an officer position in this student organization, a member must have been active in the organization for at least one year and must also complete the officer application form.

5. Officer Selection Procedures *

Give a detailed description of the procedure for selecting of officers for your organization. Ex: member vote, interview with outgoing officers, etc.*Please note - club advisors are not allowed voting rights or any final decision making authority in officer selection or any other official club actions.

Any members interested in becoming an officer must complete an application that includes their resume and a list of projected courses for the upcoming academic year, along with responses to a set of questions.

All applications will be submitted to the Club President and current officers, who will serve as the selection panel to determine the new President. Once the new President is elected, they will select their officer team with guidance and input from the current officers.

6. Officer Term *

How long is the term for officers. Ex: end of semester, end of academic year, etc.

One academic year

7. Officer Removal Process *

Please give a detailed description of the process for removing an officer. Ex: hearing/meeting with officer, written notice, club member vote, officer vote, etc.*Please note - club advisors are not allowed voting rights or any final decision making authority in removal of officers or any other official club actions.

To remove an officer the remaining officers must have majority vote to remove the officer in question. If an officer is then removed the application to fill the role would be announced to the club members and any interested members can fill out the application process to fill the role.

8. Duties of Student Organization President *

The President serves as the leader of the club and is responsible for making final decisions regarding club matters. They preside over all club meetings, sign official club documents, assign tasks to officers and members, and ensure that all members remain in good standing. In addition, the President provides support to other officers as needed to ensure the success of the organization.

9. Duties of Financial Officer *

The Financial Officer is responsible for managing all financial transactions of the club and maintaining a detailed record of all debits and credits. They provide regular reports to the club regarding its financial status, share ideas for fundraising opportunities, and are responsible for signing off on all financial transactions.

10. Does your club and any other officer positions other than President and Financial Officer *

- ☒ Yes, this student organization has additional officers
- ☐ No, these are the only officers for this student organization

Additional Officer #1

11. Title of Additional Officer #1 *

Ex: Vice President, Webmaster, Social Media, Historian, etc.

Co-President

12. Duties of Additional Officer #1 *

The Co-President is expected to be present at all meetings and to assist other officers with their responsibilities as needed. They serve as a support to the President and assume the full responsibilities of the President whenever the President is unavailable, ensuring continuity in leadership and decision-making.

13. Does your student organization have any additional officers? *

- ☒ Yes, I will add another officer
- ☐ No, I have already entered information for all of my officers

Additional Officer #2

14. Title of Additional Officer #2 *

Ex: Vice President, Webmaster, Social Media, Historian, etc.

Secretary

15. Duties of Additional Officer #2 *

The Secretary is responsible for creating and maintaining all necessary forms and keeping club records organized. They prepare detailed minutes of general and officer meetings and present these reports at the start of each officer meeting to ensure accurate documentation and communication within the organization.

16. Does your student organization have any additional officers? *

- ☒ Yes, I will add another officer
- ☐ No, I have already entered information for all of my officers

Additional Officer #3

17. Title of Additional Officer #3 *

Ex: Vice President, Webmaster, Social Media, Historian, etc.

Event Coordinator

18. Duties of Additional Officer #3 *

The Event Coordinator is responsible for planning and organizing club events, trips, and tours. This includes contacting venues or organizations to arrange visits, coordinating schedules, and ensuring that all event details are communicated clearly to members.

19. Does your student organization have any additional officers? *

- ☐ Yes, I will add another officer
- ☒ No, I have already entered information for all of my officers

Amendments

20. Process for Amending Student Organization Constitution *

Ex: club vote, officer vote, who can submit an amendment, etc.*Please note - club advisors are not allowed voting rights or any final decision making authority in officer selection or any other official club actions.

If an amendment is needed, any officer may propose the change to the other officers. The officers will discuss, vote on, and decide whether to adopt the amendment. Once approved, the officers will be responsible for enforcing the new rule.

21. Notification of Amendments to Constitution

Please state how and when members of this organization will be notified of amendments to this constitution.

All members of the organization will be notified of amendments at the next scheduled club meeting. During this meeting, the details of the amendment will be presented and explained to ensure transparency and understanding among members.