ADEA Chapter for Students, Residents and Fellows at The Ohio State University

Article I – Name
The name of this chapter shall be ADEA Chapter for Students, Residents and Fellows at The Ohio State University, which is a member of the American Dental Education Association (ADEA). This chapter is an approved group/club of and in good standing with The Ohio State University.

Article II – Objectives
The objectives of the chapter are:
1. Promote knowledge of and interest in academic careers.
2. Advance ADEA’s mission, strategic directions, key priorities and initiatives.
3. Promote membership in ADEA.
4. Prepare students, residents and fellows for local and national leadership positions.

Article III – ADEA Relationship
ADEA assumes no responsibility for the activities or financial liabilities of any student, resident or fellow organizations. Use of the ADEA logo must adhere to ADEA branding guidelines as stated in the ADEA Chapter Toolkit for Students, Residents and Fellows, located on the ADEA website.

The Chapter and its members acknowledge and agree to the following: (i) all content and materials provided by ADEA for chapter use are provided as-is, without any warranties, express or implied, and the chapter’s use of any such content or materials is at its sole risk; (ii) ADEA assumes no responsibility for the activities or financial liabilities of any student, resident or fellow organizations, and any resulting liabilities are the sole responsibility of the chapter, its members, and/or your institution; (iii) the chapter and its members are responsible for complying with all applicable laws and your institution’s policies; and (iv) ADEA hereby disclaims all liability for damages in connection with the activities of the chapter or its members.

Chapter officers and members grant ADEA permission to publish chapter program and event submissions to the online ADEA Chapter Toolkit for Students, Residents and Fellows for sharing with other chapters for the purpose replicating.

Article IV – Membership
The membership of this chapter shall consist of regularly enrolled predoctoral and allied students and advanced education residents and fellows of The Ohio State University College of Dentistry

Article V – Officers of the Executive Board
SECTION 1 Objectives of the Officers
The officers of this organization shall be Representatives in addition to the President and School Representative, Vice President, Secretary and Treasurer, who shall all be members of the chapter. For the inaugural year, the officers will be chosen by the founding team and will serve a 1 year term. After the completion of that academic year, voting by the membership will determine the leadership for the group.

1. Representatives – It is suggested that each dental school class and, if possible, all allied and advanced education programs and fellows have a representative to the chapter who is:
a. Nominated by their peers, with the final selection made by the Executive Board.
b. Responsible for communicating and coordinating activities relating to his or her respective class or cohort.

2. President and School Representative
a. Chosen by the Executive Board with input from the Student Organization Advisor.
b. Coordinates and leads Executive Board meetings and general school activities.
c. Communicates with the Advisor.
d. Communicates activities to ADEA district commissioners.
e. Must be a 3rd or 4th year student or a pediatric dental resident.

3. Vice President
a. Automatically succeeds the President.
b. Leads meetings and activities in the absence of the President.
c. Communicates activities and meetings to students.
d. Coordinates the selection and application process for ADEA/ADEA Council of Students, Residents and Fellows/Colgate-Palmolive Co. Junior Faculty Award.
e. Must be a 2nd or 3rd year student or a pediatric dental resident.
f. Chosen by a vote of the members

4. Secretary
a. Chosen by vote of the members.
b. Takes minutes at meetings, manages sign-up sheets at activities and prepares a list of goals along with activities for the year.
c. Coordinates the application process for awards given by the ADEA Council of Students, Residents and Fellows.

5. Treasurer
a. Chosen by vote of the members.
b. Coordinates fundraising, secures activity funding and maintains and balances finances.

SECTION 2 Terms of Officers
Each officer, with the exception of the Representatives, holds a one-year term from June 1 - May 31. A Representative holds a four-year term or a term spanning the duration of their program and expiring at graduation.

SECTION 3 Provisions for Dismissal of an Officer
Dismissal may occur if the officer does not uphold expectations of the appointed position as decided unanimously by the Executive Board. The officer in question should be forewarned verbally for the first offense, receive a written warning for the second offense and dismissed by unanimous decision for the third offense.

Methods for Removing Members and Executive Officers
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.
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.

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), {00312468-1} the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

Article VI – Elections

SECTION 1 Selection of Officers
Representative nominations will be held 1 month prior to the end of spring semester with final selection during the Executive Board meeting 1 week prior to the end of spring semester. The President and school representative will be chosen during the final Executive Board meeting for the year 1 week prior to the end of spring semester. Voting for the Vice President, Secretary and Treasurer will be done at the final meeting or activity for the school year 1 week prior to the end of spring semester.

SECTION 2 Voting
A simple majority vote will be sufficient for electing officer positions. A closed ballot vote will be used if there is more than one candidate for a position. Each candidate will either be allowed to give a one- to three-minute speech or write a short position paragraph. The speech or paragraph will be presented to representatives at a meeting or via email prior to taking votes. The speech will be verbal only, without the use of PowerPoint presentations, curriculum vitae or other materials.

SECTION 3 Procedures for Filling Vacant Officer Positions
Any vacancy may be filled by nomination by chapter members. The final decision of filling the vacant officer position will be made by the Executive Board, with the exception of the President and School Representative position. The President and School Representative will be appointed by the Advisor working with the current Executive Board.

Article VII – Meetings and Activities

SECTION 1 Meetings
A meeting schedule will be established and communicated to chapter members. A minimum of six meetings per year will be held. The Vice President shall notify active members of the meeting time and location by email. Students, residents or fellows who are nonmembers and interested in attending meetings can contact any of the Representatives or any active member for details.

SECTION 2 Activities
Activities for the year will be decided by the Executive Board, Advisor or both and will focus on the ADEA goals for the school year. An activity should be held at least once every other month.

Article VIII – Executive Board
Management of this organization shall be vested in the Executive Board. The Executive Board shall consist of the Representatives (by class or cohort), President and School Representative, Vice President, Secretary and Treasurer.
**Article IX – Advisors**
There shall be one chapter Advisor, who shall be a faculty member of The Ohio State University College of Dentistry. Appointment of the Advisor will be by the Dean of The College of Dentistry working with the current Executive Board.

**Article X – Committees**
Formation and appointment of committees will be the responsibility of the Executive Board. These committees will be appointed to the best fulfill the goals of the activities for the year.

**Article XI – Dues and Accounting**
**SECTION 1 Dues and Money for activities**
Members shall pay no dues. Fundraising activities will be conducted to raise money for the activities that occur throughout the year and to support travel to the ADEA Annual Session & Exhibition and ADEA Fall Meetings. The institution will provide $250 for activities during the year.

**SECTION 2 Accounting**
The Executive Board must approve all fund transactions. The chapter must adhere to the financial reporting policies established for student groups/clubs of The Ohio State University.

**Article XII – Constitutional Amendments**
**SECTION 1 Constitution Amended**
The constitution may be amended by a vote of two-thirds majority of the membership at any regular meeting.

**SECTION 2 Provision for Advance Notice of Amendment**
The Vice President will notify all active members of potential amendments by email one week before the meeting where the voting will occur.