ASDA Pre-Dental Chapter at The Ohio State University

Constitution and Bylaws

6/20/2016
American Student Dental Association Predental Chapter

Constitution

Article I: Name

The name of this association shall be known as the American Student Dental Association Predental Chapter at The Ohio State University, hereafter referred to as "ASDA Pre-Dental Chapter at The Ohio State University" or "the Association."

Article II: Mission and Objectives

Section 1: Mission Statement of the American Student Dental Association

The American Student Dental Association is a national student-run organization that protects and advances the rights, interests and welfare of dental students. It introduces students to lifelong involvement in organized dentistry and provides services, information, education, representation and advocacy.

Section 2: Objectives

The objectives of the ASDA Pre-Dental Chapter at The Ohio State University shall be:

1. To provide programs to educate members on topics important to their career development.

2. To provide a means by which students may participate in and communicate with the American Student Dental Association (ASDA).

3. Write additional objectives as needed.

Article III: Membership

Membership is open to all students enrolled in The Ohio State University, without regard to race, religion, color, gender, sexual orientation, national origin, creed, political belief or academic standing.

Article IV: Dues

1. National dues shall be set by the national ASDA organization.

2. Local dues are set by the ASDA Pre-Dental Chapter at The Ohio State University (name of your chapter's governing body).

3. The dues of this Association shall be payable by September of each (school) year.
4. Any member whose dues are in arrears shall forfeit membership in this Association.

Article V: Organization

The governing body of ASDA Predental Chapter at The Ohio State University is the Executive Council (or Chapter Officers). The Executive Council shall be comprised of the following positions: President, Vice President, Secretary, Treasurer, Ohio Dental Association Liaison, Social Chair, Service Chair, and Webmaster. The Executive Council has the authority to appoint members to other designated offices to fulfill the work of the chapter as needed. The following positions are to be assumed by the corresponding Ohio State Pre-Dental Club Officer. Only the sole person with the equivalent title in the OSU PDC is eligible (and is required) to take on the duties of the following executive council positions. This measure is to maintain a concise and efficient governing body of all pre-dental matters at The Ohio State University.

Bylaws

Article I: Duties and Powers of the Executive Council

A. President
   1) Must be elected as The Ohio State University Pre-Dental Club President and maintain that position for as long as they are ASDA Pre-Dental Chapter President. The OSU PDC President and The ASDA Pre-Dental Chapter President cannot be two different people.
   2) To serve as chairperson of the Executive Council, preside at chapter meetings and oversee all activities of the Association.
   3) To appoint a member of the Association to complete the term of any vacant office with the approval of a majority of the Executive Council.
   4) To carry out the affairs of the Association in accordance with these Bylaws.
   5) To represent the Association and to attend the national ASDA Annual Session and other meetings in this capacity, if funds are available.

B. Vice President
   1) Must be elected as The Ohio State University Pre-Dental Club Vice President and maintain that position for as long as they are ASDA Pre-Dental Chapter Vice President. The OSU PDC Vice President and The ASDA Pre-Dental Chapter Vice President cannot be two different people.
   2) To assist the President and preside at chapter meetings in the absence or incapacity of the President.
   3) To represent the Association, and to attend the national ASDA Annual Session and other meetings in this capacity, if funds are available.

C. Secretary
   1) Must be elected as The Ohio State University Pre-Dental Club Secretary and maintain that position for as long as they are ASDA Pre-Dental Chapter Secretary. The OSU PDC Secretary and The ASDA Pre-Dental Chapter Secretary cannot be two different people.
2) To take minutes at Association meetings and maintain records of all pertinent Association business.

3) To preside at chapter meetings in the absence of the other Executive Council members.

3) To submit the names of those persons comprising the Executive Council after elections are held.

4) To represent the Association, and to attend the national ASDA Annual Session and other meetings in this capacity, if funds are available.

D. Treasurer

1) Must be elected as The Ohio State University Pre-Dental Club Treasurer and maintain that position for as long as they are ASDA Pre-Dental Chapter Treasurer. The OSU PDC Treasurer and The ASDA Pre-Dental Chapter Treasurer cannot be two different people.

2) To act as the official custodian of the funds and accounts of the Association, and to dispense Association funds as directed by the Executive Council.

E. Ohio Dental Association Liaison

1) Must be elected as The Ohio State University Pre-Dental Club ODA Liaison and maintain that position for as long as they are ASDA Pre-Dental Chapter ODA Liaison. The OSU PDC ODA Liaison and The ASDA Pre-Dental Chapter ODA Liaison cannot be two different people.

2) The Ohio Dental Association Liaison shall coordinate events with the Ohio Dental Association to foster a relationship between chapter members and organized dentistry in Ohio. The ODA Liaison shall organize volunteers for the Annual Session in September, as well as plan logistics of a chapter trip to Chicago to attend the Mid-Winter Meeting in February. He/she will work with the Treasurer to raise funds for the Chicago trip, as well as the President and Service Chair in organizing volunteers on an as-needed basis for ODA events.

F. Social Chair

1) Must be elected as The Ohio State University Pre-Dental Club Social Chair and maintain that position for as long as they are ASDA Pre-Dental Chapter Social Chair. The OSU PDC Social Chair and The ASDA Pre-Dental Chapter Social Chair cannot be two different people.

2) The social chair shall schedule social events for all chapter members. This includes but is not limited to intramural sports, cookouts, ski trips, end-of-the-quarter social events, etc.

G. Service Chair

1) Must be elected as The Ohio State University Pre-Dental Club Service Chair and maintain that position for as long as they are ASDA Pre-Dental Chapter Service Chair. The OSU PDC Service Chair and The ASDA Pre-Dental Chapter Service Chair cannot be two different people.
2) The service chair shall be responsible for finding, organizing, and coordinating service activities that are of interest to chapter members. They will work with the vice president to organize and seek out chapter participation in various volunteer opportunities throughout the school year (i.e. Big Brothers Big Sisters, Habitat for Humanity, Crest Program, etc.)

H. Webmaster

1) Must be elected as The Ohio State University Pre-Dental Club Webmaster and maintain that position for as long as they are ASDA Pre-Dental Chapter Webmaster. The OSU PDC Webmaster and The ASDA Pre-Dental Chapter Webmaster cannot be two different people.

2) The club webmaster shall be responsible for keeping the website up to date with upcoming events, meeting minutes, pictures, and other desired items. He/she shall attend the SOURCE's "Webmaster Training" seminar and operate the website using programs such as FrontPage or Dreamweaver.

Article II: Term of Office

The Executive Council shall be elected by the membership and shall serve for one year.

Article III: Elections

1. Elections for vacant offices will be held in April. Elected positions include: President, Vice President, Secretary, Treasurer, Ohio Dental Association Liaison, Social Chair, Service Chair, and Webmaster. Elections for The Ohio State University Pre-Dental Club will determine the elections for ASDA Pre-Dental Chapter at The Ohio State University. Should an OSU PDC member be elected that does not have an ASDA Membership, they assume responsibility for obtaining one within 2 weeks following their election or the position is granted to the runner-up candidate or appointed by the Executive Council.

2. Candidates for office must announce their intent to run one week prior to the election.

3. Candidates for all offices must be students in good standing and must become an official ASDA Member upon being elected or lose their position.

4. Leaders may hold no more than one elected chapter position during the term of office.

5. Elections are held by secret ballot. The candidate achieving the most votes for each position shall be declared the winner.

Article IV: Unexpired Terms

1. In the event of a vacancy, Vice President, Secretary and Treasurer, in that order, will succeed the President for the remainder of the unexpired term. The resulting Executive
Council vacancy shall be appointed by the new President, with majority approval by the Executive Council.

2. All other office and committee vacancies will be filled by appointment by the President with majority approval of the Executive Council.

3. All replacement appointments will end at the conclusion of the unexpired term.

**Article V: Removal from Office**

1. An officer can be removed from office for:
   A. infringement of any of these bylaws
   B. commitment of an act discreditable to the profession of dentistry
   C. failing to fulfill the duties and responsibilities of the position specified in the **ASDA Predental Chapter at The Ohio State University** Constitution and Bylaws or in the official position description.

2. Any of the following conditions must be met to remove an officer from office:
   A. three instances of unexcused absences from official business meetings of the Association
   B. three instances of failing to submit necessary materials to the ASDA national central office
   C. misappropriating chapter funds
   D. neglecting duties outlined in these Constitution and Bylaws or as stated in the official position description

3. If any of the above conditions exist, the removal procedure is as follows:
   A. notification and counseling: the person will be given the opportunity to resign or meet specific requirements to fulfill his or her duties as determined by the Executive Council
   B. probationary period of 30 days to correct the problems and complete unfulfilled duties, after which time the officer will receive written notification of removal from office
   C. two-thirds majority vote of the Executive Council is required for removal from office.

**Article VI: Amendments**

The Constitution and Bylaws may be amended at any meeting of the Association at which a quorum is present by a two-thirds majority of the votes cast, when the proposed amendment is submitted in writing to an Executive Council officer five days prior to the Association meeting. Once the proposed amendment is introduced there should be a 2 week lay over period before any voting occurs. A quorum shall consist of no less than 1/8 percent of the membership at large.
Article VII: Meetings

Section 1: Local Meetings
The Association must conduct an official business meeting at least once per month, which shall be open to all members. Special meetings of the Association may be called by the President or by petition to the President by no less than five members. The Secretary shall be responsible for distributing meeting agendas, if applicable, as well as notifying members of unscheduled meetings. The current edition of the *Sturgis Standard Code of Parliamentary Procedure* is the parliamentary authority at all official meetings of the Association.

Article VIII: Committees

The standing committees of *ASDA Pre-Dental Chapter at The Ohio State University* shall be appointed as necessary.
CONSTITUTION DECLARATION

THE UNDERSIGNED hereby confirms that attached hereto is a true and correct copy of the original Constitution of the ASDA Pre-Dental Chapter at The Ohio State University. The Constitution was adopted on 6/20/16.

__________________________
Officer Name: Andrew Horbaly
Officer Title: President
Date: 6/20/16

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Officer Name: Adam Holowecskiy
Officer Title: Vice President
Date: 6/11/16