

(Chapter Name Here)

Constitution and Bylaws

(Date)

Constitution

Article I: Name

The name of this association shall be known as the **(chapter name here)** American Student Dental Association, hereafter referred to as "____ASDA" or "the Association."

Article II: Mission and Objectives

Section 1: Mission Statement of the American Student Dental Association

The American Student Dental Association is a national student-run organization that protects and advances the rights, interests and welfare of dental students. It introduces students to lifelong involvement in organized dentistry and provides services, information, education, representation and advocacy.

Section 2: Objectives

The objectives of "**the _____ASDA**" shall be:

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), and... **(List other associations, as applicable. Examples include the state dental society, the local dental society, ADPAC, AADS, etc.)**
3. To act in concert with **(name of student government)** via the appointment of **(number)** "**____ASDA**" officers to serve as a member of that body.
4. **Write additional objectives as needed.**

Article III: Membership

Membership in ASDA is open to all predoctoral dental students enrolled in the **(your school's name here)**, without regard to race, creed, color, age, gender, handicap, disability, nationality, or any other consideration as an individual. "**____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 are set by the "**____ASDA**" Executive Council.

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 the Association. Payment of national and local dues provides membership in ASDA, student membership in the ADA, and **(your chapter name here)**.

(Does your chapter also collect state/local society dues? If it does, be sure to include this information.)

Article V: Organization

The governing body of "**___ASDA**" is the Executive Council. The Executive Council shall be comprised of the following positions: First Delegate/President, Second Delegate/President-elect, Secretary, Treasurer, and **(number)** representatives from each class. The Executive Council has the authority to appoint members to other designated offices to fulfill the work of the chapter as needed.

Bylaws

Article I: Duties and Powers of the Executive Council

A. First Delegate/President

- 1) To serve as chairperson of the Executive Council, preside at chapter meetings, and oversee all activities of the chapter.
- 2) To appoint a member of the chapter to complete the term of any vacant office with the approval of a majority of the Executive Council.
- 3) To carry out the affairs of the Association in accordance with these bylaws.
- 4) To represent the Association as ASDA first delegate and to attend the national ASDA Annual Session and other meetings in this capacity.
- 5) To represent "**___ASDA**" at the Annual Session of the **(your state dental association name here, if applicable)**
- 6) To attend student council meetings **(if applicable)** as a representative of "**___ASDA.**"

B. President-Elect/Second Delegate

- 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 the 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 **(if applicable)** as a representative of "**___ASDA.**"
- 5) To serve as the Legislative Grassroots Network (LGN) Liaison, if not a separate office.
- 6) To automatically succeed to the office of President at the conclusion of the term of office.

D. 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 "**___ASDA**" office **(if applicable)**.

- 3) To preside at chapter meetings in the absence of the other Executive Council members.
- 4) To represent the Association as ASDA second alternate delegate and to attend the national ASDA Annual Session and regional meetings in this capacity.

E. Treasurer

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

F. Class Representatives

- 1) To serve as president of the class.
- 2) To represent the class in Association meetings.
- 3) To recruit and renew class members.

Article II: Term of Office

The President-Elect serves a one-year term, and succeeds automatically to the position of President for a one-year term. Other members of the Executive Council serve for one year. **(Note: your chapter's term of office for the delegate/president-elect may be longer than two years, so you can change the above statement as necessary. Remember, the national ASDA constitution requires that the position of delegate is at least two years.)**

Article III: Elections

1. Elections for vacant offices will be held in **(Month)**. Elected positions include: President-Elect, Vice President, Secretary, Treasurer, and **(number)** representatives from each class.
2. Candidates for office may be nominated by either a nominating committee or by the general membership at least two weeks prior to the election date. Self-nominations must be submitted in writing.
3. Candidates for all offices must be students in good standing and current members of ASDA.
4. Candidates for President-Elect must be able to serve a two year term; and therefore must be either in their **(second or third year, if elections take place in the fall or first or second year, if elections take place in the spring)**.
5. Leaders may hold no more than one elected chapter position during the term of office.
6. Elections are held by secret ballot. The candidate for each position with the most votes shall be declared the winner.
7. Eligible voters are all ASDA members who are present during the specified time for chapter elections. Class representatives are elected only by eligible members of their own class.

Article IV: Unexpired Terms

1. In the event of a vacancy, the President-Elect, Vice President, Secretary, and Treasurer, in that order, will succeed the President for the remainder of the unexpired term. The resulting Executive Council vacancy shall be appointed by the new President, with majority approval by the Executive Council.
2. All other office and committee vacancies will be filled by appointment by the President with majority approval of the Executive Council.
3. All replacement appointments will end 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 "____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 the 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 district 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:
 - D. the officer will receive written notification of removal from office
 - E. A two-thirds majority vote of the Executive Council is required for removal from office.

Article VI: Amendments

The Constitution and Bylaws may be amended at any meeting of the Association at which a quorum is present by a two-thirds majority of the votes cast, when the proposed amendment is submitted in writing to an Executive Council officer five days prior to the Association meeting. A quorum shall consist of no less than 10 percent of the membership at large. **(Adjust this number according to the estimated number of members who will attend chapter meetings.)**

Article VII: Meetings

Section 1: Local Meetings

The Association must conduct an official business meeting at least once per month, which shall be open to all members. Special meetings of the Association may be called by the President or by petition to the President by no less than five members. The Secretary shall be responsible for distributing meeting agendas, if applicable, as well as notifying members of unscheduled meetings. The current edition of the *Sturgis Standard Code of Parliamentary Procedure* is the parliamentary authority at all official meetings of the Association.

Section 2: National ASDA Meetings

The President and President-Elect serve, respectively, as first delegate and second delegate to all national and regional ASDA meetings that occur during their term of office. If either party is unable to fulfill this obligation, first the Vice President (First Alternate Delegate) and then the Secretary (Second Alternate Delegate) will succeed, in order, to these positions.

The Secretary is responsible for submitting the names of Delegates and Alternates to the central office after elections are held.

Section 3: State Society Meetings

(Enter your procedures for attendance and voting at state society meetings. Note: the Ideal ASDA Chapter Committee recommends that the first delegate or immediate past first delegate hold this position.)

Article VIII: Committees

The standing committees of **(your association's name here)** shall include: Nominating Committee, Activities Committee, Membership Committee, Education Committee, Newsletter and Publications Committee, Political Education Network, Career Guidance Network. **(delete those that do not apply)**

CONSTITUTION DECLARATION

THE UNDERSIGNED hereby confirms that attached hereto is a true and correct copy of the original Constitution of the _____ . The Constitution was adopted on _____ .

Officer Name: _____

Officer Title: _____

Date: _____

Officer Name: _____

Officer Title: _____

Date: _____