College of Dentistry Class of 2018 Constitution

ARTICLE I: Name

Section 1:
The name of this organization shall be the College of Dentistry Class of 2018 (hereinafter referred to as [the class]).

ARTICLE II: Purpose

Section 1:
The purpose of the class shall be to create and promote a positive and progressive professional educational environment for the College of Dentistry class of 2018 at the Ohio State University.

Section 2:
The class shall coordinate and promote activities, programs and fund-raising events which are of support to the goals of the organization.

ARTICLE III: Membership

Section 1:
Membership in the class is closed to official members of the Class of 2018 within the College of Dentistry at the Ohio State University.

Section 2:
It shall be stated as part of the policy of the class at the Ohio State University that there shall be no form or type of discrimination in the group, whether it be due to one’s race, color, religion, gender, sexual orientation, national origin, ancestry, age, handicap, major, or veteran’s status. Equal membership status will be given to all.

ARTICLE IV: Officers

Section 1:
The officers shall consist of a President, Vice President, Secretary, Treasurer, IPC Representative, and Social Chair. The officers shall comprise the Executive Board and are responsible for all administrative duties of the class. The main responsibilities of the Executive Board include the establishing of agendas, coordinating fundraising and volunteer events, conducting meetings, and speaking on behalf of the membership at large.

Section 2:
The President shall have the power to establish and maintain operation procedures of the PDSA, call meetings, and answer for all actions of the other officers. The President must act as an extension of the general membership in all matters.
concerning the class, which will be determined via democratic procedure. The President delegates jobs to the rest of the Executive Board as seen fit.

Section 3:
The Vice President shall assist the President with all administrative duties and assume those duties in the absence of the President.

Section 4:
The Secretary shall keep accurate and detailed records (minutes) of all meetings, events, and affairs, send/transmit all official class correspondence in a timely manner via email. The secretary must maintain an accurate email list for the executive board and send weekly reminders to the class regarding times and locations for upcoming meetings, events, and class schedule.

Section 5:
The Treasurer shall receive and distribute association funds upon the authorization of the President, in accordance with the financial rules and regulations of the University and the laws of the State of Ohio, and make financial reports at all Executive Board meetings, and at the general meetings of the class and coordinate all fund-raising activities. It is the Treasurer’s duty to seek out and complete appropriate paperwork to receive funds from the University and/or external sources.

Section 6:
The Social Chair shall be responsible for maintaining the social image of the class and develop a sense of community amongst the members via the coordination of social events.

Section 7:
The IPC representative shall serve as a liaison between the executive board, class, and the Inter-Professional Council.

Section 8:
The five (5) elected officers shall form the Executive Board.

Section 9:
All officers must meet all requirements for holding office as stated in the Digest of Rules and Regulations and the University Policy Register.

ARTICLE V: Elections

Section 1:
The officers of the Executive Board shall be elected by the members of the class to serve a term of one year. Annual elections shall be held during the spring semester each year. The officers shall be elected by means of nomination followed by a secret
Following elections, the elected candidates will serve as the President Elect, Vice President Elect, etc. for the remainder of the semester. The term of office for all officers shall begin on the first day of May and end on the same day the following year.

Section 2:
Nominations of candidates for Executive Board officer positions shall be from the floor of the first general meeting of the spring semester by a member of the class.

Section 3:
Campaign speeches will be delivered by the nominees for each office to which more than one candidate has been nominated. Voting will directly follow.

Section 4:
Voting shall take place after the close of the campaign speeches for each office. Officers shall be elected by majority vote of those members present.

Section 5:
The order of succession shall be: (1) President, (2) Vice President, (3) Treasurer, (4) Secretary, (5) IPC Representative, (6) Social Chair.

Section 6:
Vacancies occurring in any of the elected offices shall be officially filled at the next regular class meeting following the occurrence of such a vacancy or vacancies. The order of succession shall be followed in the filling of any vacant office during any unexpired term. If an officer declines to succeed to a vacant office, then a special election shall be held to fill the vacant office for the remainder of the unexpired term. The election procedure for filling the unexpired term of a vacant office shall be the same as the normal procedure for elections.

ARTICLE VI: Appointments

Section 1:
The President shall appoint, with the approval of the Executive Board, such positions as may contribute to the successful operation of the association. Examples include, but are not limited to supporting committees, program chair, fund-raising chair, etc.

ARTICLE VII: Removal from Office

Section 1:
Any officer may be removed from office for failure to perform his/her prescribed duties by a two-thirds vote of the active membership, provided that all members are notified of this pending action at least one week prior to the removal decision. Removal from office can occur for failure to carry out the responsibilities of that
office, for actions that violate the purposes of the organization, or for actions that violate University Rules and Regulations. Written charges by a member are to be presented to the Executive Board who will notify the officer in question with sufficient opportunity given for the officer to answer charges at a meeting of the membership. Voting for removal from office is done by secret ballot. Only active members may participate in this vote, affiliate members are ineligible to vote.

**ARTICLE VIII: Meetings**

Section 1:
Meetings will be held on a biweekly basis- Every other Wednesday from 7:00pm to 8:00pm. General membership meetings shall be held as needed, with additional meetings called by the President when deemed appropriate. Notice of additional meetings must be given to all members in the timeliest manner possible. The official means of notifying members shall be via email.

Section 2:
The Executive Board shall meet when called by the President.

Section 3:
Quorum shall be defined as fifty percent plus one of the class’ total membership.

**ARTICLE IX: Funding**

Section 1:
Dues shall be charged for membership in the association if deemed necessary by the executive board. The amount of dues charged for each year/semester will be determined at the first meeting of the Fall Semester. Semester memberships will expire on the first day of the next semester. Yearly memberships will expire on the last day of the second semester (including summer) after the semester in which dues are paid. Membership dues can be paid during any semester and will be collected by the Treasurer. Students who do not pay their membership dues will lose their privileges of membership, including voting rights.

Section 2:
The class will, as it deems necessary, undertake fundraisers for its own purposes. All fund-raising shall be conducted in accordance with University policies and procedures.

**ARTICLE X: Amendments**

Section 1:
Amendments to this constitution shall be adopted by a unanimous vote of the executive board. The amendment must be read to the membership at the next general meeting.
Section 2:
Once approved by the executive board, amendments shall be submitted to the Ohio Union at the Ohio State University.

**ARTICLE XI: Jurisdiction**

Section 1:
The class is subject, as a registered student organization, to the rules, regulations, and policies of the Ohio State University and the laws of the State of Ohio. The rules, regulations, and policies of the Ohio State University shall hold precedence over any and all rules, regulations, and policies applying to the class.