

## By-Laws

### The Ohio State University College of Dentistry American Association of Public Health Dentistry - The Ohio State University Student Chapter (AAPHD-OSU)

#### Article I. **NAME**

**Section I.** The official name of the organization shall be “American Association of Public Health Dentistry - The Ohio State University Student”. The abbreviated form of the name shall be AAPHD-OSU

#### Article I. **PURPOSE**

**Section I.** The purpose of the organization shall be:

1. To function as an organization
2. To educate professional students about the field of Public Health Dentistry
3. To promote the advancement of public health in the field of dentistry
4. To encourage member participation within the organization
5. To provide learning opportunities for members through community service and volunteerism
6. To educate the Columbus community about dental and oral health
7. To work and ultimately function as a student arm of the national organization of the American Association of Public Health Dentistry

#### Article I. **NON-DISCRIMINATION POLICY**

**Section I.** 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.

#### Article II. **MEMBERSHIP**

**Section I.** As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

#### Article III. **METHODS FOR REMOVING MEMBERS AND EXECUTIVE OFFICERS**

**Section I.** 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 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 II.** 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 two-thirds affirmative vote of the executive board in consultation with the organization’s advisor.

**Section III.** In the event that the reason for member removal is protected by the Family Education 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**

**Section I.** The organization leaders represent the Executive Committee and the general membership. The organization leadership positions include Primary Leader (President), Secondary Leader (Vice President), Treasurer, Volunteer Coordinator, Recruitment Chair (D1 Liaison), Secretary, and Advisor.

**Section II.** The terms of each elected position shall be one-year long or until the elected leader resigns from their position.

**Section III.** Selection of the Executive Committee will be based on an annual closed ballot vote from the organization's general members taking place in April of each year for the positions that become available. The majority of all votes cast shall be necessary for election.

**Section IV.** The duties of each leader is as follows:

1. Primary Leader (President) - The duties of the Primary Leader include, but are not limited to, leading general meetings, overseeing and managing the Student Chapter of the American Association of Public Health Dentistry at The Ohio State, maintaining contact with the university, serve as the immediate “voice” of the chapter, planning events and meetings, and support the other leaders as needed.
2. Secondary Leader (Vice President) - The duties of the Secondary Leader include, but are not limited to, performing the duties of the Primary Leader in their absence, working with the Treasurer to plan fundraisers, supporting the other

leaders as needed and automatic progression to Primary Leader following the one-year term as Secondary Leader

3. Treasurer - The duties of the Treasurer include, but are not limited to, submitting budget requests, keeping an accurate record of all monetary transactions, working with the Secondary Leader to plan fundraisers, and collecting association dues.
4. Volunteer Coordinator - The duties of the Volunteer Coordinator include, but are not limited to, working with the Primary Leader to find and organize volunteer opportunities for the general members of the organization.
5. Recruitment Chair (D1 Liaison) - The duties of the Recruitment Coordinator include, but are not limited to, serving as a D1 on the Executive Committee to learn about the flow of the organization, work to recruit members by helping to plan Lunch & Learns, update social media accounts regularly with the help of the secretary, as well as assist the other leaders as needed.
6. Secretary - The duties of the Secretary include, but are not limited to, keeping official record of all proceedings, sending out email and GroupMe communications to the general members relating to meeting dates, organization updates, and volunteer opportunities, recording meeting minutes, help the recruitment chair with updating social media accounts regularly, and assisting with the planning of events and meetings.
7. Advisor - The duties of the Advisor include, but are not limited to, supporting the Executive Committee as needed.

## **Article V. ELECTION/SELECTION OF ORGANIZATION LEADERSHIP**

**Section I.** The election of the organization leadership shall be based on an annual closed ballot vote, using Google Forms, from the organization's general members. Elections will take place in April of each year to allow for time for leadership transitions. Executive Committee members will have the opportunity to decide if they will remain in their position before elections occur. General members will be notified about the available positions by April 1st of each year and candidates will submit their intent to run for available positions. A Google Form will be created and sent out to the organization for voting. A simple majority of the votes shall be necessary for election. Executive Board Transition will occur throughout the month of April and will be concluded by May of each year.

## **Article VI. EXECUTIVE COMMITTEE**

**Section I.** The Executive Committee represents the general membership, conducts business of the organization between general meetings of the membership, and reports the actions of the organization at the meetings of the membership. The Executive Committee is comprised of the Primary Leader (President), Secondary Leader

(Vice President), Treasurer, Volunteer Coordinator, Recruitment Chair (D1 Liaison), and Secretary.

**Article VII. ADVISOR(S): QUALIFICATION CRITERIA**

**Section I.** Advisors of the organization 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. Advisors responsibilities include support of the organization's Executive Committee as needed.

**Article VIII. MEETINGS AND EVENTS OF THE ORGANIZATION**

**Section I.** Two general meetings and attendance at all or 50% of events hosted may be required for membership each academic term except for summer.

**Article IX. ATTENDEES OF EVENTS OF THE ORGANIZATION**

**Section I.** The organization reserves the right to address members or event attendee behavior where the member or event attendee's behavior is disruptive or otherwise not in alignment with the organization's constitution.

**Article X. METHOD OF AMENDING CONSTITUTION**

**Section I.** Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.