

Constitution of Service, Education, and Activism in Dentistry Organization

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

Section 1: Name:

The name of this organization is Service, Education, and Activism in Dentistry (SEAD).

Section 2: Purpose:

The purpose of SEAD shall be to aid the effort of increasing the number of minority and underrepresented individuals that have the ability to enter dental schools and gain access to vital oral care, increasing the knowledge of dentistry in undergraduate students, and improving career readiness of future dental professionals. Additionally, SEAD will provide students with the opportunity to interact with culturally diverse people and to have an impact on their local community through service, education, and activism.

SEAD understands that a crucial factor in the preparedness of undergraduates for their graduate and career lives is to increase the communication between the aspiring pre-dentals, dental students, and dental professionals. To facilitate our goal, SEAD will establish productive relationships with several OSU dental school organizations, OSU dental school professors, and local oral healthcare professionals that have the same passion to inspire change through volunteerism, education, and activism. Guest speakers from the aforementioned groups will equip SEAD members with the background information necessary to contextualize the importance of all the volunteering opportunities throughout the year. These speakers will also prepare them for the reality of the modern oral health industry and how they will have to navigate through it in the near future.

Section 3: Non-Discrimination Policy:

This organization and its members do 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, SEAD 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*

Section 1: Any student currently enrolled at The Ohio State University is eligible for club membership, and will be recruited through student fair events, announcements at other OSU organization meetings, the beginning of planned university class times with a willing professor, and online social media. Student members can run for office and suggest organizational events throughout the course of the year as they encounter opportunities on and off campus. Students become members by paying dues and participating in two club meetings. The student will then be a club member for the remainder of the current semester.

Section 2: Non-students are eligible to become members after having consistent attendance to club activities for a full semester and then having their membership debated and approved by the Executive Board. This does not apply to the advisor.

Section 3: Member responsibility may include attending meetings and volunteering to help manage and run events. The benefits granted to all members are the carefully structured lectures from OSU College of Dentistry staff, local businesses, and local dental practice professionals.

Furthermore, many service events and community-building events will allow members to assume leadership roles and build their undergraduate resume.

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

Section 1: If any member conducts themselves in a manner deemed detrimental to the purpose of this organization by the executive board or advisor or is in violation of the Ohio State University Student Code of Conduct, they can be removed from the club through a majority vote of the Executive Board. The person in question can be present during the vote and will be given a notice of at least 24 hours that their membership is under review. If it is an extreme case where the member poses a serious risk to the identity and prestige of the organization, the president and vice-president may dismiss the member immediately.

Section 2: Any officer, committee member, or person in a leadership role can be removed from their position with sufficient cause. This includes, but is not limited to violation of the constitution or any conduct deemed prejudicial to the best interests of the club, or failure to fulfill assigned duties. Prior to the vote on this matter a review session must be held by the Executive Board and the person in question can be present, with a notice of at least 4 days, as the leadership positions will require more deliberation and caution in the decision of a removal. A 2/3rds vote by the Executive Board will remove the person at question from their roll. If the member at question is on the Executive Board a 2/3rds vote is still needed but the advisor must also take part in this process.

Article IV - *Organization Leadership: Titles, Terms of Office, Selection, and Duties of the Leaders*

Section 1: The organization will be led by an elected Executive Board. The Executive Board will consist of the President/Primary Leader, the Treasurer, the Vice President/Secondary Leader, the

Secretary, the Service/Philanthropy Chair, the Social Media Chair, and the Programming/Events Chair. The Executive Board can also create new committee chairs and select people for roles as they see fit.

Section 2: Actions of the Executive Board must be approved by a majority vote between the Executive Board members.

Section 3: The Executive Board must meet at least once a month, with the time organized by the President, to plan and organize the activities for at least until the next organizational meeting.

Section 4:

1. The roles of the **President** include: managing club meetings (both e-board and general body) and activities, assisting fellow Executive Board members in their roles, deliberating with the OSU College of Dentistry's student organizations to develop collaborative volunteer and social events, co-sign checks, existing as the line of communication between the university and the organization, and filling in for any and all help that is needed by the club during the presidential tenure.
2. The roles of the **Vice President** include: assisting the club President in idea development and assistance of fellow e-board members, conducting meetings and assuming president status during any absences of the president, and taking the creative liberty to explore opportunities that could benefit the organization.
3. The roles of the **Treasurer** include: managing the organization's account, applying for programming funding, calculating costs for any events or service outings, work in conjunction with the programming chair to organize events, and reporting a comprehensive debrief of the organization's monetary standings during executive board meetings.

4. The roles of the **Secretary** include: setting up an email service that will reach all members, sending email notifications of club meetings to members, and recording the meeting minutes and providing this information through email to members.
5. The roles of the **Service/Philanthropy Chair** include: establishing relationships with local Columbus and university-based organizations, organizing volunteer and service opportunities with the aforementioned groups, and helping to decide upon club members that can receive temporary leadership positions during service work.
6. The roles of the **Social Media Chair** include: creating at least three venues of social media that represent the organization, maintaining the social media platforms with relevant posts that track progress throughout the year, and encouraging member access and usage of the organization's media platforms.
7. The roles of the **Programming/Events Chair** include: developing at least 1 social or fundraising event to bolster community building or fund raising, working with the Treasurer to establish reasonable budgets for projects, and researching university or Columbus events that the club can be a part of to spread the organization name and message.
8. The roles of the **Pre-Dental Liaison** include: fostering communication with the Pre-Dental Organization, helping organize service opportunities between SEAD and Pre-Dent (in collaboration with Service Chair), as well as brainstorming ideas for the two organizations to work together.
9. The roles of the **Dental School Liaison** include: open up a line of communication with faculty and student organizations at the dental school, assist with organizing informational sessions/panels that allow the dental school to educate Pre-Dents, help

facilitate volunteer/service opportunities in collaboration with Dental Organizations at OSU CoD.

10. The roles of the **Recruitment Chairperson** include: Work with members of the club to foster relationships and build a community within SEAD. Provide guidance to members on the pre-dental path and work to incorporate their ideas into the club.
11. The roles of the **Club Engagement Chair** include: Post on our social media page(s) to remind members of upcoming meetings and events. Take pictures for social media posts. Plan at least one social per semester to help members connect with one another. Collaborate with other clubs to increase awareness of the club to college students.
12. Each of the Executive Board members can also have other duties assigned as necessary and they will also be expected to help plan club activities as a group.

Section 5: Each Executive Board member will be elected by a deliberation set forth by the current executive board after receiving e-board applications. The decision will be made by both the executive board members and advisor to ensure that the person most fit for the respective role is chosen. To run for office a person must: be an active club member, meet the requirements set forth by Ohio State, and additional qualifications as determined by the executive board (ex: resume, GPA, minimum volunteer hours, etc.).

Section 6: Officers will serve for one year. There is no term limit for officers as long as the student remains enrolled at The Ohio State University.

Section 7: If a person in a leadership position needs or wants to step down, the Executive Board can replace that person either by selecting a member in another leadership position or by holding a special election, as deemed necessary.

Article V- Standing Committees: Names, Purposes, and Composition.

Section 1: A standing committee must be requested or approved by the Executive Board and the standing committee must serve a viable purpose for a specific service opportunity or organizational event. A club member can request that a certain standing committee be formed as long as two other club members support their request.

Section 2: A standing committee must stay within its purpose established by the Executive Board. A standing committee is allowed to schedule its own meeting and activities. But these activities cannot interfere with the events organized by the Executive Board and must be approved by the President and the Vice-President.

Section 3: A standing committee must include at least two committee leaders and must be run like the Executive Board, with a unanimous vote by the leaders required to decide upon event decisions, as well as majority approval from the executive board.

Section 4: A standing committee leader has a term length that spans the duration of the service outing or event in question. The election of standing committee leaders will be determined by the same process as that of the Executive Board.

Section 5: A standing committee may be required to show up at certain Executive Board meetings, when requested by the Executive Board.

Section 6: A Standing Committee can be disbanded by majority vote by the Executive Committee. The standing committee leaders are allowed to be present when this decision is being made.

Article VI – Advisor(s)

Section 1: There shall be at least one faculty or staff advisor for the organization. An advisor must be a full-time member of the Ohio State University faculty or Administrative and

Professional staff. A Co-Advisor may be appointed if deemed necessary by the Executive Board.

Section 2: Advisor selection shall take place during the Spring Semester of each year, if there is a need for a new advisor. The advisors shall be nominated and selected by the Executive Board. A co-advisor can be nominated by the Executive Board, but must be approved by the club advisor.

Section 3: The advisor of the organization is required to meet with the Executive at least once a year.

Section 4: The advisor is welcome to come to as many club activities and meetings as they wish. They are also welcomed to assist with anything the Executive Board deems necessary this could include finding speakers to talk to the club. These are not required.

Section 5: An advisor can be replaced if deemed necessary by the Executive Board. However, an arduous process of reporting at least three transgressions that deem the advisor unfit to represent the club must be completed. Furthermore, an executive board meeting must be held with the advisor in attendance to discuss moving forward or replacing the advisor in extreme situations, as deemed appropriate by majority vote of the e-board.

Article VII: Meetings

Section 1: General meetings include the club leaders and the general population. Meetings will be held at the discretion of the Executive Board at various times and places. The agenda for the meeting will be determined by the Executive Board.

Section 2: The Executive Board must hold a planning meeting for the meeting, or have a strong line of communication inclusive of all members of the executive board that sets dates for meetings.

Section 3: A standing committee organized general meeting must follow the same rules and process as listed in Article VII Section 1 and Section 2.

Article VIII: *Method of Amending Constitution*

Section 1: This constitution may be amended by a vote of 2/3 majority of the members present at any executive board meeting or general body meeting.

Section 2: Provision of advance notice of amendment must be posted in notification by email, and announced at the meeting previous to the meeting in which the vote occurs.

Article IX: *Method of Dissolution of Organization*

Section 1: In the event that SEAD ceases to be an active student organization, all remaining operating and programming funds from The Ohio State University shall be returned to the university. All money raised by the student organization shall be used to support The Ohio State University. This will be decided by the most recent club president or the club advisor.