GRADUATE & PROFESSIONAL STUDENT ASSOCIATION
Council Meeting Agenda
Graduate Student Commons, LLB 2141
Monday, June 1, 2015, 10:00 – 11:30am

ROLL CALL:

<table>
<thead>
<tr>
<th>School of Allied Health</th>
<th>College of Engineering</th>
<th>School of Nursing</th>
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<tbody>
<tr>
<td>Kristyne Bartel</td>
<td>Patrick Daleiden</td>
<td>Vacant</td>
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<tr>
<td>College of Business</td>
<td>College of Fine Arts</td>
<td>College of Sciences</td>
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<td>Vacant</td>
<td>Wendy Chambers</td>
<td>Jason Sylva</td>
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<td>College of Community Health Sciences</td>
<td>College of Hotel Administration</td>
<td>College of Urban Affairs</td>
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<td>Vacant</td>
<td>Laura Boscarolo</td>
<td>Carrie Sampson</td>
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<td>School of Dental Medicine</td>
<td>Law School</td>
<td>Executive Board</td>
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<td>Vacant</td>
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<td>Surbhi Sharma, President</td>
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<td>College of Education</td>
<td>College of Liberal Arts</td>
<td>Meghan Pierce, Vice President</td>
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<tr>
<td>Jacqueline Hart</td>
<td>Kirk Talib-Deen</td>
<td>Terri Thomas, Treasurer</td>
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<td></td>
<td>Vacant, Secretary</td>
</tr>
</tbody>
</table>

NOTE: Below is an agenda of all items scheduled to be considered. Notification is hereby provided that items on the agenda may be taken out of the order presented, two or more agenda items may be combined for consideration, and an agenda item may be removed from the agenda or discussion relating to an item on the agenda may be delayed at any time.

If you have a documented disability that may require assistance, you will need to contact the Disability Resource Center (DRC) 72 hours in advance for coordination in your academic accommodations. The DRC is located in the Reynolds Student Services Complex, room 137. The DRC phone number is 895-0866 or TDD 895-0652.

This meeting’s agenda has been posted in accordance with NRS 241.020 on the 2nd floor LLB room 2141, FDH (3rd floor) glass display case, Student Union 1st floor display case and available on the GPSA website: http://gpsa.unlv.edu/council/agendas.html.

Call to order – Roll Call

1. PUBLIC COMMENT INFORMATION ONLY

Public comment will be taken during this agenda item. No action may be taken on a matter raised under this item until the matter is included on an agenda as an item on which action may be taken. Comments will be limited to three minutes per person. Persons making comment will be asked to begin by stating their name for the record, and naming the college or organization they represent. The chair may elect to allow additional public comment on a specific agenda item when that agenda item is being considered.

In accordance with Attorney General Opinion No. 00-047, as restated in the Attorney General’s Open Meeting Law Manual, the chair may prohibit comment if the content of that comment is a topic that is not relevant to, or within the authority of this body, or if the content is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers.

2. APPROVAL OF MINUTES FOR POSSIBLE ACTION

Request is made for approval of the following meeting minutes:
- May 2, 2015 Council Meeting
3. **SPEAKER(S)**
   - Dr. Liam Frink, Director of Undergraduate Office of Research

4. **BUDGET REPORT**
   - FOR POSSIBLE ACTION

5. **COMMITTEE REPORT**
   - INFORMATION ONLY
   - Board of Regents / Nevada Student Alliance
   - GPSA Activities / Community Service
   - Government Relations
   - GPSA Publications
   - GPSA Sponsorship - Reviewed 43 Fall 2015 sponsorship applications / 40 awarded @ $27,855.00

6. **OLD BUSINESS**
   - FOR POSSIBLE ACTION
   - Credit Card Convenience Student Fee Proposal (attachment) – more information on the Office of the Executive Vice President and Provost website

7. **NEW BUSINESS**
   - FOR POSSIBLE ACTION
   - GPSA 2015 – 2016 Goals
   - Dental Anesthesia Club for Students - GPSA Student Organization Recognition (attachment)

8. **ANNOUNCEMENTS**
   - INFORMATION ONLY
   - UNLV Cares Food Pantry Summer Distribution Hours. Located at the UNLV Paradise Campus – 851 E. Tropicana Avenue; Volunteers are always welcomed –Samantha Bivins 702.445.9016 / bivinss3@unlv.nevada.edu
   - June 1st deadline for 2015 – 2016 GPSA Secretary position. Application and more information available on the GPSA website.
   - GPSA Summer Council Vacancies – School of Community Health Sciences, School of Law, School of Dental Medicine and School of Nursing
   - GPSA Emergency Sponsorship applications for funding research and conference travel are due the 20th of each month. Applications must be submitted prior to travel. More information available on the GPSA website.

9. **PUBLIC COMMENT**
   - INFORMATION ONLY

10. **ADJOURNMENT**
    - FOR POSSIBLE ACTION

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**GPSA Summer 2015 Council Meetings**
Graduate Student Commons, LLB 2141; 10:00 – 11:30am
- Monday, July 6, 2015
- Monday, August 3, 2015

**GPSA Fall 2015 Council Meetings**
UNLV Student Union rooms 208 A, B & C; 2:00 – 3:30pm
- Monday, September 14, 2015
- Monday, October 5, 2015
- Monday, November 2, 2015
- Monday, December 7, 2015
UNLV
CREDIT CARD PAYMENT CONVENIENCE FEE PROPOSAL
APRIL 2015

PROPOSAL: Implement a ‘convenience fee’ for tuition and fee payments made by credit/debit card beginning July 1, 2016, as a better alternative to not taking credit card payments at all (which is what some institutions are choosing to do). These card fees are already being paid by all students, since they come off the top of total registration fee and tuition revenue, regardless of whether students use credit cards or what level of credit card charges they process. We believe these costs should be avoided and the savings redirected to UNLV academic priorities.

WHY NOW? Implementing a credit card convenience fee was identified as a ‘best practices’ opportunity to recover the significant cost of providing the option for students to pay tuition and fees by credit card several years ago. However, under the old funding formula, had we implemented a convenience fee, the majority of the fees collected would have simply reduced the level of state general fund support with no benefit to the campus. Under the new funding formula, the campus will be able to fully retain the savings realized from implementing a card payment convenience fee. By implementing a convenience fee, UNLV will be able to re-direct these funds to support student success in the form of additional faculty and GA support (see details at the end of the proposal relative to the use of these savings). It is very important to note that all students pay for the credit card fees now, regardless of whether they use credit cards or what level of credit card charges they make. These fees come off the top of the total registration fee and tuition income for UNLV. Since there are no cost alternatives to making payments for registration fees and tuition (including electronic means) we would propose to avoid these costs, like many other institutions have already done, and redirect these savings to faculty and GA support.

BACKGROUND AND OVERVIEW OF PROPOSAL Like many universities, UNLV accepts credit and debit cards for payment of student tuition and fees. In FY14, (I will update this section with FY15 data when final, but fees are tracking very comparably in FY15 as of March 31) UNLV incurred merchant service fees of approximately $1.2 million on all credit and debit card payment activity occurring on student accounts. Approximately $698,000 of this amount reduced the state supported operating budget tuition and fee revenues and $468,000 reduced various self-supporting budgets (such as Summer Term, Athletics, Student Affairs, CSUN).

Although the university enjoys a very favorable rate from its merchant services provider, the non-negotiable fees (interchange fees) charged by MasterCard, Visa and other payment card companies continue to increase. Seeking to best manage limited budget resources, UNLV has identified a potential source of savings in the fee collection process - charging a convenience fee for the use of credit and debit cards when paying tuition and related fees (and this includes installment payments on our deferred payment plan for tuition and fees, if installments are paid by credit/debit card).

It is desirable to offer students many options for making payments. Credit and debit cards provide a convenient, efficient method for collecting student fees even though an increasing number of institutions of higher education are no longer allowing the use of credit/debit cards. However, as less expensive methods for processing payments electronically (such as ACH or e-check) have developed, many universities have reconsidered the higher cost of accepting
credit/debit cards. Universities have taken several approaches to reduce the costs of receiving and processing tuition and fee payments including:

- **Not accepting payments by credit or debit card**  
  - This alternative eliminates the expense, but also restricts payment options. We believe it makes more sense to keep options available, but to implement a fee paid by users of this payment option to offset the expense.

- **Accepting only debit card transactions which incur lower merchant fees**  
  - Similar to eliminating all credit/debit card options, this alternative eliminates payment options and our recommendation is to maintain the maximum payment option flexibility, but assess a reasonable fee to users of the high cost alternatives.

- **Accepting credit and debit cards, but charging the payer a convenience fee**  
  - Based on our survey of peer institutions, this is the most common approach to accepting card payments.

Approximately 60% of student accounts have some portion of tuition and fees paid by credit or debit card, but 100% of the students end up paying for these charges. Due to the popularity of the use of credit and debit cards for payment of tuition and fees, we would prefer not to eliminate that option for students even though an increasing number of institutions are doing just that. However, because of the increasing costs of the interchange fees incurred to provide this payment option, we recommend UNLV implement a convenience fee in order to offset this cost. Implementing a card payment convenience fee will ensure that those who are benefitting from having credit card payment options are covering the cost of providing this payment alternative. Other ‘fee-free’ transactions will remain available most notably on-line electronic check payment in addition to cash and check payments at the Cashier’s Office. Credit card payments are only accepted via online self-service due to Payment Card Industry (PCI) data security compliance requirements.

In reviewing best practices at other public institutions, we have noted that it is common for institutions to charge a convenience fee when accepting card payments and the majority doing so assess the fee as a percentage of the payment amount which is consistent with how the University is assessed fees by the card companies. In addition, we note that convenience fees assessed are generally non-refundable as merchant fees are not fully reversed on refunded payments. Our proposal is consistent with these best practices and is based on an analysis of costs that is net of refund processing activity. Of course we will allow for review and consideration on a case-by-case basis for reversal any convenience fees incurred in the event the assessment results in any unintended consequences or in the event of errors or corrections beyond a student’s control (similar to how concerns over late fees/late registration fees are handled).

Also consistent with best practices as other institutions, this proposal is to apply only to student tuition and fee payments collected through student accounts and not other sales and services processed by University in self-supporting units (such as ticket sales and event concessions).

**Summary of current merchant fees incurred by card type for FY15 is as follows:**
With the implementation of a service fee, it is expected that the distribution of card payments will shift toward credit card payments as debit card payments are expected to convert to e-check payments to avoid the convenience fee.

In reviewing the fees assessed by the different card issuers, we also considered the option of eliminating cards other than VISA given its lower comparable rate. However, since 25% of users are choosing other payment methods, the proposed rate is heavily weighted by the VISA rate and so we chose to maintain as many payment options as are currently available, but at a very slightly higher rate. Merchant service agreements require that when a fee is assessed, it must be charged consistently to all card types, and systems are designed with this in mind such that it is not possible through our payment collection system to assess different rates for different card types.

For the above reasons, we are recommending a convenience fee of 2.0%.

**RECOMMENDATION** Based on the University’s average cost of accepting card payments for tuition and fees, **WE RECOMMEND A FEE OF 2.00%** of the payment amount which will cover the direct cost of the merchant services fees and also provide for expected migration from debit card payments to either ACH (e-check) or credit card payments which will result in an increase to the average cost incurred by UNLV to process card payments. In addition, since VISA and MasterCard update the interchange rates every six months, we should anticipate a routine increase in the average merchant fees. A comparison of this proposed fee to other institutions surveyed that charge a card payment convenience fee, this rate is among the lowest charged (see fee comparison attached).

With the high cost of accepting credit card payments, the University should consider implementing a convenience fee on tuition and fee payments made by credit and debit card. Assessing a fee for the use of cards will allow the continued maximum flexibility for students to make payments, but will also provide an incentive to avoid the fee by choosing a lower cost alternative to make payments and have users of the higher cost alternatives pay the fee to offset costs currently being covered by all students.

Merchant fee rates vary based on the specific card being used (besides the brand, reward cards, global payment cards, corporate purchasing cards, etc. all result in varying merchant fees) and whether the card is a debit or credit card. As noted previously, the PeopleSoft system process for accepting a card payment does not distinguish between debit and credit cards or the card issuer when assessing a convenience fee. And in addition, merchant service agreements require a fee to be consistently applied to all card types. As such we recommend a single fee for all card types.
If this proposed fee is approved, the fee will be implemented effective July 1, 2016 and will be communicated through the Cashiering and Student Accounts website and also through the MyUNLV portal beginning as soon as possible after approved.

Savings resulting from implementing the convenience fee attributable to the state supported operating budget (approximately $750,000) will be re-directed to support student success in the form of additional GA support. This will provide a direct benefit to both graduate students and undergraduate students as more GA awards will be available which will result in more teaching assistant positions which generally support undergraduate courses.

**SUMMARY OF PAYMENT OPTIONS** available after this proposal is implemented:

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Fee Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Check (online)</td>
<td>None</td>
</tr>
<tr>
<td>Credit/Debit card (online)</td>
<td>2.0% of payment amount</td>
</tr>
<tr>
<td>Wire transfer (contact Cashiers Office)</td>
<td>None</td>
</tr>
<tr>
<td>Check (in person at Cashiers Office)</td>
<td>None</td>
</tr>
<tr>
<td>Cash (in person at Cashiers Office)</td>
<td>None</td>
</tr>
</tbody>
</table>

**SUMMARY COMPARISON OF UNLV PROPOSAL** to credit card acceptance policy at WICHE peer institutions (4 year public, high/very high research):

**35 WICHE peer institutions:**
29 accept credit card payments
23 of the 29 charge a convenience fee
4 charge a flat fee per transaction ranging from $3 to $35 per transaction
19 charge a fee as a percentage of the payment amount from 2.24% to 2.9% avg. 2.7%

**UNLV Proposal:** UNLV Proposes convenience fee of 2.00% of payment amount ($18.60 on average credit card payment of $930)

**Attachment:**
WICHE Peer Institutions Comparison of Card Payment Policy and Convenience Fees
## Comparison of Card Payment Acceptance Policy and Convenience Fees

**WICHE Institutions - 4 Year Public & High/Very High Research**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Cards Accepted</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>U of California, Davis</td>
<td>Discover, online only</td>
<td>$12 / transaction</td>
</tr>
<tr>
<td>U of California, Santa Barbara</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>U of California, Santa Cruz</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>U of California, San Diego</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>U of California, Irvine</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>U of California, Riverside</td>
<td>Amex, MC, Discover, online only</td>
<td>2.75%</td>
</tr>
<tr>
<td>U of California, Berkeley</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>U of California at Los Angeles</td>
<td>VISA, MC, Amex, Discover, online</td>
<td>2.75%</td>
</tr>
<tr>
<td>U of Washington, Seattle</td>
<td>VISA, MC, online only</td>
<td>2.24%</td>
</tr>
<tr>
<td>Washington State U</td>
<td>VISA, MC, Amex, Discover, online</td>
<td>2.50%</td>
</tr>
<tr>
<td>Arizona State U</td>
<td>VISA, MC, Amex, Discover, online</td>
<td>2.50%</td>
</tr>
<tr>
<td>U of Arizona</td>
<td>VISA, MC, Amex, Discover, online</td>
<td>None</td>
</tr>
<tr>
<td>U of Colorado, Boulder</td>
<td>VISA, MC, Amex, Discover, online</td>
<td>2.75%</td>
</tr>
<tr>
<td>U of Hawaii-Manoa</td>
<td>VISA, MC, Amex, Discover, online</td>
<td>None</td>
</tr>
<tr>
<td>Northern Arizona U</td>
<td>MC, Amex, Discover, online only</td>
<td>2.75%</td>
</tr>
<tr>
<td>U of Oregon</td>
<td>VISA, MC, Amex, Discover, online</td>
<td>2.75%</td>
</tr>
<tr>
<td>Colorado State U</td>
<td>VISA, MC, Amex, Discover, online</td>
<td>2.90%</td>
</tr>
<tr>
<td>Portland State U</td>
<td>MC, Amex, Discover, online only</td>
<td>2.75%</td>
</tr>
<tr>
<td>U of Colorado, Denver</td>
<td>VISA, MC, Amex, Discover</td>
<td>2.75%</td>
</tr>
<tr>
<td>Oregon State U</td>
<td>Visa, MC, online only</td>
<td>$35</td>
</tr>
<tr>
<td>U of South Dakota</td>
<td>VISA, MC, Amex, Discover, online</td>
<td>2.75%</td>
</tr>
<tr>
<td>South Dakota State U</td>
<td>VISA, MC, Amex, Discover, online</td>
<td>2.75%</td>
</tr>
<tr>
<td>North Dakota State U</td>
<td>MC, Amex, Discover, online only</td>
<td>2.75%</td>
</tr>
<tr>
<td>U of North Dakota</td>
<td>MC, Amex, Discover, online only</td>
<td>2.75%</td>
</tr>
<tr>
<td>U of Utah</td>
<td>VISA, MC, Amex, Discover</td>
<td>$3 online only</td>
</tr>
<tr>
<td>San Diego State U</td>
<td>MC, Diners, Amex, Discover, online</td>
<td>2.90%</td>
</tr>
<tr>
<td>Montana State U, Bozeman</td>
<td>Yes, online &amp; in person</td>
<td>None</td>
</tr>
<tr>
<td>U of Idaho</td>
<td>Yes, online only</td>
<td>2.50%</td>
</tr>
<tr>
<td>New Mexico State U at Las Cruces</td>
<td>MC, Diners, Amex, Discover</td>
<td>None</td>
</tr>
<tr>
<td>U of New Mexico</td>
<td>Yes, online &amp; in person</td>
<td>None</td>
</tr>
<tr>
<td>Idaho State U</td>
<td>V, MC, Diners, Amex, Discover, online</td>
<td>2.75%</td>
</tr>
<tr>
<td>U of Montana</td>
<td>Visa, MC, online only</td>
<td>$10</td>
</tr>
<tr>
<td>U of Alaska, Fairbanks</td>
<td>Visa, MC, Discover, online only</td>
<td>None</td>
</tr>
<tr>
<td>Utah State U</td>
<td>VISA, MC, Amex, Discover, online</td>
<td>2.75%</td>
</tr>
<tr>
<td>U of Wyoming</td>
<td>Visa, MC online &amp; in person</td>
<td>None</td>
</tr>
</tbody>
</table>

**UNLV (proposed)**

| VISA, MC, Amex, Discover, online | 2.00%* |
Fee ID | Fee Name | Division | Department | Account | Fee Type | Previous Fee | Propose d Fee | # of Students | Revenue | Expenses | Elective | Semester Effective | Year Effective | Rationale
---|---|---|---|---|---|---|---|---|---|---|---|---|---|---
PGM 102 | Introduction to Player Development | Hotel Administration | Professional Golf Management | 2221-258-573Q | Revised Fee | $125.00 | $125.00 | 70 | $8,750.00 | | | | | 

Asking for reallocation of fee use, not change in fee amount. Since the removal of funding for the graduate assistant position, the course fee of $125 will be itemized as such: $65 for golf course access fee to support additional access opportunities for the students, and $60 to support equipment needs.

Board of Regents approved the $125 fee on 12/6/13. The use was $40 for golf course access fees and $85 for Graduate Assistant positions for instruction. No additional funding is requested, only requesting to reallocate funds to support golf course access and equipment costs and remove Graduate Assistant support. Students were not consulted in this matter as it is not a change to the amount but to the use of funds. Christopher Cain, Program Director, PGA Golf Management is bringing this request forward with the Hotel Administrations dean's approval.

Like many universities, UNLV accepts credit and debit cards for payment of student tuition and fees. In FY13, UNLV incurred merchant service fees of approximately $1.2 million on tuition and fee payments of approximately $33 million made by credit/debit card. Approximately 80% of UNLV’s tuition and fee payments are made with credit or debit cards. Due to the overwhelming popularity of the use of credit and debit cards for payment of tuition and fees, it would be difficult to eliminate that option for students. However, because of the increasing costs of the interchange fees incurred to provide this payment option, we recommend UNLV implement a convenience fee in order to offset this cost. Implementing a card payment convenience fee will ensure that those who are benefiting from having credit card payment options are covering the cost of providing this payment alternative. Other fee-free transactions will remain available most notably on-line electronic check payment in addition to cash and check payments at the Cashier’s Office. Credit card payments are only accepted via online self-service due to Payment Card Industry (PCI) data security compliance requirements. Based on the University’s average cost of accepting card payments for tuition and fees, WE RECOMMEND A FEE OF 2.00% of the payment amount which will cover the direct cost of the merchant services fees and also provide for expected migration from debit card payments to either ACH (e-check) or credit card payments which will result in an increase to the average cost incurred by UNLV to process card payments. Students were consulted last fall during student governing meetings by Chris Viton, Controller, and Gerry Bomotti, Vice President for Finance.
Dental Anesthesia Club for Students

Constitution and Bylaws

CONSTITUTION

Article I. Name

The name of this organization shall be Dental Anesthesia Club for Students of University of Nevada Las Vegas School of Dental Medicine hereinafter referred to as “the Club”, “this Club” or “DACS”.

Article II. Preamble

The purpose of this Club is to:

A. Provide a voice for students at the University of Nevada Las Vegas School of Dental medicine that are interested in furthering their education in Dental Anesthesia.
B. Promote understanding of anesthesia and specifically, the specialty of Dental Anesthesia to the students, faculty, staff and community.
C. Foster research and knowledge concerning Dental Anesthesia and disseminate this information to both dental professionals and to the dental community at large.
D. Communicate research findings on Dental Anesthesia to various agencies and the public.
E. Stimulate interest and encourage entry of dental students into the Dental Anesthesia specialty.
F. Promote a social environment for dental students.
G. Provide educational experiences for dental students who wish to learn more about Dental Anesthesia.

Article III. Non-Discrimination Clause

The Club shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, sexual orientation, age, national origin (ancestry), marital status, disability, or military status, in any of its activities or operations. This policy will include, but no limited to, recruiting, membership, activities or opportunities to hold office.

Article IV. Membership

The membership of this Club shall consist of any dental students whose qualifications and classifications shall be established by Chapter I of the Bylaws.

Article V. Officers/Executive Board

The elected student officers shall govern this Club. The elected student officers shall be comprised of the positions as defined in the Club’s Bylaws.

Article VI. Elections
The election for officers/executive board will be held during the Spring semester for the upcoming school year. The election will be carried out by an anonymous vote amongst the members of the Club if there are more than one members applying for the position. If the position becomes vacant, any active member of the Association can apply for the position. Chapter II of the Bylaws shall establish the terms of the officers.

**Article VII. Amendments**

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken. Approval should require at least two-thirds of voting members present (and to conduct any business an organization should have quorum present at a business meeting, which is at minimum 50% + 1 of total organization members). The constitution should not be amended easily or frequently.
BYLAWS

Chapter I. Membership

Section 1.0 Classification
The member of this Club shall be classified as follows:
   A. FOUNDING MEMBER
   B. STUDENT MEMBER
   C. FOUNDING ADVISOR
   D. FACULTY ADVISOR

Section 2.0 Qualifications
   A. FOUNDING MEMBER. To be a founding member, the applicant shall have joined the Association by General meeting on June 8, 2015.
   B. STUDENT MEMBER. A pre-doctoral student enrolled in good standing at the University of Nevada Las Vegas School of Dental Medicine.
   C. FOUNDING ADVISOR. Must be a licensed dental practitioner with clinical appointment with the University of Nevada Las Vegas School of Dental Medicine.
   D. FACULTY ADVISOR. Must be a licensed dental practitioner with clinical appointment with the University of Nevada Las Vegas School of Dental Medicine.

Section 3.0 Privileges
   A. FOUNDING MEMBER. A founding member in good standing shall be entitled to all the privileges listed below for the different membership categories.
   B. STUDENT MEMBER. A student member has the right to vote for Chapter Officers.
   C. FOUNDING ADVISOR. The original founding advisor(s) has the ultimate authority over the association including all its entities. If any founding advisor, at any time, feels that any of the association has veered away from the original purpose or goal of the association, he/she may take appropriate action.
   D. FACULTY ADVISOR. Faculty advisor will be responsible for overseeing the Association functions and providing resources and mentorship for the DACS student leaders.

Section 4.0 Dues and Reinstatement:
First year dues will be covered for founding members for the 2014-2015 academic year. Dues for all categories of membership shall be determined by the elected student officers. Local dues shall be set by the Club’s elected student officers and are subject to change upon annual assessments of club needs.

Chapter II. Governance

Section 1.0 Elected Student Officers
   A. FUNCTIONS. The primary function of the elected student officers shall govern the Club through its student officers. To define the direction of the Association and to assure its stability and continuity.
   B. COMPOSITION. The elected student officers could be comprised of President, Vice President, Secretary, Treasurer, four (4) Class Representatives, Social Media
Coordinator, Community Service Coordinator, and Membership Coordinator.

Section 2.0 Officers
A. TERMS OF OFFICE
   1. The Club shall elect, by majority vote of active members
   2. The term of office of the President, Vice President, Secretary and Treasurer, shall be one year
      i. The President shall serve for a renewable term of one year. Candidates for President and Vice President positions must have held a committee position at least one year prior to running for these positions.
      ii. The Vice President shall serve for a renewable term of one year.
      iii. The Secretary shall serve for a renewable term of one year.
      iv. The Treasurer shall serve for a renewable term of one year.
      v. The Class Representatives shall serve for a renewable term of one year.
      vi. The Social Media Coordinator shall serve for a renewable term of one year.
      vii. The Community Service Coordinator shall serve for a renewable term of one year.

B. ELECTION
   1. Election to an available position will require a majority of votes cast.
   2. Only student members in good standing shall be eligible for election.
   3. Elections shall be held annually at the end of Spring semester.
   4. Vacancies resulting in an unexpired term may be filled by appointment by the elected student officers and the faculty advisor until the next calendar year or scheduled election (whichever comes first) when an election for the remainder of the term will be conducted.

C. METHODS OF REMOVING OFFICERS AND MEMBERS
   General members and elected or appointed leaders should be expected to meet certain standards and conduct themselves in a way that reflects well on the organization. In the event that a member or leader does not meet those expectations, the club should have procedures in place for objectively considering the member’s or leader’s probationary membership status or removal from the association. It should be noted that the organization’s non-discrimination policy should protect members from removal based on those listed statuses.

Section 3.0 Duties of Officers
A. President shall have the duty to:
   1. Serve as official representatives of this Club in its contact with government, civic, business, and professional organizations to advance the purposes of the Club
   2. Preside over all meetings of the Club.
   3. Appoint the committee chairs and members of all committees.
   4. Create and maintain professional relationships with Dental Anesthesiologists in the community
   5. Create and maintain professional relationships with Dental Anesthesiology Residency Program Directors
   6. Assist Vice President in scheduling speakers for DACS events
B. Vice President shall have the duty to:
   1. Preside over meetings in the absence of the President and serve as official representatives of this Club in its contact with government, civic, business and professional organizations to advance the purposes of the Club.
   2. Schedule meetings/events with appropriate University offices.
   3. Coordinate organization promotion and publicity of events.
   4. Appoint the committee chairs and members of all committees.
   5. Assist President in scheduling speakers for DACS events

C. Secretary shall have the duty to:
   1. Preside over all meetings of the Club in the absence of senior officers.
   2. Keep the minutes of all meetings.
   4. Keep a member history.
   5. Keep the Club updated on American Society of Dentist Anesthesiologists news and events.
   6. Keep the Club updated on American Dental Society of Anesthesiology news and events.

D. Treasurer shall have the duty to:
   1. Preside over all meetings of the Club in the absence of senior officers.
   2. Keep all financial records.
   3. Serve as custodian of all monies, securities and deeds belonging to the Club.
   4. Update the Club on opportunities in regards to students contests, awards, or scholarships regarding Dental Anesthesia

E. Class Representatives shall have the duty to:
   1. Represent the class in the Club meetings.
   2. Recruit and renew class membership.
   3. Inform class about current and upcoming Club events and meetings through emails or class announcements.

F. Social Media Coordinator shall have the duty to:
   1. Document with pictures of every DACS event and activity.
   2. Maintain all pictures and documents from previous years.
   3. Maintain and create the DACS social website and Facebook Group.
   4. Provide accurate and up-to-date information on the DACS website and Facebook Group.

G. Community Service Coordinator shall have the duty to:
   1. Organize and develop dental related projects that the special needs community and pediatric community can benefit from as approved by the Club.
   2. Coordinate with the Southern Nevada Dental Society on volunteer projects.

H. Presiding Student Officer(s). In addition to the duties usual to their respective officers or designated elsewhere in these bylaws, presiding officers shall perform the following activities:
   1. Approve an agenda for the monthly meeting of the Club.
   2. Oversee the annual budget to conduct the business of the Club.
   3. Select places and times for all meetings of the Club.
   4. Transact all business of the Club.

Chapter III. Meetings of the Association
A. There shall be at least one monthly meeting for the official transaction of business. The elected student officers should select the time and place for this meeting.

B. Additional scientific and/or business meetings may be scheduled at the discretion of the elected student officers.

C. Non-members may attend meetings of this Club without voting privileges.

D. The quorum for general meeting should be fifty-one percent (51%) of the attending active members in good standing.

E. For elected student officer meetings, the quorum will be the majority of the officers.

Chapter IV. Finances

The General Fund shall consist of all monies received other than those specifically allocated to other funds by these Bylaws. This fund shall be used for defraying all expenses incurred to promote the mission and goals of the Club not otherwise provided for these Bylaws. Funds will be kept under the DAC’s account. A treasurer’s report should be submitted at a minimum biannually to all membership.

Chapter VI. Amendments

The Bylaws may be amended at any General Meeting of the membership by a fifty-one percent (51%) majority vote of the active members present and voting, provided the proposed amendment shall have been presented in writing or electronically at least 14 days previous to the vote.