

Constitution of the Student Government Association of The Ohio State University College of Dentistry

PREAMBLE

We, the students of The Ohio State University College of Dentistry, in order to provide a duly constituted body by which the students may govern themselves, promote unity and general welfare of the student body, provide proper and meaningful management of student affairs and concerns, initiate and support efforts toward improving our professional and mental well-being, and promote understanding between student, faculty and administration, do hereby create this Student Government Association of The Ohio State University College of Dentistry, enacting this Constitution for its government.

Article I - Name of Organization and Representation

This Student Government Association (SGA) of The Ohio State University College of Dentistry shall be called the Student Government Association and shall represent all pre-doctoral dental students and dental hygiene students of the College of Dentistry, hereafter referred to as the Student Body. This Student Government Association will henceforth be responsible for administration, representation, and involvement of the Student Body.

Article II - Powers and Responsibilities of Student Government Association

1. To formulate resolutions, propose legislation, and initiate recommendations on matters concerning the welfare of the Student Body.
2. Implement the aforementioned objectives and any other functions delegated to the Student Government Association by the Student Body.
3. To recognize all student organizations and activities under jurisdiction of OSU College of Dentistry Office of Student Affairs
4. To determine, allocate, and review all funds appropriated to organizations (by the Student Government Association) that are members of or are recognized by the Student Government Association.
5. To act as spokesperson for the Student Body by issuing position statements on behalf of the Student Body.
6. To advocate for student health and wellness resources, as we acknowledge the importance of maintaining balance during dental school.
7. To make recommendations to the administration and the faculty on all matters affecting student welfare and student interests.
8. To appoint Committees and to designate Chairpersons thereof for any purpose that concerns the interest and/or welfare of the Student Body.
9. To be empowered to collect any dues deemed necessary by Student Government Association.
10. To recognize the current Code of Students' Rights and Responsibilities, as defined by The Ohio State University, in all matters of students' rights and responsibilities as it applies to professional schools.
11. To recognize The Ohio State University College of Dentistry's Code of Ethics, the guidelines established by the Professionalism Committee and all college policies.
12. To amend this Constitution as provided for by the Constitution and By-Laws.

Article III - Organization and Structure of the Student Government Association of The Ohio State University College of Dentistry.

1. The Student Government Association of the College of Dentistry will include the following officers:
 - a. The President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Hygiene President
 - f. Hygiene Vice-President
 - g. Health and Wellness Executive Chair

2. The Student Government Association will be composed of the following voting members:
 - a. The President of Student Government Association (as dictated in the By-laws).
 - b. The Vice-President
 - c. The Secretary
 - d. The Treasurer
 - e. Hygiene President
 - f. Hygiene Vice-President
 - g. Health and Wellness Executive Chair
 - h. The Presidents of each dental class of the College of Dentistry
 - i. The Presidents of each hygiene class of the College of Dentistry
3. The Student Government Association shall have the following non-voting members:
 - a. At-Large members from the College of Dentistry
 - b. Class Vice-Presidents, Treasurers, and Secretaries
4. The powers, duties, and definitions of the above-mentioned members shall be prescribed in the By-Laws

Article IV - Membership in the Student Government Association

1. Membership shall be open to any predoctoral student or hygiene student of The Ohio State University College of Dentistry, and such membership shall entitle said members to all rights and privileges herein contained

Article V - Class Officers

1. Each class of the College of Dentistry shall have the following class officers:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Health and Wellness Chair
2. The duties of the class officers are defined in the By-Laws

Article VI - Student Government Association Meetings

1. The Student Government Association shall meet at least once each semester
2. A quorum shall be at least 1/3 of the voting members of the Student Government Association and must include at least three officers of Student Government Association
3. All meetings shall be called and conducted in accordance with pertinent provisions of the Constitution and By-Laws

Article VII - Rules of Order

Sturgis Standard Code of Parliamentary Procedure shall be the controlling authority for the conduct of meetings of the Student Government Association and shall govern on all questions of parliamentary procedures not provided for in the Constitution or By-Laws.

Article VIII - Amendments to the Constitution

1. Any member of the Student Body may submit an amendment to the Student Government Association, in writing.
2. The Student Government Association must take action on the amendment in accordance with Article VII of the Constitution
3. If negative action is taken, the individual submitting the amendment may then obtain the signatures of 10% of the Student Body and re-submit it for consideration. The Student Government Association must then either pass the amendment or place it on the ballot at the next general or special election
4. A vote of 2/3 of all voting members of the Student Government Association in favor of adoption constitutes passage of the amendment.
5. If the amendment is placed on a general or special ballot, approval of 2/3 of the Student Body is necessary for passage

Article IX - Ratification of Constitution and By-Laws

Ratification of the Constitution and By-Laws shall be upon approval of 2/3 of the members of the Student Government Association present at a regular or special meeting and 2/3 of the members of the Student Body voting in a general or special election.

BY-LAWS TO THE CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF THE OHIO STATE UNIVERSITY COLLEGE OF DENTISTRY

Article I - Purpose of the By-Laws

The Articles contained in these By-Laws to the Constitution of the Student Government Association of The Ohio State University College of Dentistry, hereinafter referred to as Student Government Association, shall govern all functions of the Student Government Association in all cases to which they are applicable and in which they are not inconsistent or otherwise in conflict with the Constitution.

Article II - Membership in the Student Government Association

1. Qualifications

- a. All students must be predoctoral students or hygiene students of The Ohio State University College of Dentistry.
- b. No student can hold a Student Government Association office as defined in the Constitution in Article III, Section 1. (President, VP, Secretary, or Treasurer) and be a class officer for the same term.

2. Student Government Association will be composed of:

- a. Voting members (11 Votes and SGA President as tiebreaker)
 - i. Student Government Association Officers
 - ii. Class Presidents
- b. Non-Voting Members
 - i. Class Vice-Presidents, Treasurers, Secretaries, and Health and Wellness Chairs
 - ii. At Large Members

3. Rights and Privileges: Members shall assume the rights and privileges to:

- a. Receive notices
- b. Attend meetings
- c. Speak
- d. Vote, when applicable
- e. Present motions, resolutions, or other business
- f. Nominate
- g. Be a candidate for office
- h. Resign, if all other obligations to the organization have been fulfilled.
- i. Exercise any other rights given by the Constitution or rules of the organization.

4. Responsibilities and Expectations:

- a. All members are expected to remain in good academic standing and follow all COD protocols and procedures including the Student Attendance Operating Procedure and Academic Handbook.
- b. All members are expected to abide by the College of Dentistry Student Honor Code of Ethics and Professional Conduct
- c. See <http://dentalintranet.osu.edu/> for the current Operating Procedures, Academic Handbooks and the Student Honor Code and Professional Conduct Guide.
- d. In the event that an officer is unable to fulfill the expectations detailed in these Operating Procedures and/or is found in violation of the Honor Code of Ethics and Professional Conduct, a discussion with Advisor(s) and Executive SGA will occur that may result in removal from office.

5. Additions to Student Government Association

- a. Student Government Association may admit as members, one representative from a recognized student organization.

- b. Admission is contingent upon a 2/3 affirmative vote of the total voting membership of the Student Government Association.
- c. Student Government Association may recognize this member as non-voting.
- d. In the event a position needs eliminated; it can be done so by a 2/3 affirmative vote.

6. Officer Removal from Student Government Association

- a. Student Government Association reserves the right to expel a member because said member's violation of a duty to the organization or a breach of the organization's rules.
- b. A Student Government Association member, committee chairperson, or officer may be removed from office by a 3/4 vote of voting Student Government Association members.

Article III - Definitions, Responsibilities and Duties of the members of Student Government Association

1. The President

- a. The President shall be the elected leader of the Student Government Association. In assuming this office, he/she will be responsible for calling and presiding over all meetings, regular and special.
- b. The President shall be a fourth-year dental student.
- c. The President shall be a voting member of the Government in the event of a tie, or when he/she steps down as the presiding officer.
- d. The President shall act as primary spokesperson of the Student Government Association and Student Body of the College of Dentistry. In performing this duty, he/she shall be responsible for liaison with the administration and faculty of The Ohio State University College of Dentistry, other educational institutions, organizations, and the community.
- e. The President shall be a member in absentia of the College of Dentistry Executive Committee.
- f. The President shall be an attending member on the Dental Alumni Society of The Ohio State University School of Dentistry.
- g. The President, with the consent of the Government, shall be responsible for designating the chairpersons of all Ad Hoc Committees.
- h. The President shall have no veto power over resolutions or recommendations approved by the Student Government Association according to the Constitution and By-Laws.
- i. In recognizing the President as an instrument of the Government, he/she will provide all information within his/her possession, requested by members of Government to make the best decisions using all relevant material within their possession
- j. The President shall serve in the following capacities:
 - 1. Meeting with the Dean of the College bimonthly
 - 2. Curriculum Committee
 - 3. Institutional Effectiveness Committee
 - 4. Cultural Appreciation Committee
 - 5. Student Clinic Operations Advisory Team
 - 6. Leads Monthly Dean's Student Leader Meetings
 - 7. SGA Teaching Awards
 - 8. SGA Elections
 - 9. SGA Welcome Picnic
- k. Any action, or lack of action, by the President may be brought to Government by the written concurrence in the form of a petition of two-thirds (2/3) of the voting members of Student Government Association. Upon presentation of this petition to the President, he/she is required to call a special meeting of Government within six days where he/she must explain the event or events in question. The government with a 2/3 vote, may mandate to the President his/her course of action.
- l. The duties and powers of the President shall be limited to those listed, except those the Government determines - by a 2/3 vote - that expanded powers or duties would be in the best interest of the Student Body. However, these special powers or duties will be revoked upon the first regular meeting of the Student Government Association or earlier if 2/3 of the members of the Student Government Association affirm this either by a special meeting of Government or by signatures on a petition circulated by a member of Government.
- m. The President shall have internal emergency powers which may be exercised in the event of a crisis or unusual circumstance which renders a Student Government Association meeting

impossible or impractical, after consultation with available members if possible. These powers enable the President

- i. to make legislative decisions on behalf of the Student Government Association and
- ii. to make policy decisions on behalf of the Student Body. These emergency powers shall terminate upon the soonest possible convening of the Student Government Association. The President shall deliver a full report of the exercise of his/her emergency powers at this meeting. The Student Government Association may reverse or approve any or all of the decisions made by the President under these circumstances by a majority vote of its members.

2. **The Vice-President**

- a. Will act as administrative assistant to the President.
- b. A Vice-President, as designated by the President, will preside at meetings of Student Government Association in absence of the President.
- c. The Vice-President shall be in charge of Welcome Picnic, Mandiball, Homecoming and/or events determined by the SGA President.
- d. The Vice-President must be a third-year dental student.
- e. The Vice President must intend to take the role of President following the academic year term of Vice President, therefore, running for and accepting the position of Vice President indicates the acceptance and assumed responsibility of succeeding the current President in the following academic year.

3. **The Secretary**

- a. Is directly responsible to the Student Government Association and President
- b. Is responsible for all records, documents, minutes, and correspondence of the Student Government Association and to retain and make available to all members of Government these documents.
- c. Is responsible for the minutes of all Student Government Association meetings, and the distribution of these to all members when requested, and the posting of these for the Student Body via the Office of Student Affairs.
- d. Is responsible for organizing, printing, and distributing the agenda to all Student Government Association members prior to all regular Student Government Association meetings and posting the agenda for the Student Body.
- e. Is responsible for collecting agendas and posting Dean's meetings on the Intranet via the Office of Student Affairs and sending an email reminder of the date and time of all meetings.
- f. Shall determine proper procedure at each Student Government Association meeting.
- g. Will act as the organizing officer for each meeting.
- h. Is responsible for organizing and drafting the agenda for all meetings, regular and special.

4. **The Treasurer**

- a. Shall maintain and be responsible for all financial records of the Student Government Association.
- b. Shall be responsible to the Student Government Association and President.
- c. Shall maintain and report monthly an accurate and current record of the financial status of the Government.
- d. Shall supervise the accounts and financial transactions of all Student Government Association activities and affairs including the receipt of all budget reports and the allocations of all approved funds.
- e. Shall be the head of the finance committee, should the President see the need for such a committee.
- f. Shall organize Faculty Student Socials.
- g. Is responsible for coordinating the fundraising efforts of SGA Events (Mandiball, etc.)
- h. Is responsible for reviewing and updating of the Memorandum of Understanding with the appropriate College Administrators.

5. The Hygiene President

- a. The Hygiene President shall be the elected leader of the hygiene program and its lead representative in the Student Government Association.
- b. Is directly responsible to the Student Government Association President.
- c. The Hygiene President shall be a second-year hygiene student.
- d. The President shall act as primary spokesperson of the hygiene program of the College of Dentistry. In performing this duty, he/she shall be responsible for liaison with the President of the Student Government Association, administration and faculty of The Ohio State University College of Dentistry
- e. Is responsible for communication and collaboration between the dental and hygiene programs and their respective representatives, and for coordinating both hygiene class officers and hygiene students' participation in various Student Government Association events.
- f. The Hygiene President shall be in charge of coordinating hygiene student participation in the Welcome Picnic.

6. The Hygiene Vice-President

- a. Will act as administrative assistant to the Hygiene President.
- b. The Hygiene Vice-President shall be in charge of coordinating hygiene student participation in, Mandiball and Homecoming activities.
- c. The Hygiene Vice-President must be a first-year hygiene student.
- d. The Hygiene Vice President must intend to take the role of Hygiene President following the academic year term of Hygiene Vice President, therefore, running for and accepting the position of Hygiene Vice President indicates the acceptance and assumed responsibility of succeeding the current Hygiene President in the following academic year.

7. Health and Wellness Executive Chair

- a. Health and Wellness Executive Chair shall be elected.
- b. Class Health and Wellness Executive Chair shall be a resource to support and connect the College of Dentistry community to health and wellness services at The Ohio State University.
- c. The Health and Wellness Executive Chair is not a mental health professional and is not held to standards of confidentiality.
- d. He or she is expected to plan wellness events and promote a positive environment throughout the college.
- e. He or she is expected to participate in SGA events (Welcome Picnic, Homecoming, and Mandiball) and collaborate with other SGA Executives.

8. At-Large Members include

- a. One student representative from University and/or College recognized student organizations. This representative should be the President of respective organizations.
 - i. Shall represent their constituency with regard to the general welfare of the Student Body.
 - ii. Shall assess relevant attitudes and opinions of their constituents and regularly inform them of the proceedings of the Student Government Association.
- b. Student Groups
 - i. The following student groups shall remain autonomous in their operations but have the right to attend SGA meetings and participate in discussion.
 - ii. See <https://dentalintranet.osu.edu/student-affairs/content/student-organizations> for list of current Student Organizations

Article IV - Executive Committee

1. The executive committee shall be composed of the President, Vice-President, the Secretary, the Treasurer, Hygiene President, Hygiene Vice-President, Health and Wellness Executive Chair of Student Government Association.
2. The executive committee shall meet at least once per month to determine the philosophy of the Student Government Association and organize the various components of the Student Government Association.
3. The executive committee has shared responsibility for the following:

1. Welcome Picnic
2. Homecoming
3. Mandiball
4. The executive committee will oversee and support class officers of same position for purposes of SGA events and activities.
5. The executive committee has the discretion to fill in for one another as appropriate on various committee, etc.
6. The executive committee shall determine the order of succession.

Article V - Definitions and Responsibilities of Class Officers

1. Class President

- a. The class president shall be the elected spokesperson of his/her class.
- b. The president's responsibilities are determined by Article III of the By-Laws.
- c. All Class Presidents serve in the following capacities:
 1. Curriculum Committee
 2. Dean's Student Leader Meetings
 3. SGA Teaching Awards
 4. Welcome Picnic

The D3 and D4 Class Presidents also serve on the Student Clinical Operations Advisory Team.

2. Class Vice-President

- a. The class vice-president shall be elected from his/her class.
- b. The class vice-president shall be responsible for the duties of the president during the president's absence.
- c. The class vice-president shall also assume the responsibilities designated in Article III of the By-Laws.
- d. Member of the Homecoming and Mandiball Committees, and is responsible for the planning, set-up, and tear down of both events, along with any duties required the day of each event as determined by the Student Government Association Vice-President.
- e. Shall serve on the Student-Faculty Committee on Professionalism

3. Class Secretary

- a. The class secretary shall be elected from his/her class.
- b. The class secretary shall be responsible for recording minutes of class meetings.
- c. The class secretary shall assist with the SGA Staff Appreciation program
- d. The class secretary shall be responsible for maintaining the class bulletin board and distributing class updates and schedules weekly via e-mail.

4. Class Treasurer

- a. The class treasurer shall be elected from his/her class.
- b. The class treasurer shall be responsible for the finances of his/her class.
- c. The class treasurer is responsible for Mandiball fundraising and sponsorship efforts.
- d. Responsible for Halfway and Senior Dinner

5. Health and Wellness Chair

- a. Health and Wellness Chair shall be elected from his/her class.
- b. Class Health and Wellness Chair shall be a resource to support and connect the College of Dentistry community to health and wellness services at The Ohio State University.
- c. The Health and Wellness Chair is not a mental health professional and is not held to standards of confidentiality.
- d. He or she is expected to plan wellness events and promote a positive environment throughout the college.
- e. He or she will work closely with the Health and Wellness Executive Chair to plan events aimed to raise awareness, promote balance, and wellness at The College of Dentistry.

6. All Class Officers are asked to represent their class and encourage attendance at the following:

- a. Dean's Update Meetings

- b. Faculty Candidate Presentations
- c. Attend all Special Meetings by the Dean of the College

Article VI - Elections

1. Student Government Association Officers

- a. Elections for Student Government Officers will be held no later than March 31st each academic year, unless there are extenuating circumstances determined by SGA President.
- b. All voting will take place online. Exceptions will be made at the discretion of the Student Government Association President.
- c. Balloting shall be by all members of the Student Body, except the graduating class.
- d. If no one runs for a position, a 2nd call for candidates will take place. If there are no candidates after the 2nd call, the new SGA executive committee members shall appoint one with a majority vote.
- e. The President-elect will preside over the last Student Government Association meeting of the year, where he/she will be handed the meeting by the former President.
- f. Should the Vice President not be able to fulfill their duties the following year as President, a special election shall be held. To be eligible, candidates must be a D4 during the year of their Presidency and discuss their intention to run with the President of the Student Government Association.

2. Class Officers

- a. Elections for class officers shall be held no later than one week following elections for Student Government Association Officers. These offices will become effective at the last Student Government Association meeting.
 - b. All voting will take place online. Exceptions will be made at the discretion of the Student Government Association President.
 - c. Balloting shall be by members of the respective classes.
 - d. If no one runs for an office, a new petitioning period shall take place, as in "b". If there are no candidates after the 2nd petitioning period, the new class officers shall appoint one with a majority vote.
 - e. D1 class officer elections will be held no later than September 15th each academic year.
3. Special Elections shall be called and run by the President of Student Government Association if deemed necessary.

Article VIII - Committees

- 1. Standing Committees will be maintained as an ongoing functional component of Student Government Association. The Standing Committee chairperson must report to Student Government Association at least once every two meetings.
 - 1. The SGA Programming Committee shall be considered a standing committee (report at least once every two 'regular' meetings).
- 2. The Finance Committee will be concerned with overseeing and organizing the financial matters concerning Student Government Association, should the SGA Treasurer need additional assistance. The Finance Committee chairperson (SGA Treasurer) must report to Student Government Association at every meeting.
- 3. Ad Hoc Committees shall be formed as needed to perform a designated function. Ad Hoc Committee chairpersons must report to Student Government Association at least once every two meetings.

Article X - Amendments to the By-Laws

These By-Laws require a 2/3 vote of Student Government Association members in order to be amended. Any member of the Student Body may submit an amendment to Student Government Association for consideration. If the proposed amendment is defeated by Student Government Association, the individual may obtain signatures of 10% of the Student Body and resubmit it for consideration. The Student Government Association must either pass the amendment or place it on the ballot at the next election. If placed on the ballot of an election it will require a majority of the Student Body voting in the election.

Article XI – Administrative Advisement

The Office of Student Affairs shall, upon request by the Student Government Association, be available to advise and provide input on issues and individual matters.

The Constitution shall be reviewed every academic year and updated as necessary.

Article XII – Non-Discrimination Policy

This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.