

ASDOH ASDA Constitution

ARTICLE I • NAME

The name of this Association shall be the Arizona School of Dentistry and Oral Health American Student Dental Association, hereafter referred to as “ASDOH ASDA” or “this Association.”

ARTICLE II • MISSION and OBJECTIVES

Section 1: Mission Statement of ASDOH ASDA

ASDOH ASDA is a student-run organization that protects and advances the rights, interests, and welfare of students pursuing careers in dentistry. It introduces students to lifelong involvement in organized dentistry and provides services, information, education, representation, and advocacy.

Section 2: Objectives

The objectives of ASDOH ASDA shall be as follows:

1. To provide programs to educate members on topics important to their career development and political understanding, as well as to supplement regular curriculum.
2. To provide a means by which students may participate in and communicate with the American Student Dental Association (ASDA), American Dental Association (ADA), Arizona Dental Association (AzDA), American Dental Political Action Committee (ADPAC), and Arizona Association of General Dentists.

ARTICLE III • MEMBERSHIP

Membership in ASDOH ASDA is open to all pre-doctoral dental students enrolled in the Arizona School of Dentistry and Oral Health, and those students enrolled in a graduate program of not less than one year in duration, without regard to race, creed, color, age, gender, handicap, disability, nationality, or any other consideration as an individual. ASDOH ASDA provides equal opportunity and access to membership programs, facilities, and benefits to all persons.

ARTICLE IV • DUES

1. National dues shall be set by the national ASDA organization.
2. Local dues shall be set by the ASDOH ASDA Executive Council. Local dues are subject to change upon annual assessment of chapter needs.
3. The dues of this Association shall be payable January 1 of each year. If the dues for any member have not been received by January 1, a member shall be considered delinquent and this name shall be dropped from the list of members in good standing of this Association. Payment of national dues provides membership in ASDA, student membership in the ADA, and membership in the AzDA. Payment of local dues provides membership in ASDOH ASDA.

ARTICLE V • ORGANIZATION

The governing body of ASDOH ASDA is the Executive Council. The Executive Council shall be comprised of the following ten positions: President, Vice President, Legislative Liaison, State Dental Society Liaison, Secretary, Treasurer, and four Class Representatives (one Representative from each class.)

Bylaws

ARTICLE I • DUTIES AND POWERS OF THE EXECUTIVE COUNCIL

President

1. To serve as chairperson of the Executive Council, preside at chapter meetings, and oversee all activities of this Association.
2. To appoint a member of this Association to complete the term of any vacant office with majority approval from the Executive Council.
3. To carry out the affairs of this Association in accordance with these Bylaws.
4. To represent this Association as ASDA First Delegate, and to attend the national ASDA Annual Session and regional meetings in this capacity.

Vice President

1. To assist the President in the performance of his or her duties.
2. To preside at chapter meetings in the absence or incapacity of the President.
3. To represent this Association as ASDA Second Delegate, and to attend the national ASDA Annual Session and regional meetings in this capacity.
4. To attend student council meetings (when necessary) as a representative of ASDOH ASDA.

Legislative Liaison

1. To inform members of local, state, and national legislative news of interest to dental students and the profession.
2. To serve as Chairperson of this Association's Legislative Committee.
3. To coordinate an annual ADPAC drive.
4. To represent this Association as Alternate Delegate, and, if necessary, to attend the national ASDA Annual Session and regional meetings in this capacity.

State Dental Society Liaison

1. To foster relationships with AzDA members.
2. To ensure student representation by voting in the AzDA House of Delegates. As such, this position should be held by an individual who has knowledge of the House of Delegates.

Secretary

1. To take minutes at Association meetings and maintain records of all pertinent Association business.
2. To maintain the files and facilities of the ASDOH ASDA office (when applicable.)
3. To accept written nominations for ASDOH ASDA office and to establish the electronic election ballot in May.
4. To facilitate the election of the ASDOH ASDA D1 Class Representative position in August.

Treasurer

1. To act as the official custodian of the funds and accounts of this Association, and to dispense Association funds as directed by the Executive Council.

Class Representative

1. To represent the class in Association meetings.
2. To recruit and renew class members.

ARTICLE II • TERM OF OFFICE

Section 1: Term Length

Members of the Executive Council (except the D1 Class Representative) and Committee Chairpersons serve for a term length not to exceed one year, from May to May. The D1 Class Representative serves for a term length not to exceed ten months, from August to May. If a Committee Co-Chair is elected in August, they will serve for a term length not to exceed ten months, from August to May.

Section 2: Transfer of Duties and Power Following Elections

An “Officer Transition” meeting must be held in May, following elections, to transfer duties and power from the outgoing officers to the incoming officers. This meeting will serve as the official date for the outgoing officers to be relieved of duty and for the incoming officers to be responsible for and accountable for chapter proceedings.

ARTICLE III • ELECTIONS

Section 1: Definition of Elected Positions

Elected positions include all ten Executive Council positions: President, Vice President, Legislative Liaison, State Dental Society Liaison, Secretary, Treasurer and four Class Representatives (one Representative from each class). Elected positions further include Committee Chairs and Co-Chairs.

Section 2: Eligibility for Candidacy

1. Candidates for all offices must be students in good academic standing and current local members of this Association.
2. Candidates for President must have served an elected position in this Association for at least one full term prior to running for President.
3. Candidates for State Dental Society Liaison must be entering their third or fourth year of dental school, as requested by the AzDA.
4. Students may hold no more than one elected Executive Council position during a term of office.
5. Nominations for office (including self-nominations) must be submitted in writing to the current Secretary of this Association prior to the election date. Upon request, the Secretary shall furnish a list of current nominations.

Section 3: Election Procedure

1. Elections shall be held by electronic ballot. Candidates need not prepare a speech, but are encouraged to provide a written position statement to be posted on the electronic ballot.
2. Chapter Elections are to be held in several phases, in the following order:
 - a. The election of a new ASDOH ASDA president will be held separately from and before all other officer elections in May.
 - b. The election of the remaining Executive Council positions (except for the D1 Class Representative) will be held in May after a new ASDOH ASDA President is elected.
 - c. The election for Committee Chairs (one chair per committee) will be held in May after a new Executive Council is elected.
 - d. The election for D1 Class Representative will be held at the “ASDA 101” presentation in August.
 - e. If interest permits, elections for Committee Co-Chairs may be held in August during or following the Membership Drive
3. For each elected position, the candidate with the most votes shall be declared the winner.
4. Tiebreaking Protocol for May elections
 - a. Should a tie occur between two candidates in a two-candidate race for any elected position, the outgoing president will appoint one of the candidates who is part of the tie vote to the position in question, with majority approval from the incumbent Executive Council.
 - b. If a race between three or more candidates results in a tie between the two top vote-winners, a new ballot shall be created with only the two top vote-winners listed as candidates for the position in question. All eligible voters will then be notified of the revised ballot, place their vote, and the one candidate with more votes will be declared the winner. Should a tie occur in this two-candidate re-vote, the procedures outlined in 4.a of this section shall be followed.
5. Tiebreaking Protocol for August elections
 - a. Should a tie occur between two candidates in a two-candidate race for any elected position, the seated president will appoint one of the candidates who is part of the tie vote to the position in question, with majority approval from the seated Executive Council.
 - b. If a race between three or more candidates results in a tie between the two top vote-winners, a new ballot shall be created with only the two top vote-winners listed as candidates for the position in question. All eligible voters will then be notified of the revised ballot, place their vote, and the one candidate with more votes will be declared the winner. Should a tie occur in this two-candidate re-vote, the procedures outlined in 5.a of this section shall be followed.

Section 4: Eligibility for Voting

1. Eligible voters for May elections are all local members of this Association in their first, second, or third year of dental school.
2. Eligible voters for August elections are all local members of this Association.
3. However, at either election time, only eligible voters of their own class may elect their respective ASDOH ASDA Class Representative. Ballot availability for Class Representative elections should be restricted accordingly.

ARTICLE IV • UNEXPIRED TERMS

1. In the event of a presidential vacancy, the Vice President, Legislative Liaison, State Dental Society Liaison, Secretary, and Treasurer, in that order, will succeed the President for the remainder of the unexpired term. The new President shall appoint the resulting Executive Council vacancy, with majority approval from the Executive Council.
2. Any other officer or committee chair vacancies will be filled by appointment from the President, with majority approval from the Executive Council.
3. All appointments will end in May, at the conclusion of the unexpired term.

ARTICLE V • REMOVAL FROM OFFICE

1. An officer can be removed from office for:
 - a. Infringement of any of these bylaws.
 - b. Commitment of an act discreditable to the profession of dentistry.
 - c. Failing to fulfill the duties and responsibilities of the position specified in the ASDOH ASDA Constitution and Bylaws.
2. Two of the following conditions must be met to remove a delegate from office:
 - a. Three instances of unexcused absences from official business meetings of this Association.
 - b. Three instances of failing to submit necessary materials to the ASDA national central office.
 - c. Misappropriating chapter funds.
 - d. Neglecting duties outlined in these Constitution and Bylaws or as stated in the official position description.
3. If two of the above conditions exist, the removal procedure is as follows:
 - a. Notification and counseling: the person will be given the opportunity to resign or meet specific requirements to fulfill his or her duties as determined by the Executive Council.
 - b. In the case of an officer who also serves as First or Second Delegate to the ASDA House of Delegates: notifying the regional trustee and chapter faculty advisor that removal procedures are being implemented.
 - c. A probationary period of 30 days to correct the problems and complete unfulfilled duties, after which time the officer will receive written notification of removal from office (a two-thirds majority vote of the Executive Council is required for removal from office.)

ARTICLE VI • AMENDMENTS

This ASDOH ASDA Constitution and Bylaws should be readily available to all local members, at all times or by request, in either electronic or hard-copy format.

Any ASDOH ASDA local member may propose an amendment to this Constitution and Bylaws at any time. Proposed amendments to this Constitution and Bylaws may be voted on at any meeting of this Association, so long as the entire Association was notified of the meeting in advance, and so long as at least two-thirds of the current Executive Council officers are present at this meeting. The majority of those members present must be in favor of a proposed amendment for it to be adopted. If a tie vote occurs on any amendment, the current chapter president may make an executive decision whether or not to adopt the proposed amendment.

ARTICLE VII • MEETINGS

Section 1: Local Meetings

This Association should conduct official business meetings as needed to accomplish chapter goals. These meetings shall be open to all members. Special meetings of this Association may be called by the President or by petition to the President.

Section 2: State Dental Society Meetings

The State Dental Society Liaison will attend and vote at AzDA meetings. If the State Dental Society Liaison is unable to fulfill this obligation, the Legislative Liaison will serve this obligation. If neither the State Dental Society Liaison nor the Legislative Liaison can fulfill this obligation, the President will then serve this obligation.

Section 3: National ASDA Meetings

The President and Vice President serve, respectively, as First Delegate and Second Delegate to all national and regional ASDA meetings that occur during their term of office. If either Delegate is unable to fulfill this obligation, the Legislative Liaison will serve as Alternate Delegate. If the Legislative Liaison is unable to serve as Alternate Delegate, the First Delegate and Second Delegate may appoint an officer to serve as Alternate Delegate at these meetings.

ARTICLE VIII • COMMITTEES

The standing committees of ASDOH ASDA shall include: Activities, Career Development, Community Service, Editorial, Legislative, Lunch 'n' Learn/ Vendor Fair, Membership, and Pre-Dental. The Executive Council may amend (add, merge, remove, etc.) the standing committees as needed to best fulfill chapter needs.

The Legislative Liaison shall serve as Chairperson of the Legislative Committee.