**Constitution for the**

**Student Professionalism and Ethics Association in Dentistry**

**The Ohio State University College of Dentistry**

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

**SECTION 1: Name**

* The official name for this organization shall be the Student Professionalism and Ethics Association in Dentistry.
* This organization will use the name or its acronym, SPEA, in all publicity materials and correspondence.

**SECTION 2: Purpose**

* The Student Professionalism and Ethics Association in Dentistry is a national, student driven association that was established to promote and support students’ lifelong commitment to ethical practices in order to benefit their patients and their community and to enhance the dental profession with high ethical standards.
* The objectives of SPEA are:
  + Act as a collaborative community for students, faculty, and staff to develop and strengthen their personal and professional ethics values by:
    - Bringing awareness to ethical dilemmas within our profession.
    - Providing a resource for ethics education and decision making.
    - Fostering a non-punitive, open-forum environment for ethics communication
  + Advocate for changes within the Ohio State University College of Dentistry and the dental profession that will best align with ethical standards.

**SECTION 3: Non-Discrimination Policy**

* This organization does 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, SPEA 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: <http://hr.osu.edu/public/documents/policy/policy115.pdf>.

ARTICLE II. Membership: Qualifications and categories of membership

* The membership of this chapter shall consist of all regularly enrolled predoctoral, dental hygiene, and graduate students and advanced education residents and fellows of the Ohio State College of Dentistry.
* Members will include the Executive Officers and students who attend SPEA hosted events.
* All members are expected to demonstrate support for the mission and objectives of this organization.

ARTICLE III. Methods for Removing Members and Executive Officers

* Members of the Executive Board may be removed from office for failure to perform duties, violation of the membership clause, or if sanctioned for an ethics violation.
* Members of the Executive Board to be voted upon in this regard will be notified of the intention to do so in writing or by electronic means at least one week prior to the meeting at which the vote will be taken. A two-thirds majority (five if all Executive Board members are present) of the Board membership present at a scheduled Board meeting shall be required for removal from office.
* Members of the organization may be removed from membership for violation of the membership clause, or if sanctioned for an ethics violation.
* Members of the organization to be voted upon in this regard will be notified of the intention to do so in writing or by electronic means at least one week prior to the meeting at which the vote will be taken. A two-thirds majority (five if all Executive Board members are present) of the Board membership present at a scheduled Board meeting shall be required for removal from the organization.

ARTICLE IV. Organization Leadership

* President
* Vice President
* Past President
* President-Elect
* Treasurer
* Community Outreach Officer
* Secretary
* The length of term for each leadership position is one year
* Any member is eligible to apply for a role as a member of the Executive Board of SPEA with three exceptions:
  + The position of President-Elect is limited to second-year dental students.
  + The position of President is immediately filled by the previous term’s President-Elect.
  + The position of Past President is immediately filled by the previous term’s President.
* Leaders will be elected by voting members after reviewing Executive Board applications.

ARTICLE V. AFFILIATIONS

* This organization is a recognized student organization at Ohio State University, but is not part of the University itself.
* In all correspondence and business transactions, it may refer to itself as an organization at Ohio State University, but not as part of Ohio State University itself.
* SPEA accepts full financial and production responsibility for all activities it sponsors.
* SPEA agrees to abide by all pertinent Ohio State University policies and regulations. Where Ohio State University policies and regulations and those of SPEA differ, the policies and regulations of Ohio State University will take precedence.
* This organization recognizes and understands that the University assumes no legal liability for the actions of the organization, and that the University is not providing blanket indemnification insurance coverage for any activities of the organization, unless those activities expressly benefit and further the goals of the University, and have received prior review, approval, and consent of Campus Activities, Risk Management, and/or General Counsel.
* This local chapter recognizes that the national organization, the Student Professionalism and Ethics Association (SPEA National), can assume no legal liability for the actions of the local chapter and that the national organization is not providing blanket indemnification insurance coverage for any activities of the organization, unless those activities are expressly and specifically sponsored by the national leadership, which must include formal written authorization from SPEA’s National Executive Board.

ARTICLE VI. FACULTY/STAFF ADVISOR

* As a recognized student organization at Ohio State University, SPEA is required to have an official advisor from the Ohio State University faculty and/or staff.
* Other persons may serve as special advisors as needed.

ARTICLE VII. BY-LAWS AND AMENDMENTS

* This constitution should be in accordance with, and is subject to, the official national organization by-laws.
* By-laws can be amended or added to this constitution by a two-thirds vote of the SPEA voting membership.

**By-Laws for the Student Professionalism and Ethics Association in Dentistry**

**The Ohio State University College of Dentistry**

A. PURPOSE

* The purpose of this organization is to increase the overall level of awareness of issues pertaining to ethics and professionalism at Ohio State University College of Dentistry. By uniting the community of students, faculty and staff of Ohio State University, SPEA will promote lifelong thought and action in the arena of dental ethics. Through various programs, activities and associations, SPEA aims to foster an environment where ethical and professional behavior issues can be addressed in an open, unbiased forum.
* SPEA aims to further the ethics education of every student at Ohio State University College of Dentistry and help achieve the development of ethical and professional behavior in the educational setting that will accompany the students throughout their professional careers.

B. DUTIES OF Executive Board

* As stated in its mission, SPEA strives to act as a collaborative community. Though duties below are assigned to specific Executive Board members, this association was designed expecting that all board members will work with one another to accomplish all projects together.
* The President will chair all meetings of SPEA and will call special meetings as needed. The President will be a member of the Executive Board.
  + Additional Duties of the President will include:
    - Attending OSU student group President training
    - Serving as chapter liaison with SPEA National, the local chapter of the American College of Dentists, and college administration
    - Providing oversight to the remaining members of the Executive Board including delegating additional duties as necessary
    - Coordinating with SPEA’s advisor(s)
    - Overseeing the logistics of Executive Board attendance at SPEA National Annual Session
* The Vice President will chair all meetings of SPEA in the absence of the president. The 1st Vice President will be a member of the Executive Board.
  + Additional Duties of the Vice President will include:
    - Serving as the lead coordinator on all chapter events
    - Maintaining inventory of chapter supplies and merchandise
* The Past President will provide wisdom and institutional memory for the Executive Board. She/he will guide the President and other Executive Board members in fulfilling their duties and help them while transitioning into their respective roles. The Past President will be a member of the Executive Board. The Past President is also encouraged to pursue a role within SPEA National.
* The President-Elect will observe, learn from, and assist the President and all others Executive Board members as well as perform duties assigned by the president. The President-Elect will be a member of the Executive Board. Upon completion of his/her term, the President-Elect immediately becomes the President.
  + Additional duties of the President-Elect will include:
    - Coordinating with Treasurer to secure fundraising for Executive Board attendance at SPEA National Annual Session.
* The Treasurer will maintain financial records, report on the financial transactions of SPEA to the Executive Board, and author an annual budget. The Treasurer will be a member of the Executive Board.
  + Additional duties of the Treasurer will include:
    - Attending OSU student group Treasurer training
    - Coordinating with the President-Elect and Community Outreach Officer for fundraising efforts
* The Community Outreach Officer will manage the association’s externally facing activities including fundraising for the chapter (in coordination with the Treasurer), service opportunities, collaboration with other student organizations, and any other form of community outreach.
* The Secretary will take, record, and file meeting minutes and event attendance as well as manage all communication efforts to the student body membership of SPEA. The Secretary will be a member of the Executive Board.
  + Additional duties of the Secretary will include:
    - Managing the chapter’s social media accounts in accordance with OSU and SPEA National rules and regulations
    - Implementing marketing efforts for the association and its events

C. REQUIREMENTS FOR RUNNING FOR AND HOLDING OFFICE

* All Executive Board members and candidates for office must be currently enrolled Ohio State University students with no history of ethics sanctions.

D. Executive Board APPLICATIONS AND ELECTIONS

* Applications may be submitted to the President anytime during the period of the week before the President’s set deadline for inclusion on the ballot.
* Any member is eligible to apply for a role as a member of the Executive Board of SPEA with three exceptions:
  + The position of President-Elect is limited to second-year dental students.
  + The position of President is immediately filled by the previous term’s President-Elect.
  + The position of Past President is immediately filled by the previous term’s President.
* Elections will be held via electronic ballot during the month of June. The ballot will be distributed via email to all eligible voting members.
* A simple majority vote of voting members will be sufficient to elect an Executive Board member. If there are more than two candidates and no candidate receives a majority, there will be a run-off vote between the top two vote recipients in the general meeting.

E. TERMS OF OFFICE AND VACANCIES

* The term of office of the board will be July 1 through June 30.
* Should a vacancy in office occur, the board will appoint a SPEA member to fill this position. If the President’s position becomes vacant the Vice President will assume the duties of the President for the remainder of their term and the board will appoint a SPEA member as Vice President.

F. MEETINGS

* The Board will have regularly scheduled meetings. A quorum for any board meeting is defined as three members of the board.
* The Faculty/Staff Advisor(s) should be notified and invited to all appropriate board meetings
* Special meetings of the Board may be called at any time by the President or petitioned to the President by twenty-five percent of the Board members. Notice of special meetings must be communicated to all Board members at least 48 hours in advance of the meeting.

G. GENERAL COMMITTEE POLICIES

* Committees may be created by a majority vote of the Board.
* All decisions of any committee involving organization funds will require the approval of the majority of the board.
* All committee chairs are responsible for submitting committee reports to the President prior to each board meeting.
* Committee chairs are appointed by the Executive Committee and can form subcommittees as needed.

H. FACULTY/ STAFF ADVISOR

* The Executive Board must select the faculty advisor each year.
* The advisor must sign the recognition application each year, whenever Executive Board information changes, or when amendments are made to the constitution.
* An advisor may not vote in SPEA matters, hold office or unduly influence decisions of the student organization.
* The advisor shall be notified of all official Executive Board meetings and kept abreast of the organization’s business by the President.