

**Dalhousie University Faculty of Dentistry Alumni Committee (DAC)
Procedural Guidelines (Updated September 2016)**

1) Terms of Reference

1. The DAC's Terms of Reference are contained in a separate document and should be consulted in conjunction with these Procedural Guidelines.
2. Any amendments to the DAC Terms of Reference must be approved by Faculty.

2) DAC Membership

1. The DAC should consist of 10 voting Members:
 - Eight Dalhousie University Faculty of Dentistry alumni
 - One Dalhousie Dentistry student representative
 - One Dalhousie Dental Hygiene student representative
 - The Past Chair (ex-officio, non-voting)
 - The Dean (ex-officio, non-voting)
 - Alumni Relations staff (ex-officio, non-voting)

3) DAC Member Selection

1. A DAC Membership appointment is subject to approval by Faculty, and will be for a term of three academic years, renewable for two additional membership terms
2. A non-alumni faculty member may be appointed to one of the alumni spots.
3. The DAC should include a minimum of three Dentistry alumni and three Dental Hygiene alumni representatives.
4. The DAC should include a minimum of three alumni representatives who are not current full- or part-time faculty members.
5. The DAC should include a minimum of one alumni representative who graduated from the Faculty of Dentistry within 10 years from the time of their appointment.
6. The DAC should advertise for new Members on an annual basis through the Faculty's available communications methods.
7. DAC Members may nominate prospective nominees.
8. Prospective Members must be Faculty of Dentistry alumni in good standing with Dalhousie University.
9. Prospective Members will be recommended to Faculty by the DAC, based on the skill sets of the available candidates.
10. Prospective Members should be available to regularly attend DAC meetings in at the Faculty of Dentistry. Members who are absent from two or more meetings in the span of an academic year may be asked to resign from the DAC.
11. Student representatives should be appointed by the Dalhousie Dental Students' Society and Dental Hygiene Students' Society. Student representatives will be appointed for a term of one year, renewable. Preference should be given to students in DDS2 and DH1, with the understanding that for the sake of continuity, their continued service on the DAC for the duration of their time as a student at the Faculty of Dentistry would be appreciated.

4) DAC Executive

1. The Executive of the DAC will normally consist of the following:
 - **Chair** – tasked with administering DAC meetings; presenting the Annual Report for DAC approval; representing the DAC at Faculty and alumni events when requested by the Faculty's Alumni staff.
 - **Vice-Chair** – tasked with fulfilling the roles of the Chair when the latter is unavailable; serving as the Chair of the DAC's Awards Subcommittee; representing the DAC at Faculty and alumni events when requested by the Faculty's Alumni staff.
 - **Secretary** – tasked with collaborating with the Faculty's Alumni staff to develop DAC Meeting agendas and Annual Report; resource for alumni staff to discuss incoming DAC sponsorship requests; representing the DAC at Faculty and alumni events when requested by the Faculty's Alumni staff.
 - **Past Chair** (ex-officio) – tasked with providing guidance to the DAC when requested; representing the DAC at Faculty and alumni events when other DAC Executive Members are unavailable.
2. The Past Chair may attend DAC meetings for the duration of the term of their successor, but will not be a voting Member of the DAC.

5) DAC Executive Elections

1. DAC Executive Members will be elected by the current Members of the DAC in advance of the first meeting of Faculty in each applicable academic year.
2. Elections will be held by secret ballot, to be scrutinized by an ex-officio Member of the DAC. In the event of a tie vote, the Chair will cast the deciding vote. In the event of a conflict of interest, the Vice-Chair or Secretary who is not in conflict will cast the deciding vote.
3. Executive Members will be elected for a two-year term, and if re-elected, may serve for a maximum of two additional terms.
4. In the event that the Vice-Chair or Secretary resigns their position, the Chair may appoint an interim replacement to serve until the next scheduled meeting of Faculty.
5. In the event that the Chair resigns their position, the Vice-Chair will serve as the interim Chair until the next scheduled meeting of Faculty.

6) Awards Subcommittee

1. The DAC must include an Awards Subcommittee, which is tasked with securing nominations for the Faculty of Dentistry's biannual Outstanding Alumni Awards and presenting recommendations on suitable candidates for approval by the Dean/Director of the School of Dental Hygiene and ratification by the DAC.
2. The Awards Subcommittee will work with the Faculty's Alumni staff to solicit and/or compile nominations for the annual Dalhousie Alumni Association Awards, which are normally due in February.
3. The Awards Subcommittee will normally be Chaired by the Vice-Chair of the DAC Executive, who must appoint between 2-4 other Faculty of Dentistry alumni to serve on the Subcommittee, as well as a member of the Faculty's Alumni staff (ex-officio, non-voting).

4. Awards Subcommittee Members who are involved in the nomination of a candidate for the Faculty of Dentistry's Outstanding Alumni Award must resign from the subcommittee and be replaced by another Faculty of Dentistry alumnus/a.

7) Other Subcommittees

1. The DAC may establish ad hoc Subcommittees to focus on any areas pertaining to its Mandate or Duties.
2. Any DAC Member may present a motion to create or eliminate a Subcommittee, which must be approved by not less than one half of the Members of the DAC.
3. Subcommittees must be Chaired by a current DAC Member, but may consist of Dalhousie Faculty of Dentistry alumni, faculty, staff or students who are not current Members of the DAC, provided that they are in good standing with Dalhousie University.

8) DAC Meetings

1. The DAC will normally meet at the Faculty of Dentistry on a quarterly basis. DAC meetings are only open to sitting Members, ex-officio Members, or other guests approved by the DAC.
2. Meeting Agendas and Minutes from the previous DAC Meeting will normally be circulated to DAC Members at least three business days before the next meeting.
3. DAC Meetings will be Chaired by the Chair or his/her appointee.
4. Every voting Member in attendance may present motions/amendments and vote during DAC meetings. In the event of a tie, the Chair (or acting Chair) will cast the deciding vote. Non-voting members may participate fully in all discussions.
5. In order to achieve quorum, DAC meetings must be attended by at least six voting alumni Members, including at least one voting DAC Executive Member. Meetings that do not achieve quorum will be postponed and rescheduled.
6. Special Meetings of the DAC may be called by the Executive Members or the Dean of the Faculty of Dentistry at any time, provided that all reasonable efforts are made to communicate the time, place and purpose of the meeting to all Members of the DAC. A minimum of two weeks' notice will normally be provided to all Members in advance of a Special Meeting.

9) Annual Report

1. The DAC Secretary and the Faculty's Alumni staff will prepare an Annual Report for review and approval by the DAC prior to the commencement of each academic year.
2. The Annual Report will be presented at the Faculty of Dentistry's Fall Faculty Meeting, and posted on the Faculty of Dentistry's website.

10) Authority & Reporting Mechanism

1. The DAC is autonomous within its Terms of Reference. It will report annually to the Faculty of Dentistry and to all members of its alumni via the Annual Report.
2. Fiscal concerns of the DAC will be administered by the Faculty's Alumni Office.
3. These Procedural Guidelines may be amended with a motion approved by no less than two thirds of the voting DAC Members.

4. Written notice with a copy of proposed amendment(s) will normally be distributed to each DAC Member at least three weeks prior to the meeting at which the proposed amendment is to be considered.