

Constitution and Bylaws

Upsilon Nu Chapter

Psi Omega Dental Professional Fraternity

UNLV School of Dental Medicine

November 1, 2006

Article 1: Preamble

- 1.1 The object of this fraternity shall be to maintain and advance the high standards of dentistry by instilling in its members the spirit of fraternal cooperation, and to exert its influence for the advancement of the dental profession in its methods of teaching, of practice, of research, of ethics.

Article 2: Name

- 2.1 The name of this organization shall be **Upsilon Nu Chapter of Psi Omega National Dental Professional Fraternity.**

Article 3: Membership

- 3.1 Upsilon Nu Chapter and Psi Omega does not discriminate in its membership with regard to race, color, religion, national origin, age, gender, sexual orientation, veteran status, or disability.
- 3.2 The members of the fraternity shall be those persons who have been duly initiated as prescribed by the by-laws.
- 3.3 School members shall be those initiated members of the fraternity who are pursuing courses of study in an accredited dental school leading to the Degree of Doctor of Dental Surgery or Doctor of Dental Medicine.
- 3.4 Alumni members shall be those initiated members of the fraternity who hold the degree of Doctor of Dental Surgery or Doctor of Dental Medicine.
- 3.5 Life Members shall be alumni members of the fraternity who have met the necessary qualifications for Life Membership as specified in the by-laws.
- 3.6 Honorary members shall be those persons who have earned recognition by activities on behalf of the fraternity, or the dental profession, as specified in the by-laws.
- 3.7 A proposal for membership may be made at any time to the Executive Committee. It will examine the record of the proposed candidate and reports its findings to the chapter at the earliest meeting. If the report is favorable, ballot thereon may be had. If the finding be unfavorable, the name cannot come before the chapter for ballot until the Executive Committee has rendered a favorable report.
- 3.8 No person may be proposed for membership whose academic record does not meet the standards of the dental school for promotion, or while carrying a condition unless the proposed member's general average is at least five per-cent above the average required for promotion by the school.
- 3.9 A candidate for any class of membership must not be nor become a member of any other similar dental fraternity.
- 3.10 Secret ballots shall be used and if not more than (1) Ballot be cast against the proposed member's name, the candidate shall be declared elected subject to succeeding provisions.
- 3.11 An applicant's name may not be considered for school membership more than twice in one academic year. Upon a rejection, the name may not be proposed again until a lapse of at least thirty (30) days, and then only at a regular meeting.

- 3.12 The President shall appoint a committee of one (1) to invite each candidate who has been lawfully elected to join the fraternity. It is incumbent upon the President to see personally that this invitation is extended.
- 3.13 When a candidate has signified willingness to become a member, a regular nomination form shall be filled out and signed. After completion, it shall be returned together with the required fees to the Recorder of the chapter who shall forward the form, the appropriate pledge form, and the proper fees to the National Recorder in care of the Central Office for final approval.
- 3.14 Any President who initiates a candidate without proper authorization from the National Recorder may be relieved of office or suspended from the fraternity by the National Council pending action of the National Chapter.
- 3.15 If a lawfully elected candidate, by the candidate's own volition, fails to become an active member within the school year succeeding the candidate's approval by the National Recorder, such election shall be void, and the candidate's name must come up again in the regular manner before the candidate can be initiated.
- 3.16 A member transferring from one school to another in which a chapter is located may enter and be received by that chapter without additional initiatory expense. Should said chapter require its members to contribute each year a certain sum of money for chapter house or other funds, said transferee must pay a full share into such fund. Said transferee shall bring a certificate of transfer and good standing from the President of his former chapter and transmit it to the President of the chapter, which the transferee is about to enter. The issuing and receipt of such transfer shall be reported, promptly, by both the Presidents to the National Recorder in care of the Central Office.
- 3.17 A school chapter must not elect to membership any student transferring from another school having a chapter without first having communicated about the student's status with the President of the chapter in the school from which the student transfers.
- 3.18 A member in good standing who has satisfactorily completed the dental School curriculum will upon application be entitled to membership in an alumni chapter, and shall receive a diploma in the following form:

PSI OMEGA FRATERNITY

(Emblem Plate)

This Certifies That

a Graduate in Dentistry having been duly elected and having performed
all duties as a member of the

By authority of the National Council is hereby declared a graduate fellow thereof
In Testimony Whereof, are hereunto affixed the names of the proper officers
and the Seal of the Fraternity into this day of

National President

National Recorder

Co-Executive Director

Co-Executive Director

- 3.19 All persons who have been pledges to Psi Omega Fraternity must possess the qualifications as set forth in these by-laws. Pledges shall be regularly attending students at a dental school at which a school chapter is located.
- 3.20 Any student who gives a pledge to Psi Omega Fraternity and is already pledged to another dental fraternity shall become ineligible for initiation prior to graduation. This provision applies to the fraternities represented in the American Dental Interfraternity Council.
- 3.21 The qualifications of each pledgee shall be presented at a regular meeting of the chapter.
- 3.22 A pledgee may be released by the President and the Faculty Advisor, and immediate notice of such action shall be given to all other local dental fraternities. After a lapse of ninety (90) days the student may be pledged by another dental fraternity signatory to the agreement of the American Dental Interfraternity Council.
- 3.23 Any school or alumni of the fraternity may appeal to the National Council for permission to establish a school chapter at any dental school where no chapter exists.
- 3.24 Five (5) members shall be the minimum for the establishment of a school chapter.

Article 4: Officers

- 4.1 The officers of a school chapter shall be a President, Vice President, Recorder, Treasurer, Editor, House Manager, Senator, and Historian. The offices of Treasurer, House Manager, and Steward may be combined if desired. The office of Vice President may be President-elect if desired.
- 4.2 The President-elect may, at the time of his election, hold any other office to which he has been duly elected.
- 4.3 In those instances where a chapter house does not maintain a dining room and serve meals, a Steward need not be elected.
- 4.4 Where it is deemed advisable, the offices of Treasurer and House Manger, Treasurer and Steward, or House Manager and Steward may be combined and held by one member.
- 4.5 Election of Officers shall be annually. Individuals may be nominated from the membership or they may self-nominate. Voting will be by secret ballot. The winner must receive a majority (at least 50%) of the votes cast. In the event there are more than two candidates running for a single office, there will be a run-off election between the top two candidates in the event no one receives a majority vote.

- 4.6 Succession of officers shall be President, Vice-President, Recorder, Treasurer for the completion of an unexpired term. A special election can be held if recommended by the Executive Committee and approved by a vote of the chapter.

Article 5: Duties of Officers

- 5.1 The President shall preside at all meetings of the school chapter; lay before it for action all motions and resolutions; announce the result of all elections held and votes taken; cast a deciding vote in all cases of ties, and see that all chapter officers and committee members perform their duties properly and in accordance with the constitution of members, call special meetings at such times and places as the members designate and call extra meetings of the chapter. The President shall appoint the four (4) Loyalties, the Chaplain, the Social Chairman, and other committees not otherwise provided for. The President's tenure of office shall be for one (1) year or until a successor is duly elected and installed unless the President's re-election is by two-thirds vote of all members in attendance at a regular meeting.
- 5.2 It shall be the duty of the Vice President, in the absence of the President to preside over all meetings and affairs of the school chapter. The Vice President shall serve as chairman of the Executive Committee.
- 5.3 It shall be the duty of the Recorder to record the proceedings of each meeting, and to read at each succeeding meeting the minutes of the previous one. The Recorder shall notify all school members of extra or special meetings of the chapter called by the President.
- 5.4 The Recorder shall conduct the correspondence of the chapter; be custodian of all rituals, date and papers of interest to the chapter, and shall see that all such items are kept in a secure place during the Recorder's term of office, or shall deposit same with the Faculty Advisor at the close of the academic year.
- 5.5 The Recorder shall render, at times specified, to the Central Office such reports as be required by the National Council. The Recorder shall make a report of the list of members and pledges to the Central Office and the Faculty Advisor by October 1st and April 1st.
- 5.6 It shall be the duty of the Treasurer to take charge of all monies received as dues, fines, and assessments from undergraduate members; issue proper receipts for same, and pay such sums as the chapter may direct or the laws of the fraternity require. It shall be the duty of the Treasurer to present a complete written report of the financial condition of the chapter at the first meeting of every month and at the expiration of his term of office. Treasurer shall furnish a written report of receipts and disbursements during such term. The Treasurer shall make a report to the National Recorder and the Faculty Advisor at the end of each month showing the balance of money at time of previous report, money received and from what sources, amounts paid, balance on hand, and the amount of any outstanding accounts both those receivable and payable. The Treasurer shall read the names of all members in arrears and the total amount of arrearages in room, board and dues of each person at the first regular meeting each month. Such arrearages shall be reported to the National Recorder at the end of each month. At the end of the Treasurer's term of office or at a recess in the Treasurer's official duties the Treasurer shall deposit all funds, records and treasurer books with the Treasurer's successor or with the Faculty Advisor.

- 5.7 The Chaplain shall assist the President in the opening and closing ceremonies of all meetings, and deliver the obligations at all initiatory ceremonies.
- 5.8 The Rush Chairman shall be in charge of the pledges and see that each pledge knows well the history, the objectives and ideals of the fraternity, and the names and locations of the school chapters.
- 5.9 The Rush Chairman shall be present at every pledge meeting to serve as liaison between the chapter and the pledges, and to inform the pledges about financial matters of concern to them. The Rush Chairman shall participate actively in the initiatory ceremonies and shall see that all materials and paraphernalia have been procured and are ready.
- 5.10 It shall be the duty of the Senator to have charge and care of the paraphernalia for the chapter, and the Senator shall keep the same in proper condition. The Senator shall make a report to the National Recorder on the condition of everything in the Senator's charge at the beginning of each academic term. The Senator shall turn the chapter charter, paraphernalia, etc., over to the Faculty Advisor, upon the temporary or permanent cessation of chapter activities. It shall be the duty of the Historian to keep current a correct record of every member initiated into the chapter. Such record shall show the full name, place and date of birth, date of entering dental school, date of pledging, date of initiation, offices held in the chapter, honors gained, date of graduation, and place of permanent location for each member.
- 5.11 The Historian shall keep a record of all happenings of interest from historical standpoint, and shall have charge of the chapter history.
- 5.12 It shall be the duty of the Editor to report all chapter affairs of news interest to the National Editor.
- 5.13 The Editor shall prepare the chapter letters on or before the dates specified by the National Editor and shall read it to the chapter for approval before it is submitted to the National Editor.
- 5.14 It shall be the duty of the Guardian to admit entrance to the chapter meeting while in session only such persons as are eligible.
- 5.15 It shall be the duty of the House Manager to manage all affairs relating to the operation of the Chapter House. The House Manager shall report the financial status of the house to the chapter at the first regular meeting of the month and report the names and amount of those in arrears in room rent and for house tax. The House Manager shall report the financial status of the chapter house operation to the Central Office and the Faculty Advisor by October 1st and April 1st of the academic year.
- 5.16 It shall be the duty of the Steward to supervise and manage the operation of the chapter kitchen and dining room; to hire the necessary cooking and serving help; to record the number of meals served to each member or guest; to make the charges for the meals served on the records; purchase or direct the purchases of all food stuffs and supplies for the chapter table; to report all charges for board to the Treasurer on the last day of each month for collection.

Article 6: Executive Committee

- 6.1 There shall be an Executive Committee which shall function in accordance with the duties set forth in the Grand Chapter by-laws.

- 6.2 The Executive Committee shall consist of five (5) members, including the Vice President as chairman, the President and three (3) members at-large elected by the chapter.
- 6.3 The National Council shall appoint a Faculty Advisor. Nominations for Faculty Advisor shall be made to the National Council by the school chapter for which such vacancy occurs. If no nomination is supplied by the school chapter, the alumni chapters associated most closely with the school chapter may make the nominations. The term of office for the Faculty Advisor shall be three (3) years. A Faculty Advisor may succeed himself. No member shall serve as Faculty Advisor unless he is in good standing.
- 6.4 The National Council may replace any Faculty Advisor who is negligent in his duties.
- 6.5 All meetings of the fraternity, including initiations, shall be conducted in strict accordance with the ritual. The National Council may replace any Faculty Advisor, President, or any other officer in charge who fails to discharge his duty in this responsibility.
- 6.6 Any chapter guilty of substantial violations of the constitution or by-laws, or of gross improprieties operating to the detriment of the fraternity may be dissolved. The National Council upon notification and due investigation of any such violation may suspend the charter if such a chapter pending the next meeting of the National Chapter, where trial shall be held on the issues, and the chapter reinstated or dissolved by a majority vote of the National Chapter.
- 6.7 A Written report of the National Council's investigation shall be made available at the National Chapter meeting.

Article 7: Duties of the Executive Committee

- 7.1 The Executive Committee will examine at the end of each academic term the records of the Recorder, Treasurer, House Manager and Steward. The Executive Committee shall read before the chapter a written report of such examinations, and forward copies of the same written report to the Central Office and to the Faculty Advisor.
- 7.2 The Executive Committee shall meet on or before the 8th day of each month of the academic year, and shall at regular meeting have the privilege of suspending from fraternity activities any undergraduate member who is in arrears for any money owed the chapter Treasurer, House Manger or Steward.
- 7.3 It shall be the duty of the Faculty Advisor to be the representative of the National Council at the school chapter; to inspect and supervise the activities and financial affairs of the school chapter; to advise the chapter and its officers as indicated; to report the Faculty Advisor's activities and his evaluation of the chapter activities and financial affairs to the Central Office by October 1st and April 1st to enforce the provisions of the constitution and by-laws and the rulings of the National Council at the chapter.
- 7.4 It shall be the duty of the Vice President to learn the duties of the President, to become familiar with chapter problems and to prepare to do an efficient job as President.
- 7.5 Election of office may be relieved of duties by the chapter, Deputy Councilor, or by the National Council if the officer is negligent in the duties of the office.
- 7.6 Election of officers shall be held only at a regular meeting after notification of the members at the last previous regular meeting.
- 7.7 The minimum fee for initiation into school membership and national dues in the fraternity must be paid in full along with the completed application for membership. The

appropriate fee shall be remitted to the National Recorder at the Central office prior to the issuance of authority to proceed with the initiation of the candidate.

- 7.8 Annual chapter dues shall be determined by a majority vote of the chapter.
- 7.9 Failure to pay chapter dues within 60 days of the set due date will result in the member being removed from the chapter roll.
- 7.10 In order to receive a Senior Certificate or other chapter award the individual must be an active member and have paid levied dues for each year since initiation.

Article 8: Quorum

- 8.1 A meeting quorum for conducting chapter business shall consist of those members present providing there was appropriate notice of the meeting time and place given to the membership.

Article 9: Parliamentary Procedure

- 9.1 The rules contained in Roberts Rules of Order, revised, will govern the meetings of the National Chapter, the National Council, school chapters, and alumni chapters and province conclaves when they do not conflict with the constitution and by-laws of the fraternity.

Article 10: Amendments

- 10.1 These by-laws may be amended:
 - 10.1.1 By an affirmative majority vote of the eligible voting members of the chapter, provided that the proposed amendment is received by the Recorder in advance of a chapter meeting, such that the Recorder shall notify each chapter member at least ten (10) days in advance of the meeting as to the content of the proposed amendment. The proposed amendment must be presented to the chapter at two meetings before a vote can be taken.
 - 10.1.2 By an affirmative mail/electronic vote of a two-thirds majority of the Chapter membership.

Article 11: Suspension of the bylaws

- 11.1 These by-laws may be suspended by a two-thirds vote of the members entitled to vote, and who are present at any Chapter meeting on a motion related to a pending motion stating a specific issue, and for the purpose of that motion only.