Missouri School of Dentistry & Oral Health
American Student Dental Association Chapter

Constitution and Bylaws

Approved & Adopted
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Zane M. Lambert, President

Brooke Sabia, Secretary
Constitution

Article I: Name

The name of this association shall be known as the Missouri School of Dentistry & Oral Health – ASDA Chapter, hereafter referred to as “MOSDOH-ASDA” or “this Association.”

Article II: Mission and Objectives

Section 1: Mission Statement of the American Student Dental Association

The mission of the Missouri School of Dentistry & Oral Health – ASDA Chapter is to provide an avenue that protects the rights, interests, and welfare of students pursuing a career in dentistry. This organization will foster education for our members, advocacy for those influenced by our profession, and service to our community by showing our members the fruits of lifelong involvement within organized dentistry.

Section 2: Objectives

The objectives of MOSDOH-ASDA shall be:

1. To promote professional and ethical development within the student body;

2. To provide programs to educate members on topics important to their career development and political understanding;

3. To foster the attainment of each member’s full potential by promoting, encouraging, and providing opportunities for participation in leadership development, community service, dental research, and other experiences for personal improvement and advancement of the profession;

4. To provide a means by which students may participate in and communicate with the American Student Dental Association (ASDA), American Dental Association (ADA), Missouri Dental Association (MDA), American Dental Political Action Committee (ADPAC), and the Missouri General Assembly.

Article III: Membership

Membership in ASDA is open to all predoctoral dental students enrolled in the Missouri School of Dentistry & 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. This Association provides dual 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 are set by the MOSDOH-ASDA Executive Council.

3. The duties 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 and local dues provides membership in ASDA, student membership in the ADA, student membership in the Missouri Dental Association, and MOSDOH-ASDA.

Article V: Organization

The governing body of MOSDOH-ASDA is the Executive Council. The Executive Council shall be comprised of the following nine positions: President, Vice President, Secretary, Treasurer, Legislative Liaison, and four Class Representatives (one Representative from each class.) The Executive Council has the authority to appoint members to other designated offices (including executive council positions) to fulfill the work of the chapter as needed. In addition, there will be an Office of Senior Consultants created for all past MOSDOH-ASDA Presidents to occupy as a measure of organizational continuity.
Bylaws

Article I: Offices, Duties and Powers of the Executive Council

A. Office of the President:

1) To serve as chairperson of the Executive Council, preside at chapter meetings, and oversee all activities of this Association.

2) To ensure the mission and objectives of this Association are being carried out as prescribed by the Constitution.

3) To represent this Association as the ASDA First Delegate, and to attend the national ASDA Annual Session and regional meetings in this capacity.

4) To appoint a member of this Association to complete the term of any vacant offices with the approval of a majority of the Executive Council.

5) To carry out the affairs of this Association in accordance with these Bylaws.

6) To automatically succeed to the office of Senior Consultant at the conclusion of the term of office.

7) To attend MOSDOH-ASDA meetings as a voting member of the executive council.

8) To oversee election of first year ASDA representatives.

B. Office of the 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 the ASDA Second Delegate, and to attend the national ASDA Annual Session and regional meetings in this capacity.

4) To ensure the mission and objectives of this Association are being carried out as prescribed by the Constitution.

5) To carry out the affairs of this Association in accordance with these Bylaws.

6) To attend MOSDOH-ASDA meetings as a voting member of the executive council.
C. Office of the 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 represent this Association as Alternate Delegate, and if necessary, to attend the national ASDA Annual Session and regional meetings in this capacity.

4) To assist other members of the Executive Council in matters as seen necessary.

5) To serve as a voting Member of the executive council.

D. Office of the Secretary:

1) To take minutes including attendance at Association meetings and maintain records and a calendar of all pertinent Association business and events.

2) To maintain the files and facilities of the MOSDOH-ASDA offices (where applicable).

3) To accept written nominations of MOSDOH-ASDA office and to aid in the establishment of the electronic election ballot in May.

4) To facilitate the election of the MOSDOH-ASDA D1 Class Representative position in September.

5) To assist other members of the Executive Council in matters as seen necessary such as correspondence and reports.

6) To work in conjunction with the Webmaster to post public documents of this Association to the website.

7) To serve as a voting Member of the executive council.

E. Office of the Treasurer:

1) To maintain the financial records of this Association.

2) To prepare and present an updated budget to this Association at the conclusion of his or her term in May.
3) To ensure that member dues are remitted appropriately.
4) To administer the ASDA bank account along with this Association’s President.
5) To serve as the Chairperson of the Philanthropy & Fundraising Committee.
6) To serve as a voting Member of the executive council.

F. Office of the Class Representatives:
   1) To represent their respective class in Association meetings.
   2) To recruit and renew class members.
   3) To assist other members of the Executive Council in matters as seen necessary.
   4) To serve as a voting Member of the executive council.

G. Office of the Senior Consultants (All past MOSDOH-ASDA Presidents):
   1) To act as a consultant for the current MOSDOH-ASDA Executive Council.
   2) To assist with the transition of senior (D4) MOSDOH-ASDA members to the ADA.
   3) To attend MOSDOH-ASDA meetings where appropriate.

**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 nine months, from September 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. These term limits may be extended for the inaugural Executive Council, not to exceed two years, during the initial growth of this Association.
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 nine Executive Council positions: President, Vice President, Secretary, Treasurer, Legislative Liaison, and four Class Representatives (one Representative from each class).

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. Students may hold no more than one elected Executive Council position during a term of office.

4. 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. For each position, the candidate with the most votes shall be declared the winner.

3. Tiebreaking Protocol:

   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 are part of the tie vote to the position in question, only with the majority approval from the incumbent Executive Council.
b. If a race between three or more candidates results in a tie between the top two vote-winners, a new ballot shall be cast with only the two top vote-winners listed as candidates for the position in question. All eligible voters will then be notified of the runoff election, cast their vote, and the candidate with the most votes will be declared the winner. Should a tie occur in this two candidate re-vote, the procedures outlined in 3.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 September 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 MOSDOH-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, Secretary, or 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 the majority approval from the Executive Council.

2. In the event of a vacancy, the resulting Executive Council vacancy shall be appointed by the new President, with a majority approval by the Executive Council.

3. All appointments will end in May, at the conclusion of the unexpired term.

Article V: 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. All meetings will utilize the Standard Code of Parliamentary Procedure (Sturgis) unless temporarily repealed by the President at each local meeting. Any Executive Council member has the right to reinstate the Standard Code of Parliamentary Procedure at any time during the
meeting. The President will then be barred from again repealing the Standard Code of Parliamentary Procedure for the remaining time of that meeting.

Section 2: 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 and Second Delegate may appoint an officer to serve as Alternate Delegate at these meetings.

Section 3: Other Meetings

The Legislative Liaison will attend any and all other meetings required of this Association. If the Legislative Liaison is unable to fulfill this obligation, the President or Vice President will serve this obligation in that order.

Article VI: Committees

The standing committees of MOSDOH-ASDA shall include: Career Development, Community Service, Legislative, Lunch ’n’ Learn/Vendor Fair, Philanthropy & Fundraising, 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. The Treasurer shall serve as the Chairperson of the Philanthropy & Fundraising Committee.

Article VII: 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 MOSDOH-ASDA Constitution and Bylaws or in the official position description.
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 MOSDOH-ASDA Executive Council or 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 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 un fulfilled 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 VIII: Amendments

This MOSDOH-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 MOSDOH-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.