

**Columbia College of Dental Medicine
American Student Dental Association**

Constitution and Bylaws

Revised: April 28th, 2016

Article I: Name

ASDA Chapter of Columbia University College of Dental Medicine

Article II: Mission and Objectives

The American Student Dental Association is a national 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 1 – Objectives

1. To promote the welfare of students pursuing careers in dentistry by education and involving them in the social, moral, and ethical obligations of the profession of dentistry and the provision of oral healthcare to all people.
2. To advocate just treatment for dental students regardless of race, creed, religion, gender, age, disability, or sexual orientation, and to assist them in the event that such treatment is not afforded.
3. To represent the needs, interests, and welfare of association members to legislative and regulatory bodies and other organizations that have influence on these concerns and the profession of dentistry.
4. To identify and promote needed change in dental education, licensure, and policy by recommending improvements to institutions and organizations that exert control or influence on these areas.
5. To introduce, promote, and encourage student participation in organized dentistry, and to position association membership as the beginning of a lifelong involvement with organized dentistry.
6. To research, organize and disseminate information important to students pursuing careers in dentistry and to other organizations and individuals involved in healthcare education, practice, and research.
7. 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.
8. To improve dental care and its delivery to all people by establishing a commitment in identifying the public's dental needs, distributing educational resources to members and promoting the welfare of the public.

Article III: Membership

All predoctoral and advanced standing students of the College of Dental Medicine are eligible for membership. Students become members by automatic enrollment.

Section 1: Types of Membership

1. Regular members are all predoctoral students of the College of Dental Medicine.
 - a. All regular members are privileged with the right to vote at elections.
2. Active members are those who actively participate in and contribute to a minimum of three events per year, including attending general body meetings.

Article IV: Dues

1. Local dues, if applicable, are to be determined by the CDM ASDA Executive Board
2. National dues are determined by the national ASDA office. These dues provide ASDA membership, as well as student membership in the ADA. The membership year is from January 1st-December 31st.

Article V: Organization

Officers of the Executive Board shall be comprised of the President, two Vice Presidents, Treasurer, Secretary and Editor-in-Chief.

Chairpersons will be elected for the following: Community Service, Editorial, Fundraising, Grant Writing/Gold Crown Awards, Legislative, Lunch-and-Learn, Mentorship, Pre-Dental, Public Relations, Social, and Webmaster.

Four Class Representatives will be elected at the discretion of the class council of each predoctoral class.

All officers must keep the President and Executive Council apprised of progress during the planning of any activity or event, and must confer with the President prior to sending announcements related to the same.

In the case of an unexpected position vacancy or the creation of a new position, the Executive Council will discuss and appoint an appropriate student leader.

Bylaws

Article I: Roles, Responsibilities and Duties of CDM ASDA Leadership

Section 1: Qualifications

A minimum of one year of Board experience serving as a committee chairperson or as an Executive Board member is required to be eligible to be President and Vice President.

All active members are eligible to run for Treasurer, Editor-in-Chief, and Secretary.

Section 2: Duties & Responsibilities

1. President

- a. The President will serve for a one-year period from the time of installation until a new President is elected.
- b. The President of the association shall be the official spokesperson for the organization, as well as serving as chair of the Board. The President shall have voting privileges of the Board only when his or her vote will affect the outcome of the vote. The President shall have voting privileges on the Executive Committee only when his or her vote will affect the outcome of the vote.
- c. The President will have all those duties imposed by law and Association tradition with the Chair of the Board of any association of corporation.
 - i. The President must attend all Executive Board, Board, and general body meetings.
- d. The President shall supervise the secretary in maintaining active records of the organization.
- e. The President shall represent CDM ASDA as the First Delegate to the ASDA House of Delegates, and to attend the national ASDA Annual Session and regional meetings in this capacity.
- f. The President shall represent CDM ASDA at the House of Delegates meeting of the New York State Dental Association.
- g. The President shall oversee the election and training of local officers.
- h. Vacancy – The President shall direct one of the Vice Presidents to fulfill the duties of the office of President, if he or she is temporarily unable to fulfill these duties. If the President dies, resigns, is removed from office, or is incapacitated for a period of longer than thirty (30) consecutive days, the Board shall elect

a new President from the Vice Presidents by a simple majority vote. The newly elected President shall serve until a new President is regularly elected at the next year's election.

2. Vice Presidents (2)
 - a. The Vice Presidents will serve for a one-year period from the time of installation until new Vice Presidents are elected.
 - b. The Vice Presidents shall assist the President in the implementation of his/her duties.
 - c. One of the Vice Presidents shall represent CDM ASDA as the Second Delegate to the ASDA House of Delegates, and to attend the national ASDA Annual Session and regional meetings in this capacity.
 - d. The Vice Presidents will have full voting privileges as members of the Board and the Executive Committee; they shall also serve as spokespersons for the Association at the request of the President.
 - e. The Vice Presidents will have all those duties imposed by law and Association tradition with the Chair of the Board of any association of corporation.
 - i. The Vice Presidents must attend all Executive Board, Board, and general body meetings.
 - f. The Vice Presidents and Treasurer will each supervise committees, chosen and divided at their time of election.
 - i. The Vice Presidents and Treasurer must attend all meetings for his/her respective committees.
 - g. Vacancy – if a vacancy arises in the office of the Vice Presidents, the Board may elect an ASDA member by simple majority vote to fill the position.
3. Secretary
 - a. To record minutes at all meetings and distribute to participants in a timely manner
 - b. To create and maintain a "Master Calendar," which includes important dates for all classes pertaining to academics, patient care/clinic, administration, school- or campus-wide events, SGA, other student organizations, NYSDA, and local, district, and national ASDA events
 - c. To maintain various listservs as necessary
4. Editor-in-Chief
 - a. The Editor-in-Chief will serve for a one-year period from the time of installation until a new Editor-in-Chief is elected.

- b. The Editor shall have full editorial discretion, subject only to Association policies, this *Constitution and Bylaws* and federal and state regulations governing journalism.
 - c. The Editor-in-Chief will have full voting privileges as members of the Board and the Executive Board.
 - i. The Editor-in-Chief must attend all Executive Board, Board, and general body meetings.
 - d. The Editor-in-Chief shall supervise the Webmaster.
 - e. The Editor-in-Chief will be responsible for creating the Gold Crown Award Application.
 - f. Vacancy – If a vacancy arises in the office of the Editor-in-Chief, the Board may selection an ASDA member by application process.
5. Treasurer
- a. The Treasurer will serve for a one-year period from the time of installation until a new Treasurer is elected.
 - b. The Treasurer will have full voting privileges as members of the Board and the Executive Committee
 - i. The Treasurer must attend all Executive Board, Board, and general body meetings.
 - c. The Treasurer shall supervise the Fundraising Chairpersons.
 - i. The Treasurer must attend all meetings of the Fundraising Committee.
 - d. Vacancy – If a vacancy arises in the office of the Treasurer, the Board may elect an ASDA member by simple majority vote.

Section 4: Removal from Office

1. President

- a. If the President does not satisfactorily fulfill the duties and responsibilities of the position, any member of the Board must submit a formal complaint to both Vice Presidents. Prior to holding an impeachment hearing, the President must be given an official warning, which consists of a meeting with the Vice Presidents. The Vice Presidents shall call an Executive Board Hearing to discuss the complaint and allow for defense by the President. The Executive Board Hearing shall be attended by the following: all Executive Board members, the Ethics Liaison, and the Immediate Past President, each of which has 1 vote excepting the President. The President shall not be present for the final discussion and vote on removal from office. A two-

thirds vote is required to remove the President from office. The Vice Presidents, Editor-in-Chief, Treasurer, secretary and Ethics Liaison shall have 1 vote each.

2. Vice Presidents, Secretary, Editor-in-Chief, and Treasurer
 - a. If an Executive Board member does not satisfactorily fulfill the duties and responsibilities of the position, any member of the Board may submit a formal complaint to the President. Prior to holding an impeachment hearing, the Member must be given an official warning, which consists of a meeting with the President. The President shall call an Executive Board Hearing to discuss the complaint and allow for defense by the Member. The Executive Board Hearing shall be attended by the following: all Executive Board members, the Ethics Liaison, and the Immediate Past President, each of which has 1 vote excepting the member in question of removal. The Member shall not be present for the final discussion and vote on removal from office. A two-thirds vote is required to remove the Member from office.

Article II: Members of the Board

Members of the Board shall include Executive Board members and all committee chairpersons.

Section 1: Qualifications

All regular members of the CDM chapter are eligible to serve as a Committee Chairperson.

Section 2: Selection

All Committee Chairpersons must submit an application to the newly elected Executive Board for consideration. The application includes: 1) a descriptive list of previous experience related to the position applied for; and 2) a brief letter of interest for the position applied for. The Executive Board shall allow adequate time for submission of applications. The Executive Board has the right to reserve positions for incoming first year students and thus may choose not to fill all positions based on the initial application process.

Section 3: Duties

All Committee Chairpersons are voting members of the Board. Chairpersons must be present at board meetings in order to cast their vote.

All Committee Chairpersons must attend all general body and Board meetings. Each Chairperson must attend all meetings scheduled by his/her presiding officer.

1. Class Representatives
 - a. Duties – accomplish the following goals:
 - i. Acts as a resource for information about chapter activities and involvement
 - ii. Acts a liaison between the chapter and school Student Government Association
2. Legislative Chair – Legislative Liaison
 - a. Duties – accomplish the following goals:
 - i. Working with president on legislative matters to ensure that proper resources are being utilized and that events are being held in a timely manner including but not limited to ADPAC drive, engage drive, hosting legislators, etc.
 - ii. Being responsible and coordinating with the E-Board in planning Columbia ASDA's trip to Lobby Day
 - iii. Collaborate with District 2 Legislative Co-Chairs to plan events throughout the year
 - iv. Establish a relationship with the NYCDS and NYSDA
3. Fundraising Chair
 - a. Duties – accomplish the following goals:
 - i. Plan fall and spring Vendor Fair (Attend vendor fairs to build upon and establish relationships with vendors at events including but not limited to GNYDM)
 - ii. Hold scrub sales and other fundraisers
 - iii. Helping social plan fundraising events throughout the year including but not limited to a golf outing, paint night, etc.
 - iv. Working closely with Social and Lunch-and-Learn to handle conflict of interest issues and assure that we do not overburden our vendors
4. Social Chair
 - a. Duties – accomplish the following goals:
 - i. Plan school-wide social events for pre-dents, students, faculty and alumni
 - ii. Work with fundraising to plan fundraising events throughout the year ex. Golf outing and paint night

- iii. Work with the District 2 social chair to collaborate on events taking place in NYC and Columbia throughout the year
- 5. Community Service Chairpersons
 - a. Duties – accomplish the following goals:
 - i. Planning GKAS to run as smooth as possible with Jary
 - ii. Plan, host and implement various community service events throughout Washington Heights and the surrounding NY area
- 6. Pre-Dental Association Chair
 - a. Duties – accomplish the following goals:
 - i. Working closely with the undergrad campus and all interested schools in expanding their pre dental organizations
 - ii. Hold a “Getting Into Dental School 101” day as well as “Dental Student for a Day” day
 - iii. Hosting an event for ASDA Pre-dental week to take place in February
 - iv. Collaborating with District 2 Pre-Dental Chair to organize events at CDM
- 7. Mentorship & Education Chair
 - a. Duties – accomplish the following goals:
 - i. Chapter offers tutoring/mentoring
 - ii. Provides mentoring services for new members such as explaining requirements, providing class notes or preparing test booklets
 - iii. Hold academic exam and practical reviews for students in the year below
 - iv. Collaborate with the pre-dental committee to provide a mentorship program for pre dental students
- 8. Webmaster
 - a. Duties – accomplish the following goals:
 - i. Working to maintain the Columbia ASDA website
 - ii. Working with secretary to maintain calendar of events and to ensure that there are no schedule conflicts
- 9. Lunch-and-Learn
 - a. Duties – accomplish the following goals:
 - i. Formerly Activities Committee

- ii. Plan events bringing in companies and speakers that aid in professional development and understanding of available dental technologies (Lunch and Learns)
- iii. Work closely with fundraising and social committees to handle conflict of interest issues that might arise
- iv. Collaborate with technology club and other relevant organizations to bring in engaging speakers and companies that aid in our education of dental technologies and products

10. Editorial

- a. Duties – accomplish the following goals:
 - i. Write, create and distribute the biannual newsletter with the Editor-In-Chief
 - ii. Keep track of our chapter’s accomplishments during the academic year via the newsletter (“The Columbia Crown”) and the website

11. Public Relations

- a. Duties – accomplish the following goals:
 - i. Working closely with webmaster to maintain active social media accounts including but not limited to Facebook and Instagram

12. Grant Writing/Gold Crown

- a. Duties – accomplish the following goals:
 - i. Working with the president, editor in chief and public relations to maintain a record of our accomplishments for applying for grants and awards including but not limited to gold crown awards and ASDA grants

13. Ex Officio Nationally Elected Officers

- a. National office holders are non-voting board members who may attend Board meetings.

14. Immediate Past President

- a. The Immediate Past President is a non-voting member who may attend Board meetings
- b. Must attend all Executive Board Hearings

Section 4: Removal from Office

If a Committee Chairperson does not satisfactorily fulfill duties and responsibilities of the position, the Executive Board may, by simple majority vote, remove that Chairperson from office. Prior to removal from office, the

Committee Chairperson must be given an official warning, which consists of a meeting with the President.

Article III: Meetings

Section 1: Frequency of Meetings

General body meetings shall be held at least once a semester of each academic school year.

The Executive Board shall meet monthly in person or on phone conference.

The Committees shall meet with their supervising officer at least once per month in person or on phone conference.

Section 2: Quorum

A quorum is defined as the entire Executive Board for Executive Board meetings.

A quorum is defined as the presences of two-thirds of Board for Board meetings.

A quorum is defined as any number of members present at a general body meeting.

Section 3: Voting

In order to approve actions of the organization and the Executive Board, a majority vote is required by the Executive Board.

In order to approve actions of the organization and the Board, a simple majority vote (51%) is required by the Board.

Section 4: Parliamentary Authority

Parliamentary authority shall be derived from Sturgis Parliamentary Procedure for all decisions.

Article IV: Amendments

Section 1: Initiation

Any member of the ASDA Chapter may submit amendments to the Constitution.

Amendments must be submitted in writing.

Section 2: Voting and Consideration

Amendments must be discussed and considered by the Board. The amendment is ratified by a two-thirds majority vote of the Board.

Article V: Elections of the Executive Board

Section 1: Nomination

Officers are to be nominated by an open process. Members may nominate themselves. Members will have a designated period of two weeks for nomination submissions. Submissions must be made to the current Executive Board.

Nominations shall be public. Nomination submissions will close two days before the day of elections, and candidates are to be notified of their competitors one day in advance.

Section 2: Voting

Officers are elected by a general body vote. Presidential candidates must finish their speech within 5 minutes. All other candidates, even if running unopposed, must finish their speech within 2 minutes. Candidates may not be present to hear speeches of their opponents. Speeches will be given in the following order:

Secretary first Editor-in-Chief second, Treasurer third, Vice Presidents fourth, & President last.

Each regular member, including candidates, will receive 1 ballot on which to cast their vote. The ballot will include each candidate's name. Ballots are to be handed out prior to starting the speech presentations.

The Executive Board excluding all currently running members will count the ballots in the presence of the Ethics Liaison, Ethics Committee Chairperson only if not running for election, or a faculty member. In order to be elected, a simple majority vote is required.

All present members are granted voting privileges.

Section 3: Installation

Officers are to be installed immediately upon verification of election results.