

**CONSTITUTION OF THE OHIO STATE UNIVERSITY STUDENT CHAPTER OF THE
AMERICAN DENTAL HYGIENISTS' ASSOCIATION 2016**

ARTICLE I – NAME

The name of this organization shall be the Ohio State University Student Chapter of the American Dental Hygienists' Association, hereafter referred to as "the Organization" or this Organization.

ARTICLE II – OBJECTIVES

The objectives of this Organization shall be to cultivate, promote, and sustain the art and science of dental hygiene, to represent and safeguard the common interest of the members of the dental hygiene profession, and to contribute toward the improvement of the oral health of the public.

ARTICLE III – ORGANIZATION

Section I – Membership

The membership of this organization shall consist of an unlimited number of dental hygiene students who are attending an accredited program of dental/oral hygiene or a program in the process of accreditation by a national agency recognized by COPA or the U.S. Dept. of Education.

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, marital status, creed, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis under the law, in its activities, programs, admission, and employment and in accordance with Student Organization Registration and Funding Guidelines.

ARTICLE IV – OFFICERS

The elective officers of this Organization shall be president, vice president, secretary and treasurer. In addition to these officers (3) representatives from each class shall serve as chairs of committees.

ARTICLE V – MEETING

Meetings shall be held at least once per semester. The members shall vote upon the date, time and place annually.

ARTICLE VI – PRINCIPLES OF ETHICS

The Code of Ethics of this Organization which shall not be in conflict with the Principles of Ethics of the American Dental Hygienists' Association, shall govern the professional conduct of all members.

ARTICLE VII – AMENDMENTS

This Constitution may be amended by two-thirds (2/3) affirmative vote of the membership provided that the proposed amendments or revisions shall have been presented in writing to the Executive Council and advisor 30 days prior to the voting,

BYLAWS OF THE OHIO STATE UNIVERSITY STUDENT CHAPTER OF THE AMERICAN DENTAL HYGIENISTS' ASSOCIATION ADOPTED, 2016

CHAPTER I - MEMBERSHIP

Section I – Classification.

The membership of the Ohio State University Student Chapter of the American Dental Hygienists' Association shall be classified as Active Membership.

Section II – Qualifications.

The active members shall be dental hygiene students enrolled in OSU who are of good moral character, who possess a satisfactory standing, and who are Student Members of the American Dental Hygienists' Association.

Section III – Privileges.

Members shall be entitled to an annual membership card, a subscription to Journal of Dental Hygiene, the Access news magazine, admission to any scientific session of the Association at the current student rate, and such other services provided by the American Dental Hygienists' Association for the benefit of its student members.

CHAPTER II – OFFICERS

Section I – Number and Title.

The officers of the OSU Student Chapter Member Organization shall be 10 in number. (President, Vice President, Secretary, Treasurer, and class representatives who will serve as chairs of committees).

Section II – Qualifications.

An active member of OSU may be elected to serve in any office.

Section III – Nominations and Elections.

The officers shall be elected at the October Meeting of the Organization. At the time of the election, nominations may be made from the floor. In the event there is more than one (1) nomination for any office, the election shall be by anonymous ballot. The candidate receiving the majority of vote's cast shall be declared elected. When there is only one candidate for an office, election may be by acclamation.

Section IV – Tenure of Office.

The officers shall serve for a term of 1 year(s). Officers will continue to perform their duties until they are re-elected or their successors have been installed.

Section V – Vacancies.

In the event of a vacancy in one of the offices, the Executive Council and Student Advisor(s) shall consider all factors, which govern the situation and shall determine the course of action.

Section VI – Duties.

A. **President.** The duties of the President shall be:

1. To preside at all meetings
2. To call special meetings
3. To appoint members of all committees
4. To perform such other duties as may be expected of the President or as may be provided in these bylaws
5. To maintain communications with the American Dental Hygienists' Association
6. Prepare and present an annual report

B. **Vice President.** The duties of the Vice-President shall be:

1. To preside at all meetings in the absence of the President
2. In the event that the President's term of office is terminated, the Vice President will preside as President for the duration of the President's term of office

C. **Secretary.** The duties of the Secretary shall be:

1. To announce all meeting information in advance to the membership
2. To serve as secretary for all meetings
3. To present an annual report for the activities of the office at the end of each year
4. To prepare correspondence
5. To collect and preserve data relative to the history of the Organization
6. To maintain an official register of all members with current home addresses, telephone numbers, e-mail addresses, class level (1st yr, 2nd yr, and 3rd yr)
7. To submit news of the Organization to the school publications, and to the publications of the American Dental Hygienists' Association

- D. **Treasurer.** The duties of the Treasurer shall be:
1. To maintain accurate financial records of the Organization
 2. To endorse each expenditure of the Organization
- E. The duty of the class representatives shall be to represent their respective classes at meetings of the Executive Council and to facilitate in the organization of activities pertinent to their respective classes.

Section VII - Member/Officer Removal

General members and elected or appointed leaders should be expected to meet certain standards and conduct themselves in a way that reflects well on the organization

In the event that a member or leader does not meet those expectations, the Executive Council and Student Advisor(s) shall consider all factors, which govern the situation and shall determine the course of action.

CHAPTER III – MEETINGS

Section I – Regular Meetings.

Meetings shall be held at least once per semester during the school year. The date and time shall be decided at the first meeting of each quarter.

Section II – Special Meetings.

The President may call special meetings with 5 days notice to the members.

Section III – Quorum.

One half members of the Organization shall constitute a quorum for the transaction of business.

Section IV – Order of Business.

Unless changed by a quorum affirmative vote, the order of business at each meeting shall be:

- A . Call to order
- B. Roll Call of Members
- C. Reading of Minutes
- D. Treasurer’s Report
- E. Reports of Committees
- F. Advisor’s Report
- G. Unfinished Business
- H. New Business
- I. Programs
- J. Adjournment

CHAPTER IV – ACTIVITIES

The President in consultation with the Executive Council and the Student Advisor shall determine the focus of activities. Proper protocol would then consist of presentation of ideas to the general membership for their discussion and approval through majority vote.

CHAPTER V – COMMITTEES

1. Members shall be appointed by the president
2. Committees shall prepare goals
3. Meetings on a semi-regular basis are recommended
4. Committee activities should be presented to the general membership for their input, support, and approval

CHAPTER VI – FINANCES

Section I – Membership Dues.

The annual dues of this Organization shall be \$65.00 which will be submitted for student membership in ADHA.

CHAPTER VII – PARLIAMENTARY AUTHORITY

Robert's Rule of Order Newly Revised shall govern all meetings of this Organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

CHAPTER VIII – AMENDMENTS

These bylaws may be not amended upon two-thirds (2/3) affirmative vote of the members present and voting provided that written notice has been given to the members 5 days prior to voting.