**CONSTITUTION**

The Student Chapter of the American Academy of Pediatric Dentistry at The Ohio State University

**PURPOSE**

The purpose of this organization is to initiate and promote a better understanding and appreciation of dentistry for children among dental students at The Ohio State University College of Dentistry. Its ultimate objective is to foster a relationship between the dental students and the pediatric community through educational presentations, screenings, and promoting of pediatric projects and groups such as *Gives Kids a Smile*, *Smiles for Schools*, *Special Smiles*, and *Ronald McDonald House.*

**Article I – Name**

The official name of this organization shall be the Student Chapter of the American Academy of Pediatric Dentistry at The Ohio State University College of Dentistry and it shall be known as SCAAPD.

**Article II – Membership**

**Section 1**. Membership in this organization is open to all predoctoral dental students at The Ohio State University College of Dentistry.

**Section 2**. Members of the faculty and active members of the parent AAPD organization may be elected to Honorary Membership by a majority vote of members present. Honorary members will be exempt from the payment of Unit dues and shall be ineligible to vote or to hold office.

**Section 3**. A faculty advisor or advisors will be chosen by the OSU SCAAPD officers through nominations and a subsequent officer vote.

**Section 4.** Any member may be recalled by a majority vote of the officers

**Article III – Officers**

**Section 1.** The elected officers will be the President, Vice President, Secretary, Treasurer, Director of Member Education, Volunteer Coordinator, Public Relations Chair, and Events Coordinator. Officers will be elected by the Advisor, President, and Vice President after reviewing the members’ applications. Members can be reelected for a position they have already held.

**Section 2.** The election shall take place during December of the Fall Semester to replace exiting officers. After new officers have been chosen, the elected individual will be trained by the outgoing officer they are to replace. The newly elected individual will take office immediately.

**Section 3.** Any officer may be recalled by a three-quarters vote of the members.

**Article IV – Duties of the Officers**

**Section 1.** The President shall have the following duties:

1. Represent the Unit in all official matters;
2. Lead the group and keep all matters in order;
3. Create and give presentation for Fall recruitment lunch and learn;
4. Call group meetings;
5. Help Director of Member Education arrange for speakers at lunch and learns;
6. Appoint such committees as may be necessary;
7. Attend OSU president training once per year;
8. Keep the OSU Student Organization Management System updated;
9. Attend all officers' meetings and actively participate in all organizational functions.

**Section 2.** The Vice President shall have the following duties:

1. Assist the President in the duties of the office and assume duties delegated by the President;
2. Attend all Dean’s Meetings
3. Preside at meetings in the President's absence;
4. In case the President discontinues in office, become the new President;
5. Design and order merchandise for members;
6. Organize fundraising opportunities;
7. Attend all officers' meetings and actively participate in all organizational functions.

**Section 3.** The Secretary shall have the following duties:

1. Take care of correspondence;
2. Notify all members of meetings at least 48 hours prior to the scheduled meeting;
3. Create RSVPs for Lunch and Learns;
4. Attend all officers' meetings and actively participate in all organizational functions.

**Section 4.** The Treasurer shall have the following duties:

1. Be responsible for all money, including the credit card account and Venmo;
2. Fill out the SCAAPD reimbursement forms for annual allotment reimbursement and send to national AAPD;
3. Fill out the OSU event reimbursement forms for each event;
4. Keep a record of membership and who has paid dues;
5. Send in membership applications to AAPD;
6. Attend OSU Treasurer training once per year;
7. Attend all officers' meetings and actively participate in all organizational functions.

**Section 5.** The Volunteer Chair shall have the following duties:

1. Organize at least two community outreach events per school year that involves all members;
2. Correspond with local charities that the group can participate in or organize events with;
3. Attend all officers' meetings and actively participate in all organizational functions.

**Section 6.** The Director of Member Education shall have the following duties:

1. Act as a liaison between the chapter and local pediatric dentists;
2. Organize externship and shadowing opportunities for members;
3. Attend all officers' meetings and actively participate in all organizational functions.

**Section 7.** The Public Relations Chair shall have the following duties:

1. Oversee chapter social media outlets;
2. Take and collect photos from chapter events;
3. Design all flyers for events;
4. Promote chapter activities within the dental school;
5. Attend all officers' meetings and actively participate in all functions.

**Section 8.** The Events Coordinator shall have the following duties:

1. Arrange for speakers at Lunch and Learns;
2. Order food for Lunch and Learns;
3. Attend all officers’ meetings and actively participate in all functions.

**Article V – Dues**

**Section 1.** Dues shall be determined annually by the presiding officers and faculty advisor. They will include the local Unit and national dues. The national dues will be forwarded to the national headquarters of the American Academy of Pediatric Dentistry, 211 E. Chicago Avenue, Suite 1700, Chicago, Illinois 60611-2637.

**Section 2.** Suspension of membership will follow non-payment of dues.

**Article VI – Non-Discrimination Policy**

The SCAAPD at The Ohio State University 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.

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

**Section 1.** If a member engages in behavior that is detrimental to advancing the purpose of the 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.

**Section 2.** An elected officer of the organization 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.

**Section 3.** In the event that the reason for member or officer 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 temporarilysuspend a member or executive officer.