

Minority Students Pursuing Dentistry

at

The Ohio State University

Article I - Name, Purpose, and Non-Discrimination Policy

This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, veteran status or any other bias.

Non-Discrimination Policy: Minority Students Pursuing Dentistry club 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, and admission.

Section 1- Name: Minority Students Pursuing Dentistry (MSPD)

Section 2- Purpose: Our purpose as a student organization at The Ohio State University is to create an environment for minority pre-dental students allowing them to foster a sense of confidence, dedication, and motivation for pursuing dentistry with an emphasis on developing relationships and networking with like-minded individuals with similar cultural backgrounds. We plan to execute this mission by providing our members with various opportunities that will set the foundation for them to be successful in their pursuit of professionalism in all dental careers. This will be accomplished via mentorship, team bonding exercises, and volunteering to advance them onto their unique dental journeys.

I. Sexual Misconduct Policy: As a student organization at The Ohio State University, Minority Students Pursuing Dentistry 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

The organization's voting membership should be limited to currently enrolled Ohio State students.

Article III - Methods for Removing Members and Executive Officers

a. 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. In the event of a tie, the president's vote counts as two votes.

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, 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 majority affirmative vote of the executive board in consultation with the organization's advisor. In the event of a tie, the president's vote counts as two votes.

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.

d. If the president resigns or is removed from the executive board, the vice president will take over president duties, and the secretary will become vice president. If the vice president resigns or is removed from the executive board, the secretary will take over that role. In both of these cases, there will be an election held for a new secretary, following the guidelines stated in Article V. If both the president and vice president resign or are removed, the secretary will become the president, and one of the Community Engagement Chairs will become the vice president.

Article IV - Leadership for MSPD: Officer Titles and Duties

Section 1 - Positions: The Minority Students Pursuing Dentistry will consist of seven executive board officers. The positions are as follows: Co-Presidents (2), Treasurer, Secretary, Service and Outreach, Marketing Chair, and the Faculty Advisor. All positions will be chosen through an election by the general body members of the organization. Each person running for an elected position must give a speech prior to the election taking place, and the person with the most votes wins.

Section 2 - Co-Presidents: The president will preside over all meetings, communicate information between advisor and organization, schedule meeting times and locations, oversee executive board work, book guest speakers, and distribute club work among e-board members. The president will attend all mandatory training to maintain diligent leadership. Additionally, the president will be responsible for creating and maintaining connections among other on-campus and off-campus clubs.

Section 3 - Treasurer: Treasurer is responsible for general oversight of money, managing bank accounts, annual/event-based financial planning, monthly financial reporting to the rest of the executive board, managing fundraiser income, collecting dues, and keeping record of transactions rather it be withdrawals or deposits. The treasurer will also be responsible for completing required training at OSU to maintain this position. Additionally, the treasure will be the lead for the Finance Committee in order to delegate and necessary complete tasks as well as create opportunities for committee and general body members.

Section 4 - Secretary: The secretary is responsible for detailing discussion points made in meetings. These notes should be kept as records to refer back to if need be. The secretary will also be responsible for taking attendance at general body meetings, recording member volunteer hours, and distributing discussed information to individuals who were absent.

Section 5 – Service and Outreach Chair: The community engagement chair is responsible for acting as a liaison between the community and MSPD. When one serves on the community engagement chair, they will be responsible for creating volunteer opportunities, workshops, reaching out to different organizations and schools, and more to ensure that MSPD builds a relationship with the community it serves and allows others to learn more about this organization and what it has to offer. The chair will be responsible for promoting and facilitating community outreach. Additionally, the chair will be the lead

for the Community Engagement in order to delegate and complete necessary tasks as well as create opportunities for committee and general body members.

Section 6 - Marketing Chair: The marketing chair is responsible for the creative aspect of MSPD. This includes updating websites and social media pages, creating flyers, graphics, and PowerPoint slides for events. They are also responsible for keeping an accurate record history of the club. This chair will be aided by other e-board members but is largely in charge of the creative aspect of the organization.

Article V – Elections

1. Eligibility to run

- a. The student must be in good standing with The Ohio State University
- b. The student must be an active member of MSPD, as determined by the Executive Board.
- c. Those running for MSPD president must have previous experience on the MSPD E-board starting with elections taking place in the 2024-2025 school year and must be a pre-dental student or pursuing some career in dentistry.

2. Election Timeline

- a. The election process will be officiated by the Secretary
- b. Elections should take place during a general body meeting in the spring semester, during the month of March to allow for a timely transition between the outgoing and incoming Executive Board members.
- c. Members will have to announce their candidacy for an executive board position at a meeting prior to the election.

3. Design of Ballots/Balloting Procedures

- a. Voting will be done anonymously through a google form.
- b. Voting will open at the conclusion of the election meeting and remain open for up to two days after the meeting.

4. Special Circumstances

- a. In the case where the impeachment of an Executive Board member is deemed necessary, the board will vote and the outcome will be determined by a majority vote.
- b. In the case where an Executive Board member wishes to resign, they must do so by providing a two week notice, and provide the Presidents a recommendation of another willing member to fill the position. The Presidents will then determine if that person is qualified for the position.
- c. In the case where an interim executive board position is needed, that position may be appointed by the current chair.
- d. Any circumstances that are not specifically outlined in this constitution shall be voted upon by the Executive Board, and the outcome will be determined by a majority vote.

Article VI - Executive Board: Size and Composition of Committee

The Executive Board is to represent the general membership population, conduct business on topics of the organization, and report on said business in general body meetings. This committee is to be made up of chairpersons and/or persons holding leadership positions in the organization.

Article VII - Advisor(s): Qualification Criteria

Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications. The faculty advisor is responsible for helping the organization meet the detailed goals by providing their own assistance, or connecting the executive board to outside resources. Additionally, the faculty advisor may oversee funds of MSPD to make sure they are being distributed responsibly.

Article VIII - Meetings and Events of the Organization: Required Meetings and their frequency

1. Executive Board members are expected to meet weekly. Members of the executive board are required to attend all meetings unless there is a valid conflict. Two or more unexcused absences are unacceptable and the executive board member will be immediately put under revision. With an excuse, members of the executive board can miss mandatory meetings with no fear of removal from the club.
2. General Body meetings will be held bi-weekly.
3. All events are voluntary unless stated otherwise. If a member commits to a volunteer position, their attendance is expected. If they cannot attend, they must notify the secretary 48 hours prior to the event without receiving any repercussions.

Article IX - Attendees of Events of the Organization: Required Events and their Frequencies

The MSPD at OSU has the right to address any disruptive behavior of its own members or anyone that attends a MSPD event. Disruptive or inappropriate behavior could lead to termination of position or prohibited from attending future MSPD activities/events.

Article X - Method of Amending Constitution: Proposals, Notice, and Voting Requirements

- I. In order to propose the addition, removal, or revision of an amendment of the MSPD Constitution there must be a proposal agreement by at least two active executive board members and will then be proposed to the entire Executive Board.
- II. The proposers must draft a thorough proposal that will be presented at a meeting for the General Body and Executive Board.
- III. After the presentation the proposal will be tabled until the next meeting. At the meeting, the proposal will be moved to the floor for discussion among all active MSPD members. At this time the proposers have the opportunity to revise the proposal by the next meeting.
- IV. At the next meeting the final draft of the proposal will be presented by the proposers. All active members of MSPD will vote on the proposal. The proposal will require a $\frac{2}{3}$ majority vote in favor to be passed. Any proposals that do not receive $\frac{2}{3}$ vote will be postponed indefinitely.

Article XI - Method of Dissolution of Organization

The dissolution of MSPD can occur by a majority vote of the executive board for cause. Cause for dissolution includes but is not limited to insurmountable challenges to the organization's sustainability. In the event of dissolution actually occurring, all debts should be paid off and remaining assets should be allocated towards a scholarship for minority students. The Executive Board will create a scholarship application essay. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from the website.

By-Laws

Article I - Parliamentary Authority

The rules contained in Robert's Rules 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

To become an active member of MSPD the membership fee must be paid before the third meeting of the school year. For any and all individuals that join later in the year, the fee must be paid within three weeks of their first meeting.

Article III - Election/Appointment of Government Leadership

To elect any and all positions within the MSPD, the candidate must receive a majority vote by members of the club. This election will be held at the end of the semester for any positions that will be vacated by graduating students and resigning officers. The manner in which the election will occur will be designated at the time of election.

(Cite Article V for more information.)

Article IV - Executive Board

The role of the executive board is to ensure that MSPD is a well-organized, planned, and interactive organization that caters to both mentors and mentees. The MSPD Executive Board is in place to advocate for the members of the MSPD. All members of the executive board must remain in good standing with the club, and serve in their roles as stated in the constitution. (Refer to Article IV.)

Article V - Advisor Responsibilities

The faculty advisor is responsible for helping the organization meet the detailed goals by providing their own assistance, or connecting the executive board to outside resources.

Article VI - Meeting Requirements

Attendance is not mandatory but highly recommended to ensure members are receiving the highest benefit. When attending an MSPD meeting, it is important to pay attention because there is a lot of discussion and voting involved. When members of the Executive Board ask its club members to vote on general topics, in order for an action to be taken, there must be over 50% of the club members in agreement. Under 50%, and the vote is not passed. The same rule applies for voting among the Executive Board members.

Article VII - Method of Amending By-laws

In order to propose the addition, removal, or revision of a by-law of the MSPD Constitution there must be a proposed partnership of an active General Body member and active Executive Board member. This is to ensure there is communication between the Executive Board and the General Body, and that there is a mutual agreement on the proposal by at least two MSPD members. Once the partnership has occurred, there will be a vote among the general members first where it must exceed 50% of the vote. The amendment will then pass to the executive board where it will need over a 50% vote in favor of the amendment. If the minimum percentage of voting is not reached, the amendment will be nullified.