**Constitution and By-Laws Guidelines for Student Organizations**

The constitution and by-laws guide an organization in its operations and activities and, accordingly, are intended primarily for the organization’s benefit and use. The constitution contains the fundamental principles and structure of the organization and the by-laws outline the basic rules of procedure by which a group’s membership govern their organization.

The constitution and by-laws should be carefully formulated, clearly worded, and kept up-to-date so that the needs of the organization can be met. Furthermore, Student Activities recommends that each member of an organization have a copy of the constitution and by-laws.

The following outline is provided to assist in the preparation of a constitution and, if needed, by-laws. Use this guide to prepare the constitution for your new student organization. A current copy of the constitution is required to be uploaded in to the Student Organization Management System through Student Activities website to approve your organization. If there are any problems or concerns with your constitution, a member of the Student Activities staff will contact you. Items listed below in bold are required, while other categories exist for your consideration as suggestions for your constitution. *The items listed with italics are suggested language to use in your constitution.*

**Constitution**

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

**Section 1: The Italian Dental Association at The Ohio State University**

**Section 2 - Purpose:** The Purpose of the Italian Dental Association is to foster a supportive and enriching environment for dental student and professionals of Italian heritage or with a passion for Italian culture. Through our commitment to academic growth, cultural celebration, and community outreach, we aim to unite like-minded individuals, promoting dentistry through culture, preserving Italian traditions, and making a positive impact on students and alumni throughout the community.

**Section 3 - Non-Discrimination Policy:** The Italian Dental Association is committed to maintain a diverse community and inclusive environment. This organization is committed to equal opportunity and celebrating diversity.

The Italian Dental Association does not discriminate on the basis of age, ancestry, color, gender, disability, gender or sexual identity, or any other bases under the law, in its activates, programs, and membership.

As a student organization at The Ohio State University, The Italian 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**.**

***Article II - Membership: Qualifications and categories of membership.***

**Section 1:** In order to obtain membership in the Italian Dental Association, students must be currently enrolled at The Ohio State University College of Dentistry as either a part of the D.D.S program or DHY program.

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

Article III should clearly define your organization’s procedures for removal of officers or members. Be sure to think critically about the process of removing members and include variables such as timeline, voting procedures, and the various reasons a member or executive officer should be removed.

III.a. If a member engages in behavior that violates the organizations constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state, or local law, the member may be removed from the organization in consultation with the organization’s advisor.

III.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,, 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 majority vote in consultation with the organization’s advisor.

*III.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.

***Article IV - Organization Leadership:*** *Titles, terms of office, type of selection, and duties of the leaders.* Organization leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the organization’s voting membership. The titles of organization leaders, the length of terms, specification as to which leaders are elected or appointed and by whom, and the general duties of each leadership position should be clearly specified.

1.President: The president is responsible for representing the Italian Dental Association in various capacities, and presiding over meetings of the organization.

2. Vice President: The Vice President may assist the President and may preside over meetings in the President’s absence. The Vice President is responsible for overseeing specific initatives and commitees.

3. Secretary: The secretary is responsible for maintain records of the organizations membership, meetings, and outreach efforts.

4. Treasurer: The Treasurer manages the financial affairs of the organization including but not limited to budgeting, accounting, and financial stability of the organization.

All positions will be voted on by the entire organization’s membership each year in October. Terms will last one full calendar year from date of appointment.

***Article V- Election / Selection of Organization Leadership***

Eligibility for office of the Italian Dental Association is anyone currently enrolled in the College of Dentistry as a D.D.S or DHY student. Anyone may be nominated and the entire association will vote on each position. Elections will be held in October of each year. In the event of resignation, a new election will be held to fill the position and must be approved by other members of the board.

***Article VI - Executive Committee: Size and composition of the Committee.***

The Executive Committee of the Italian Dental Association consists of positions including President, Vice President, Treasurer, Secretary, and Social Chair.

***Article VIII – Advisor(s) or Advisory Board: Qualification Criteria.***

Advisors of the Italian Dental Association must be current faculty in the College of Dentistry. Responsibilities of the Advisor(s) include overseeing events and meetings, as well as being a point person for any issues that may arise.

***Article IX – Meetings and events of the Organization: Required meetings and their frequency.***

Required meetings will be held for the executive board bi-weekly and for the organization monthly. Attendance at 2 or more meetings per semester is required to retain general membership of the organization.

***Article X – Attendees of Events of the Organization: Required events and their frequency.***

The Italian Dental Association reserves the right to address member behavior if found to be disruptive and not in alignment with the organizations constitution. Consequences for issues with behavior will be decided by the executive board on a case to case basis.

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

*XI.* Any proposed amendments should be presented to the organization in writing and should not be acted upon until official instatement of amendments. The proposed amendments should be read at the general meeting, and at one more subsequent meeting and voted on by two-thirds majority. The constitution should not be amended easily or frequently.

***Article XII – Method of Dissolution of Organization***

In the event of dissolution of the organization, the board of directors in collaboration with the advisor would hold a meeting and vote on whether to dissolve the organization. The dissolution of the organization must also be voted on by current members of the organization. The organization will then be required to notify relevant organizations and authorities. Any remaining assets after paying off debts will be distributed to a charitable organization or a nonprofit whose purpose is consistent with the associations mission.

**By-Laws**

*Article 1 – Parliamentary Authority*

The rules contained in the constitution 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*

To become a member of the organization, one must be a current D.D.S or DHY student at The Ohio State University College of Dentistry. All active members must pay $10 in dues at the beginning of each autumn semester in order to retain membership in the organization.

*Article III- Election / Appointment of Government Leadership*

To be eligible for office one must be a current D.D.S or DHY student at the college of dentistry and in good standing with the college, as well as a minimum membership of one academic semester. Elections will be held in October and appointment processes will continue through the autumn semester along with a leadership transition process.

*Article IV- Executive Committee*

The executive committee will be collectively responsible for being in control of membership, as well as holding regular executive meetings and planning events as a whole. The executive committee is also responsible for outreach and communication with the College of Dentistry and the university.

*Article V- Standing Committees (if needed)*

*Article VI - Advisor/Advisory Board Responsibilities*

The responsibility of the advisor includes attendance at one meeting per semester and regular check ins with the executive board. The advisor is responsible for overseeing the organization as a whole and is the point person for all major decisions made in collaboration with the executive board.

*Article VII - Meeting Requirements*

In order for quorum to be met for voting requirements, two thirds majority of the organization must be present at the meeting.

*Article VIII - Method of Amending By-Laws*

Amendments to the by-laws must be proposed in writing and read at a general meeting of the membership. The proposed change will be up for vote and the following meeting with a 2/3 majority vote needed to pass a change to the bylaws.