

*Constitution of Smiles for Schools*  
*at The Ohio State University College of Dentistry*

*Article I*

**Section 1 - Organization Name:**

Smiles for Schools Organization at the Ohio State University

**Section 2 - Purpose:**

Smiles for Schools is a non-profit organization composed of dental professional students from The Ohio State University College of Dentistry. Our purpose is to enhance public awareness of the dental care deficiencies faced by Ohio's children and to promote better oral health and preventive care. Each year, we visit elementary schools in central Ohio to provide free oral hygiene instruction and nutritional guidance to children.

**Section 3 - Non-Discrimination Policy:**

The organization of Smiles for Schools as well as all of its members shall not discriminate against any individual(s) for reasons such as nondiscrimination prohibiting discrimination 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 basis in accordance with these guidelines.

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

Membership in Smiles for Schools is open to all predoctoral and postdoctoral dental students enrolled in the Ohio State University College of Dentistry. Other members, such as faculty, alumni, and professionals are encouraged to become honorary non-voting members. Active members and executive committee will make decisions regarding the membership of the

community and other non-student members of this organization. Students, community, or other non-student members may be suspended with a majority vote of the executive committee.

***Article III – Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.***

The executive committee is comprised of the President, Vice president, Treasurer, Secretary, Fundraising Chair, Social Media Chair, Activities and Games Chair, and Supplies Coordinator. Board members are elected by the current club President and Vice President. The Vice President will automatically become the new president at the end of the term. The President and Vice President may choose to include other existing board members in the selection of new candidates. If they choose to do so, executive members shall be elected by majority vote. If there is a tie, the advisor will serve as the tie breaker. Executive transitions and elections will occur yearly in June.

**1. President** – Leads the executive committee in developing initiatives to foster the club’s improvement and growth, ensuring that all operations run smoothly and efficiently. This role involves overseeing other executive positions, assisting with their tasks as needed, and serving as a liaison between the advisors and the executive board. Additionally, the President is responsible for sending the names of volunteers eligible for Ohio Project credit to Kevin Levings.

**2. Vice President** - Support the President in leading the executive committee and collaborates with other members to drive meaningful changes and organizational growth. This role includes coordinating with elementary school representatives to arrange and schedule visits each semester. The Vice President also acts as a liaison between Smiles for Schools and school coordinators to maintain strong community connections.

**3. Treasurer** – Manage the organization’s finances, including applying for funding to promote financial stability and growth. Responsibilities include identifying and pursuing sponsorships from dental professionals, soliciting donations from individuals, businesses, and organizations, and working with the fundraising chair to allocate funds appropriately to support the organization’s mission.

**4. Secretary** – Responsible for informing students about upcoming volunteer opportunities and ensuring timely and effective communication. This role includes creating, managing, and distributing sign-up documents to streamline volunteer participation. Additionally, the Secretary works closely with executive members to facilitate clear and consistent communication between the leadership team and volunteers, supporting organized and well-coordinated events.

**5. Fundraising Chair** - Create and coordinate opportunities to raise money for activities and purchasing oral hygiene supplies, such as toothbrushes and floss, for the students we visit. Seek out dental sponsors and solicit donations from individuals, businesses, and organizations. Work closely with the treasurer to manage donations and ensure proper allocation of funds. Track and report on fundraising progress.

**6. Social Media Chair** – Create and manage an Instagram account and any other relevant social media platforms for the club. Post engaging and relevant content related to the club’s activities, events, and achievements. Promote upcoming events and activities through social media posts.

**7. Activities and Games Chair** - Develop creative and easy-to-execute activities and games that are suitable for kids. Ensure activities are engaging, educational, and aligned with the club’s goals of promoting good oral hygiene. Prepare all necessary materials and resources for the activities and games. Coordinate with the executive team to designate a time to assemble the activities. Create a short word document describing the different activities and providing guidance on what to say. The document will be sent to volunteers prior to visits to ensure they are well-prepared and informed.

**8. School Visit Supplies Coordinator** - The School Visit Supplies Coordinator is responsible for managing the distribution and collection of educational materials for school visits. If unable to attend the visit, the coordinator will ensure materials are handed over to a designated volunteer and collected afterward. Ensure the supply boxes are well-stocked with all necessary materials before each school visit. Upon receiving the supply box back, check that all items are returned and in good condition. Keep a record of any missing or damaged items that may need to be replaced.

#### ***Article IV – Method of Selecting and/or Removing Officers and Members.***

Students who share the interests of Smiles for Schools may join as members at any time during the school year. No applications or dues are required. School visits are attended by members on a volunteer basis.

General members and elected officers should be expected to be in good academic standing and conduct themselves in a way that reflects well on the organization. Member removal criteria are stated in Article V.

Officer elections will be handled as stated in article III. New board members may be elected or removed throughout the year by  $\frac{3}{4}$  vote by all eligible voting members at any organization

meeting. New executive positions can be made at any point throughout the year at the discretion of the current executive board.

#### ***Article V – Causes for Removal of Members or Officers***

Va. 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. If a member is removed, they will no longer be allowed to attend any Smiles for Schools organized events.

Vb. 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.

Vc. 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), {00312468-1} the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

#### ***Article VI – Advisor: Qualification Criteria***

The advisor for Smiles for Schools at The Ohio State University must be a full-time member of The Ohio State University faculty. The roles and responsibilities of such an advisor are as follows: to collaborate with organization members on effective education and public awareness strategies. Additionally, the advisor should help with fundraising and supply donation opportunities, when appropriate.

#### ***Article VII - Meetings of the Organization***

Meetings may be called at any time by an executive member. Additional scheduled meetings shall be held on the first Monday/Tuesday of every calendar month. Meeting days are subject to change.

***Article VIII - Method of Amending Constitution: Proposals, notice, and voting requirements.***

This constitution may be amended at any time with a unanimous vote by all executive board members.

***Article IX***

Being that Smiles for Schools is a non-profit organization; at the dissolution of this organization all assets will be given to The Ohio State University College of Dentistry's Dental H.O.M.E. Coach or another non-profit organization. The founding members will make the final decision on which organization receives Smiles for Schools assets. If there is any debt at the time of dissolution the debt will be assumed equally by all voting members of Smiles for Schools.