

# CDM Student Business Organization

Faculty Supervisor: Dr. Joseph McManus

Presidents: Jeremy Glick (jdg2178, 2018)

Vice President: Joey Gulko (jg2325, 2019)

Secretary: Chad Curtis (cmc2243, 2019)

Treasurer: Priscilla Chan (poc2103, 2018)

## Officers:

### A. The President:

The executive powers of the Student Business Organization shall be vested in the president. Generally, the president is responsible for organization, leadership, accountability, communication, budget, and authorization and signing of checks. The duties of the president include the following:

To preside over and conduct the organization's meetings. To appoint or dissolve committees/task forces as deemed necessary to conduct the business of the council. To insure that legislation passed by the organization is implemented. To insure that the recommendations of the organization are forwarded to the appropriate persons of offices. To keep a record of all correspondence and see that the proper transactions are effected. To perform any duties necessary in representing the Student Business Organization, and all duties normally exercised by the President of such an organization. Including interacting with the administration of the Dental School and other Health Science Schools and organizations. To temporarily delegate authority. To encourage members of the student body to run for school offices. To coordinate functions with the Alumni Association. To sign checks and oversee balanced budget. All powers not otherwise specified are reserved to the President.

### B. The Vice President:

The Vice President shall assume the duties of the President in the President's absence, or upon the President's request. He or she shall also be ultimately responsible for organizing the social functions of the Student Business Organization, serving as Chairperson for any

amendments made to the constitution. He or she is she is also responsible for achieving objectives delegated by president, advising the president, disseminating information, and signing checks. The Vice President must preside as the President if he or she is unavailable.

C. The Treasurer:

The treasurer shall conduct the Student Business Organization financial affairs, advise the president, possess all financial records, and submit a financial status report at each meeting. He or she will also disclose all checkbooks, receipts, and ledgers to the president upon request. The Treasurer is responsible for informing the President of potential problems with expenditures and potential impact on following classes. The Treasurer must maintain a checkbook for the organization which requires the signatures of two Executive Committee officers for endorsement. He or she must provide a written receipt upon cash payments. The Treasurer will turn over all documentation to the newly elected President and Treasurer for the coming year.

D. The Secretary:

The secretary shall publish official duties of the monthly Student Business Organization meetings. The minutes should be submitted to the President and to the entire Student Business Organization within one week of the meeting.

The Secretary is also responsible for publishing and posting announcements regarding upcoming organization meetings and events. He or she should manage the bulletin in the social media.

E. Class Representatives:

The responsibilities of the Student Business Organization Representatives include: Being aware of class issues, Attending meetings and voting, Volunteering to serve on ad-hoc committees. Assisting the Class President in achieving class goals. Serving as an information source and gatherer to one's class.