

Constitution of the Association of Women Dentists of The Ohio State University College of Dentistry

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

Section 1 - Name

The name of this association shall be known as Association of Women Dentists at The Ohio State University College of Dentistry, hereafter referred to as “OSU AWD”.

Section 2 - Purpose

The purpose of AWD is to promote the education and advancement of females in the field of dentistry. It serves as a recognized resource for enriching the lives of women dentists by connecting dental students with practicing dentists and OSU dental faculty. AWD also strives to affect the community through our dedication to service, leadership and education. While AWD may serve as a community through which our students may form connections during dental school, it is the goal of this organization to promote lifelong personal and professional camaraderie and mentorship opportunities.

It is important to recognize the unique contributions that women offer the field of dentistry while also acknowledging the challenges that women face in the professional workplace. This organization values and recognizes women in the field of dentistry and creates a place for women to learn, grow, network, and support one another.

The organizational objective of the Association of Women Dentists is to provide a supportive community of women involved in organized dentistry by connecting our members through social events, community service opportunities, networking opportunities with area women dentists, as well as outreach to Columbus area schools to introduce and encourage dentistry as a future career path.

Section 3 - Non-Discrimination Policy

This organization and its members shall not discriminate against any individual(s) for reasons of age, color, ability, gender identity or expression, nationality, race, religion, sex, sexual orientation, creed or veteran status. AWD aims to create an environment of inclusivity at all times and will not align with or discriminate against any political party or social agenda.

As an organizations that welcomes all women, we support and encourage our members to participate in activities that honor and respect women while representing AWD in a positive light. We aim to offer opportunities for engagement in a variety of topics, events, and activities to help our members grow and develop.

Article II - Membership Selection and Qualification

The organization’s voting membership should be limited to currently enrolled Ohio State University College of Dentistry students in the Doctor of Dental Surgery Program only. Other nonstudent members, such as faculty, alumni, professionals, etc., may become members, but only

as non-voting associate or honorary members. The Association of Women Dentists is to be student initiated, student lead, and student run.

1. 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, Cabinet Members, and 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 - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.

Officers of the Executive Committee are elected from the ranks of the organization's voting members at the end of spring semester. The elected positions of President, Vice President, Secretary, Treasurer. Each officer will serve a one-year term and must run for re-election each subsequent year. Eligible members to run for any Executive Officer position must have served at least one year as any Cabinet Committee Chair or Special Committee member. Candidates who apply and run for office may run for no more than two Officer positions. The following officer descriptions shall be used as a basis for performance accountability and expectations for that term year.

Officers of the Executive Committee:

1. President – act as the liaison between the Student Government Association at the College of Dentistry and other student organizations as well as the faculty advisor(s). The president may elect to select a Annual Women's Tea committee to organize and oversee the planning process of the Annual Women's Tea. The president will also compile an annual suggested timeline for major events and checklist for the Women's Tea to be handed down to the following year's executive committee as a guide for the year. The president shall also be responsible for determining if quorum has been reached during general body meetings where voting will take place, or quorum participation on any online voting forms
2. Vice President– Assist the President as needed with any and all events as well as organize an annual bylaws committee for review and update of the organization and leadership roles and processes each year as necessary. The VP shall also organize an application for and hold an online voting form for cabinet elections at the beginning of the fall term so as to allow incoming D1's to run for a leadership position.
3. Secretary – Communicate with the members regarding upcoming programs, keep an updated list serve and membership directory, and work with the Cabinet committees to develop meaningful programs and act as a liaison for communication between the cabinet and the executive committees.
4. Treasurer – Oversee the finances, collect membership dues of the organization and work with the Cabinet committee to budget for meaningful programs. The Treasurer shall also produce an Annual Budget in the form of an excel document to serve as a guideline for financing events. The Treasurer is responsible for all bank and online banking accounts,

deposits, and collection/records of receipts for the organization.

Cabinet Committee Chairs are elected from the ranks of the organization's voting members at the beginning of each fall semester to encourage the incoming D1's to apply. The elected chair positions include Fundraising, Membership and Elections, Community Service, Social and Social Media. Each officer will serve a one year term and must run for re-election each subsequent year. Each candidate may apply for no more than two Cabinet Chair positions. The following cabinet chair descriptions shall be used as a basis for performance accountability and expectations for that term year.

Cabinet Committee Chairs:

1. Fundraising Chair- Create opportunities and ideas to raise money for various organizations and funds to be used toward member events
2. Membership and Elections Chair- Recruit and keep track of all current and incoming members, connect student members with OSU Dental Alumni and dental sponsors. They will also organize the application and online voting form during the spring Executive Committee Officer elections.
3. Community Service Chair- Create ideas in order to promote dentistry as a career field and oral hygiene education in the community.
4. Social Chair - Create opportunities for members including students, faculty, and local dentists to participate in activities and foster a network of community and support.
5. Social Media Chair – Inform classmates of upcoming events, encourage students involvement, act as the liaison between dental students, faculty and local community dentists.
6. Health and Wellness - Advocate for member wellness and plan events to promote and educate health and wellness

Special Committees:

1. Annual Women's Tea Committee - Appointed by application at the discretion of the President.
2. Bylaws Committee - The Vice President is required each year to call for volunteers for an annual review of the Constitution and Bylaws. Members will assist in summarizing and presenting any proposed amendments to the general body for review and ratification.

Article IV – Method of Removing Officers and Members.

1. 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.
2. 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.

3. 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 V – Advisor: Qualification Criteria

The Advisor(s) of AWD shall be a faculty member of the College of Dentistry. They must advise and guide the organization to fulfill its objectives and work with the executive committee to create programs that embody the mission of the Ohio State University and the College of Dentistry.

Article VI – Meetings of the Organization

The AWD shall provide at least one program a month to its members, excluding months where the College of Dentistry does not have class for more than two consecutive weeks in the month. Members are free to attend programs as they wish with no minimum requirements.

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

Amendments may only be proposed by the Vice President and the Bylaws Committee annually at the end of each spring semester. Proposed amendments must be summarized by the Vice President and Bylaws Committee with presentation to members either via email or at a general body meeting. Prior notice of 1 week must be given before proposed amendments may be voted on. The Constitution and Bylaws may only be amended at a general body meeting of AWD at which a quorum is present and by a two-thirds majority of the votes cast. A quorum shall consist of no less than 30 percent of the membership at large. If members should have any concerns about proposed changes they should reach out to the President AND the Advisor(s) via email.

By-Laws to the Constitution of the American Association of Women Dentists of The Ohio State University

The Articles contained in these Bylaws to the Constitution of the Association of Women Dentists of the Ohio State University College of Dentistry, hereinafter referred to as OSU AWD, shall govern all functions of the AWD in all cases to which they are applicable and in which they are not inconsistent or otherwise in conflict with the Constitution.

Article 1 – Parliamentary Authority

The rules contained in Robert's Rule of Order 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

1. Students who share the interests of the AWD may join as members of AWD at any time during the year. Dues of \$20 provide membership for one year from fall semester through the start of the following fall and must be paid prior to attending an AWD sponsored event. Non-Members may attend and participate in free events.
2. Current members will be eligible during voting procedures and elections.
3. All general members and elected officers should be expected to conduct themselves in a way that reflects well on the organization at any AWD sponsored event or AWD outing.
4. Any member may be put on probation if he or she fails to fulfill the duties and expectations of the position specified in the AWD at Ohio State University Constitution.
5. The organization's non-discrimination policy protects members from removal based on those listed statuses.

Article III- Election of Executive Committee Officers

A. Executive Committee Officer Elections:

1. Elected Executive Officers: President, Vice President, Secretary and Treasurer.
2. Eligible members to run for any Executive Officer position must be a current member and served at least one year as any Cabinet Committee Chair or Special Committee Member.
3. Candidates for an Executive Officer position may nominate themselves for no more than two positions and will prepare a short summary of their qualifications and goals to be included on the online voting form.
4. Current members will be eligible to vote during elections.
5. Elections will be conducted on a anonymous ballot, either at a general body meeting or by online form, and the candidate who acquires the most votes shall be elected to that office.
6. In the event that a position is unfilled, the preceding executive officers will appoint an applicant or a member to fill the position with preference given to remaining applicants who did not acquire a position during the election process.
7. Officers from the preceding year will be responsible or transitioning the new officers over the summer, excluding those who graduate.
8. If an officer resigns, or a position is open for any reason, the executive committee will appoint with preference given to previous applicants.

B. Cabinet Committee Chair Elections:

1. Elected Cabinet Committee Chairs: Fundraising, Membership and Elections, Community Service, Social, and Social Media Chairs.
2. The Vice President elected at the end of the spring semester will carry out the Cabinet Committee Chair election process at the beginning of each fall semester as outlined in the AWD Constitution under Article 3.
3. Candidates for an Cabinet Chairs may nominate themselves for no more than two positions and will prepare a short summary of their qualifications and goals to be included on the online voting form.

4. Current members will be eligible to vote during Cabinet Committee elections.
5. Elections will be conducted by online voting form and the candidate who acquires the most votes shall be elected to that office.
6. In the event that a position is unfilled, the Executive Officers will appoint an applicant or a member to fill the position with preference given to remaining applicants who did not acquire a position during the election process.
7. If an officer resigns, or a position is open for any reason, the executive committee will appoint someone to fill the position with preference given to previous applicants.

Article IV - Method of Amending By-Laws

By-laws to the constitution may be amended or added by the same process outlined in Article VII of OSU AWD Constitution.