Dalhousie University Faculty of Dentistry Alumni Committee (DAC)
Procedural Guidelines (July 2023) 1) Terms of Reference
1. dŚĞ͛ƐdĞƌŵƐŽĨZĞĨĞƌĞŶĐĞĂƌĞĐŽŶƚĂŝŶĞĚŝŶĂƐĞƉĂƌĂƚĞĚŽĐƵŵĞŶƚĂŶĚƐŚŽƵůĚ
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: x Eight Dalhousie University Faculty of Dentistry alumni, including a BDH rep x One Dalhousie Dentistry student representative x One Dalhousie Dental Hygiene student representative x The Past Chair (ex-officio, non-voting) x The Dean (ex-officio, non-voting) x Alumni staff (ex-officio, non-voting) x Communications staff (ex-officio, non-voting) x Continuing Education 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

4) DAC Executive
1. The Executive of the DAC will normally consist of the following:
x Chair ʹ tasked with administering DAC meetings; presenting the Annual
Report for DAC approval; representing the DAC at Faculty and alumni events
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x Vice-Chair ʹ tasked with fulfilling the roles of the Chair when the latter is
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representing the DAC at Faculty and alumni events when requested by the
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x Secretary ʹ ƚĂƐŬĞĚǁŝƚŚĐŽůůĂďŽƌĂƚŝŶŐǁŝƚŚƚŚĞ&ĂĐƵůƚǇ͛ƐůƵŵŶŝƐƚĂĨĨƚŽ
develop DAC Meeting agendas and Annual Report; resource for alumni staff
to discuss incoming DAC sponsorship requests; representing the DAC at
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x Past Chair (ex-officio) ʹ 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
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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 normally be Chaired by the Vice-Chair of the DAC
Executive, who must appoint between 2-4 other Faculty of Dentistry alumni to
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Communications staff (ex-officio, non-voting).
3. Awards Subcommittee Members who are involved in the nomination of a
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from the subcommittee and be replaced by another Faculty of Dentistry
alumnus/a.

7) Other Subcommittees
1. The DAC may establish ah 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