**Orthodontic Interest Group Constitution and By-Laws**

**Constitution**

***Article I - Name, Purpose, and Non-Discrimination Policy of the Organization.***

**Section 1 - Orthodontic Interest Group**

**Section 2 - Purpose:** The purpose of the Orthodontic Interest Group is to serve as a resource to dental students interested in orthodontics and provide them with opportunities to learn more about the field. Students will be educated on advances in the field, current research, and ways to incorporate orthodontics into general practice. Members will be encouraged to participate in discussions with faculty, residents, and practicing orthodontists.

Goals and Objectives:

1. Our primary goal is to serve as a resource for students interested in the orthodontics specialty, those wanting to get involved in orthodontic research, and those wanting to learn more about orthodontics and how to implement it into their practice.
2. Our goal is to create an inclusive organization, open to all students with a variety of interests. We will work with leaders in our dental community to educate students on advances in the field, current orthodontic research, and ways to incorporate orthodontics into general practice.

**Section 3 - Non-Discrimination Policy:**

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio State University, The Orthodontic Interest Group expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: https://hr.osu.edu/public/documents/policy/policy115.pdf.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleIX.osu.edu or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu**.**

***Article II - Membership: Qualifications and categories of membership.***

The organization’s voting membership is limited to students currently enrolled at The Ohio State College of Dentistry. Other non-student members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associate or honorary members.

Dues for membership shall be determined by the Executive Board of the organization prior to the beginning of the academic year.

As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and the Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

***Article III – Methods for Removing Members and Executive Officers***

III.a. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor.

III.b. Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor.

*III.c.* In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

***Article IV - Organization Leadership:***

Organization leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the Orthodontic Interest Group members. The Executive Committee will consist of: President, Vice President, Secretary, Treasurer, and Event/Social Coordinator. Each will serve from May – April and will be selected through voting of the general members. Each member of the Executive Committee must be a current dental student at The Ohio State College of Dentistry.

The President will be responsible for overseeing all club operations, leading Executive Board meetings ensuring the constitution is being followed, attending annual training, communications with advisor, and networking operations to obtain future speakers.

The Vice President will be responsible for organizing lunch & learn events, communicating with interdisciplinary faculty when necessary, creating chair positions when necessary, and assisting the President with any task.

The Secretary will be responsible for general communication to listservs about meetings, events, and general club information and creating meeting notes and sign-up forms.

The Treasurer will be responsible for managing all finances and ensuring all members pay dues on time, managing all events that cost money (i.e. lunch and learns), attending annual training, applying for programming and operational funds, collecting all receipts and managing financial accounts, and overseeing fundraisers.

The Event/Social Coordinator will be responsible for planning logistics of monthly events or social gatherings for the general members and reserving rooms for events.

***Article V- Election / Selection of Organization Leadership***

**Section 1 - Elections**

Elections are to be held in April of every year. In order to be eligible for an Executive Board position, the student must have been a member of the organization in the previous year. Only enrolled dental students and members are eligible for election as an officer. Those interested in Executive Board positions will sign up through a self-nomination process prior to elections for the desired role. Current members and current Executive Board members will vote on the new officers. Candidates will need a majority vote to win the officer position.

**Section 2 - Removal of Officers**

All elected officers are expected to fulfill their duties and act in a professional manner. In the event that a member of the Executive Board does not act in this manner, or is in violation of the Student Code of Conduct, they can be removed from their position through an Executive Board vote in consultation with the advisor.

***Article VI - Executive Committee: Size and composition of the Committee.***

The Executive Committee represents the general membership, conducts business of the organization between general meetings of the membership, and reports its actions at the general meetings of the membership. As the organization grows, members of the Executive Board may add in chairpersons to help with tasks and organization. Each will serve from May – April and will be selected through voting of the general members.

***Article VII – Advisor(s) or Advisory Board: Qualification Criteria.***

Any Ohio State College of Dentistry faculty member who works to actively support the organization’s purpose and vision is welcome to act as advisor or co-advisor pending consensus from the Executive Board of the organization. Duties for this position include abiding by the organization’s constitution, completing appropriate advisor training as necessary, acting as one of the organization’s liaisons with the OSU College of Dentistry administration, and helping to resolve any internal problems.

***Article VIII – Meetings and events of the Organization: Required meetings and their frequency.***

General meetings will be held at the discretion of the Executive Board and attendance is encouraged.

***Article IX – Attendees of Events of the Organization: Required events and their frequency.***

The organization reserves the right to address member or event attendee behavior where the member or event attendee’s behavior is disruptive or otherwise not in alignment with the organization’s constitution.

***Article X – Method of Amending Constitution: Proposals, notice, and voting requirements.***

Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

***Article XI – Method of Dissolution of Organization***

In the event of an organization dissolution, it must be done through a consensus-based decision from the Executive Board. The Office of Student Life and Student Affairs should be notified immediately. Should assets exist following dissolution, all profits must be donated to a health related non-profit organization determined by the Executive Board of the organization. Should debt exist following dissolution, all Executive Board members will be equally responsible and liable for settling such a debt.

**By-Laws**

***Article I – Parliamentary Authority***

The rules contained in the Constitution and By-Laws shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

***Article II- Membership***

All Ohio State College of Dentistry students, both dental and dental hygiene, are eligible to become members of the Orthodontic Interest Group. If interested, students should reach out to members of the Executive Committee to be added to the contact list. In the event that dues are required for membership, members are expected to pay them every year.

***Article III- Election / Appointment of Government Leadership***

Elections are to be held in April of every year. In order to be eligible for an Executive Board position, the student must have been a member of the organization in the previous year. Only enrolled dental students and members are eligible for election as an officer. Those interested in Executive Board positions will sign up through a self-nomination process prior to elections for the desired role. Current members and current Executive Board members will vote on the new officers. Candidates will need a majority vote to win the officer position.

***Article IV- Executive Committee***

The President will be responsible for overseeing all club operations, leading Executive Board meetings ensuring the constitution is being followed, attending annual training, communications with advisor, and networking operations to obtain future speakers.

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The Event/Social Coordinator will be responsible for planning logistics of monthly events or social gatherings for the general members and reserving rooms for events.

In the event that Chair positions are added, responsibilities will be delegated by the Executive Committee member in which the position falls under.

***Article V - Advisor/Advisory Board Responsibilities***

Duties for this position include abiding by the organization’s constitution, completing appropriate advisor training as necessary, acting as one of the organization’s liaisons with the OSU College of Dentistry administration, and helping to resolve any internal problems. Advisors must attend at least one yearly meeting.

***Article VI - Meeting Requirements***

At least 10 members must be present in order to vote on decisions placed before the general membership, executive, and standing committees.

***Article VII - Method of Amending By-Laws***

By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).