

**The Ohio State University College of Dentistry  
American Student Dental Association (OSU ASDA)  
Constitution**

3/29/2022

**Article I: Name, Purpose, Non-discrimination Policy and Sexual Misconduct Policy**

*Section 1: Name*

The name of this association shall be known as The American Student Dental Association at The Ohio State University, hereafter referred to as “ASDA at The Ohio State University” or “the Association”.

*Section 2: Purpose and Objectives*

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 students pursuing careers in dentistry. It introduces students to lifelong involvement in organized dentistry and provides services, information, education, representation and advocacy."

The objectives of the “ASDA at The Ohio State University” shall be:

1. To provide programs to educate members on topics important to their career development and political understanding, as well as to supplement regular curriculum.
2. To provide a means by which students may participate and communicate with the American Student Dental Association (ASDA), American Dental Association (ADA), Ohio Dental Association (ODA), and Columbus Dental Society (CDS).
3. To act in concert with OSU Student Government via appointment of a minimum of 5 ASDA Executive Officers to serve as a member of that body.

*Section 3: Non-Discrimination Policy*

ASDA is committed to follow the Non-Discrimination Policy enforced by The Ohio State University. “This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law. This organization and its members shall not discriminate against any individual(s) 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 basis in accordance with [the guidelines](#).”

#### *Section 4: Sexual Misconduct Policy*

ASDA is committed to follow the Sexual Misconduct Policy enforced by The Ohio State University. As a student organization at The Ohio State University, The American Student Dental Association 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](mailto:titleIX@osu.edu).

### **Article II: Membership, Removal of Members and Dues**

#### *Section 1: Membership*

Membership in ASDA is open to all predoctoral and postdoctoral dental students enrolled in The Ohio State University, without regard to race, religion, color, gender, disability, handicap, national origin, sexual orientation, creed or political belief. Membership is also available to predoctoral students, dental school faculty members, and other persons at dental health facilities who have an interest in the Association's goals. ASDA at OSU provides equal opportunity and access to membership programs, facilities, and benefits to all persons. However, ASDA's voting membership is limited to currently enrolled Ohio State students. Others non student members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associate or honorary members.

#### *Section 2: Methods for Removal of Executive Officers and Members*

II-2.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 Executive Board in consultation with the organization's advisor.

II-2.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 Board may act for removal upon a simple majority affirmative vote of the executive board in consultation with the organization's advisor.

II-2.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.

### *Section 3:Dues*

1. National dues shall be set by the national ASDA organization.
2. Local dues are set by the ASDA at OSU Executive Board.
3. The dues of this Association shall be payable by December 1 of each year.
4. Any member whose dues are in arrears shall forfeit membership in this Association.
5. Payment of national and local dues provides membership in ASDA (national organization), student membership in the ADA, and membership in the ASDA at OSU.

### **Article III: Organization**

The governing body of ASDA at OSU is the Executive Board. The Executive Board shall be comprised of the following positions: Past President, President, President-elect, Vice President, Secretary, Treasurer, Legislative Liaison (LL), and Legislative Liaison-elect. The Executive Board has the authority to appoint members to other designated offices to fulfill the work of the chapter as needed.

## **BYLAWS**

### **Article I: Duties and Powers of the Executive Board**

The duties and organization of the Executive Board may be altered as determined by a simple majority vote of the Executive Board or a quorum vote by  $\frac{2}{3}$  majority of ASDA Members. The following responsibilities may not entail the full capacity or limitation of the offices listed:

#### President

1. Preside at chapter meetings, and oversee all activities of the Association.
2. Manage appointments to and from committees throughout the duration of the term.
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 as ASDA first delegate, and to attend the national ASDA Annual Session and regional meetings in this capacity.
6. To represent ASDA at OSU at the Annual Session of the ODA

(Ohio Dental Association).

7. To attend Student Leadership Meetings as a representative of ASDA at OSU
8. To oversee all executive, committee chairs, & committee responsibilities.

#### B. President-Elect

1. To assist the President in the performance of his or her duties.
2. To preside at chapter meetings in the absence or incapacity of the President.
3. To represent the Association as ASDA second delegate, and to attend the national ASDA Annual Session and regional meetings in this capacity.
4. To attend Student Leadership Meetings as a representative of ASDA at OSU in the absence or incapacity of the President.
5. To serve as LL Liaison, if the position becomes neglected by both the Legislative Liaison and Legislative Liaison-Elect.
6. To automatically succeed to the office of President at the conclusion of the term of office.
7. To oversee all designated committee chairs and committee responsibilities.

#### C. Vice President

1. To assist the President-Elect and preside at chapter meetings in the absence or incapacity of the President and President-Elect.
2. To represent the Association as ASDA first alternate delegate, and to attend the national ASDA Annual Session and regional meetings in the capacity in the absence of the President Elect
3. To oversee all designated committee chairs and committee responsibilities.

#### D. Secretary

1. To take minutes at the Association meetings and maintain records of all pertinent Association business.
2. To maintain the files and facilities of the ASDA at OSU any designated office space.
3. To preside at chapter meetings in the absence of the other Executive Board members.
4. To represent the Association as ASDA second alternate delegate and to attend the national ASDA Annual Session and regional meetings in this capacity in the absence of (as listed) President, President elect, Vice President.
5. To oversee all designated committee chairs and committee responsibilities.

#### E. Treasurer

1. To act as the official custodian of the funds and accounts of the Association, and to dispense Association funds as directed by the Executive Board.
2. To oversee all designated committee chairs and committee responsibilities.

#### F. Legislative Liaison

1. To act as the main point of contact between ODA, ADA and ADPAC lobbying officials
2. To oversee all designated committee chairs and committee responsibilities.
3. To educate members on the topics of organized dentistry and advocacy within the profession.

### **Article II: Term of Office**

1. The President-Elect (D1) serves a one-year term, and succeeds automatically to the position of President for a one-year term and the role of Past President for the following year.
2. Legislative liaison-Elect (D1 or D2) serves a one-year term in a non-Executive Board capacity, and succeeds automatically to the position of Legislative Liaison for a one year term.

### **Article III: Elections**

1. Elections for vacant offices will be held during Fall Semester. Elected positions include: President-Elect, Vice President, Secretary, Legislative Liaison-Elect, and Treasurer.
2. Candidates for office may be nominated by either a nominating committee or by the general membership at least two weeks prior to the election date. Self-nominations must be submitted in writing.
3. Candidates for all offices must be in good academic standing and current members of ASDA.
4. Candidates for President-Elect must be able to serve a three-year term; and therefore must be in their first year since elections take place in the Spring.
5. Leaders may hold no more than one elected chapter position during the term of office.
6. Elections are held by secret ballot. The candidate for each position with the most votes shall be declared the winner.
7. Eligible voters are all ASDA members who are present during the specified time for chapter elections.
8. In the event of a tie or no voting members the winner will be selected by the majority decision of the departing executive board.

#### **Article IV: Unexpired Terms**

1. In the event of a vacancy, the President-Elect, Vice President, Secretary, Treasurer, and Legislative Liaison (LL) in that order, will succeed the President for the remainder of the unexpired term. The resulting Executive Board vacancy shall be appointed by the new President, with majority approval by the Executive Committee.
2. All other office and committee vacancies will be filled by appointment by the President, with a majority approval by the Executive Board.
3. All replacement appointments will end at the conclusion of the expired term.

#### **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 Board officer five days prior to the Association meeting. A quorum shall consist of no less than 10 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 Parliamentary Procedure is parliamentary authority at all official meetings of the Association.

##### Section 2: National ASDA Meetings

The President and President-Elect serve, respectively, as first delegate and second delegate to all national and regional ASDA meetings that occur during their term of office. If either party is unable to fulfill this obligation, first the Vice-President (First Alternate) and then the Secretary (Second Alternate Delegate) will succeed, in order, to these positions.

##### Section 3: State Society Meetings

The first and second delegate of ASDA at OSU is to attend and vote at the Ohio Dental Association Meetings. The Vice-President or Past President can serve as a voting member in their absence.

##### Section 4:

If there is no delegate outlined above in Article VII Section 1-3 holding the appropriate leadership position while attending a meeting where OSU ASDA needs to be represented, the President may appoint any ASDA member as an alternate delegate for an appropriate time, determined by the President.

**Article VIII: Committees**

The standing committees and number of chairs of ASDA at OSU shall be determined by a majority vote of the Executive Board in order to fulfill the Chapter's mission and yearly goals set forth by the Board.

**Article IX: Duties and Powers of an Elected and Non-Executive Board Member****A. Legislative Liaison-Elect**

1. To assist the Legislative Liaison in the performance of his or her duties.
2. To automatically succeed to the office of Legislative Liaison at the conclusion of the term of office.
3. To serve as LL Liaison, if the position becomes neglected.