**American Student Dental Association**

**at**

**The University of Texas School of Dentistry in Houston**

**Constitution and Bylaws**

**Edited June 10, 2020**

**Constitution**

**Article I: Name**

The name of this association shall be known as the American Student Dental Association at The University of Texas School of Dentistry in Houston, hereafter referred to as “Houston 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, which protects and advances the rights, interests, and welfare of students pursuing careers in dentistry. It represents students with a unified voice and provides information, education, advocacy, and services. The association introduces lifelong involvement in organized dentistry, and promotes change for the betterment of the profession.

Section 2: Objectives

The objectives of Houston 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) & the American Dental Association (ADA), as well as: the Texas Dental Association (TDA), the Greater Houston Dental Society (GHDS), the American Dental Political Action Committee (ADPAC) and others.

3. Dues are automatically deducted from members’ tuition as part of the Houston ASDA auto-enroll program.

4.. To act in concert with UTSD Student Councilvia the appointment of 1Houston ASDA officer to serve as a member of that body.

**Article III: Membership**

Membership in ASDA is open and under automatic enroll to all pre-doctoral dental students enrolled at The University of Texas School of Dentistry in Houston and shall not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender identity or expression, veteran status or any other basis prohibited by law. Houston 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 Houston ASDA Executive Council.

3. The dues of this Association shall be payable by 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 both the local chapter and the national organization of ASDA and student membership in the ADA.

4. In the instance that Houston ASDA dissolves, the Executive Council shall discuss and vote upon the allocation of remaining local dues, subsequently to be distributed by the Treasurer.

**Article V: Organization**

The governing body of Houston ASDA is the Executive Council. The Executive Council shall be comprised of the following positions: President / 1st Delegate/3rd Year Representative, Vice President/President-Elect/2nd Delegate/2nd Year Representative, Alternate Delegate/1st Year Representative, Treasurer, and Immediate Past President/4th Year Representative. The Executive Council has the authority to appoint members to other designated offices to fulfill the work of the Association as needed.

**Bylaws**

**Article I: Duties and Powers of the Executive Council**

A. President / 1st Delegate / 3rd Year Representative

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

2) To appoint a member of the Association 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 1st Delegate, and to attend both the National Leadership Conference (NLC) and Annual Session in this capacity.

5) To represent Houston ASDA at the Annual Session of the Texas Dental Association (TDA).

6) To represent the third year (DS3) class in Association meetings and act as a liaison from the Association to the class.

7) To attend student council meetings as a representative of Houston ASDA.

8) To ensure all officers and committee members have read and signed their Job Descriptions for their respective positions. To maintain accountability and ensure these tasks are fulfilled.

9) Oversee the all duties of Community Service, Advocacy, and Leadership Development Chairs.

B. Vice President / President-Elect / 2nd Delegate / 2nd Year Representative

1) To assist the President in the performance of their duties.

2) To preside at chapter meetings in the absence or incapacity of the President.

3) To represent the Association as 2nd Delegate, and to attend both the National Leadership Conference (NLC) and Annual Session in this capacity.

4) To take minutes at Association meetings and maintain records of all pertinent Association business.

5) To represent the second year (DS2) class in Association meetings and act as a liaison from the Association to the class.

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

7) Oversee the all duties of Communication & Media Chair, Website Editor, and Social Chair.

C. Alternate Delegate / 1st Year Representative

1) To assist the Executive Council and preside at chapter meetings in the absence or incapacity of the President and Vice President.

2) To represent the Association as 1st Alternate Delegate, and to attend both the National Leadership Conference (NLC) and Annual Session in this capacity.

3) To represent the first year (DS1) class in Association meetings and act as a liaison from the Association to the class.

4) To automatically succeed to the office of Vice President at the conclusion of the term of office.

5) Oversee the all duties of Pre-Dental Chair.

D. Treasurer

1) 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.

2) Within a year of graduation, Treasurer will be replaced by an appointment process dictated by the rest of the Executive Council. The newly appointed Treasurer will serve as an apprentice to the current Treasurer before taking over the full duties and powers of the position. The end of this apprenticeship will be determined by the rest of the Executive Council.

3) Oversee the all duties of Events Coordinator Chair and Golf Tournament Chair.

E. Immediate Past President / 4th Year Representative

1) To serve as an advisor to the Executive Council.

2) Immediate Past President does not have a vote on Executive Council, unless in the case of a tie.

4) The Immediate Past President is responsible for interpretation and reference of the bylaws on behalf of the Executive Committee.

5) To organize the annual ADA National Signing Day membership drive held every spring for the outgoing seniors.

6) Oversee the all duties of Fourth Year Chairs/Officers, Gold Crown Award Chair, **and Wellness Chair**

F. All Officers must adhere to the minimal Officer Requirements and sign the Officer Agreement Form to be sent out following election into their respective position.

**Article II: Duties and Powers of Elected Officers**

A. Legislative Liaisons

1) To maintain an active connection with representatives from the Greater Houston Dental Society (GHDS) and the Texas Dental Association (TDA), and to serve as a representative of Houston ASDA to these organizations.

2) To work with other Legislative Liaisons to organize an annual ‘ADPAC Week’ membership drive.

3) To work with other Legislative Liaisons to organize student involvement in Texas State Lobby Day every other year and National Lobby Day annually.

4) Third Year Legislative Liaison serves as Advocacy Chair and manages the Advocacy Committee.

* Read monthly legislative news, and relay this information to your class via social media.
* Encourage discussion of dentist specific and small business specific legislative topics and news.
* Stay up-to-date on current advocacy issues.
* Attend all chapter meetings
* Attend GHDS LAC meetings if invited.

B. Events Coordinators

1) To maintain an active connection to a number of companies, organizations and non-profits who may act as sponsors or attendees to the below events.

2) To work with other Events Coordinators to organize events including but not limited to: Vendor Fair, Loupes Fair and at least one Lunch and Learn each month.

3) Third Year Events Coordinator serves as Events Coordinator Chair.

* Select and oversee all duties of the committee.
* Coordinate one/two meetings each semester within the committee.
* Provide the committee with previous statistics, knowledge, and information to allow them to better each event for the future.

4) Second Year Events Coordinator serves as Lunch & Learn Chair.

5) Have the knowledge to recommend certain vendors to ASDA officers when they are looking for sponsors.

6) Present to or make the chapter officers and members aware of resources for fundraising opportunities.

7) Help put other ASDA officers into contact with vendors when necessary

8) Attend all lunch and learns and off campus events unless there is a conflict and those in the events committee are aware of the conflict

9) Vendor Fair is mandatory for everyone in the events committee.

10) The events committee must work together with the overall goal of bettering the Houston ASDA chapter.

C. Community Service Coordinators

1) To work with other Community Service Coordinators to organize Houston ASDA’s involvement in events such as Give Kids A Smile (GKAS) and Texas Missions of Mercy (TMOM) and to recruit members to participate in said events.

2) To maintain an active connection with San Jose Clinic and promote it to the membership of Houston ASDA.

3) To organize and promote other community service projects each year when possible.

4) Third Year Community Service Coordinator serves as Community Service Chair and manages the Community Service Committee.

D. Pre-Dental Representatives

1) To work with other Pre-Dental Coordinators to encourage those interested in the dental profession to join national ASDA as a pre-dental member.

2) To work with other Pre-Dental Coordinators to organize events for pre-dental students in the area, specifically but not limited to the University of Houston and Rice University.

3) Position Tasks

* Take minutes for committee meetings
* Assist with all pre-dental events
* Report to Pre-dental Chair
* Educate first year pre-dental representative on expectations, processes, and overall ASDA
* Maintain contact with undergraduate pre-dental organizations as needed
* Share events with participating undergraduate ASDA chapters Facebook groups
* Educate pre-dental members on all benefits provided through the ASDA membership
* Directly organize/plan Houston ASDA Interview Preparation Day during 2nd summer semester
* Report to the President on progress throughout the year

4) Third Year Pre-Dental Representative serves as Pre-Dental Chair and manages the Pre-Dental Committee.

E. Communication & Media Officers

1. To work with other Communication & Media Officers to development and maintain the chapter website, newsletter, social media sites, and all other forms of publication.
2. To work closely with the Historians and Website Editor to complete these tasks.
3. Report to the President on progress throughout the year
4. Provide and assist in leadership guidance to chapter officers
5. Present or make the chapter aware of national, district and local level ASDA Leadership positions
6. Third Year Officer serves as Communication & Media Chair.
   1. Select, supervise, manage and oversee all duties of the committee
   2. Provide and assist in communication between all student ASDA members and officers
7. Second Year Officer serves as Newsletter Editor.
   1. Be willing to write articles
   2. Creatively think of new ideas for the newsletter
   3. Proofread the newsletter
   4. Be up to date with events and new implements for the newsletter
   5. Be able to recruit writers
   6. Alter design layouts
   7. Take roll of officers in attendance at all mandatory officer meeting & help enforce attendance
8. First Year Officer serves as Social Media Chair.

F. Historians

1) Must provide their own equipment.

1. To attend and document all chapter activities or find a substitute to fill that role if unable to be in attendance.
2. To collaborate with Webmaster and Communication & Media Officers for creation of media content, e.g. videos, interviews.
3. Disseminate media through various social channels within a reasonable amount of time after the event has passed.
4. Organization of media specific to chapter events for easy retrieval upon request by a member or officer.
5. To organize acquired media for the purpose of assembling the GCA application.
6. To collaborate with the GCA Chair for the GCA application.
7. Third Year Historian will fill the void of the GCA Chair if none is appointed.

G. Fourth Year Chairs/Officers

1. To serve as an advisor role to chairs and officers of their respective positions.
2. Assists in planning events for the respective committee.
3. Attends chapter events as needed
4. Assists Immediate Past President in planning ADA Signing Day.
5. Serves as an expert in organized dentistry within the 4th year class.
6. Transitions and trains the 3rd year officer as the committee chair for the respective committee.

H. All Officers must adhere to the minimal Officer Requirements and sign the Officer Agreement Form to be sent out following election into their respective position.

**Article III: Duties of Appointment Officers**

1. Treasurer
2. See Article I of Bylaws, Part D.

B. Leadership Development Chair

1. To coordinate annual ASDA Chapter Officer Leadership Retreat, annual leadership conference for ASDA members
2. To take roll of officers in attendance at all mandatory officer meeting & help enforce attendance and provide and assist in leadership guidance to chapter officers.
3. To present and make the chapter aware of opportunities to grow in their leadership skills through speakers, events, informing of available leadership positions, etc.
4. To manage and oversee all duties of the Leadership Committee.
5. Leadership positions:

* Leadership Resources
* Leadership Recruitment
* Leadership Development Events

C. Gold Crown Award Chair

1. To compile information from all events and noteworthy developments throughout the year.
2. Review the updated rules and regulations of the Gold Crown Award Application as outlined by the American Student Dental Association.
3. Create a collaborative document where other officers can submit events & activity recaps.
4. Enforce a deadline for officers to submit detailed information.
5. Combine all collected information and content into a comprehensive and creative document to be submitted in the chapter’s GCA application form.
6. Social Chair
7. To organize all chapter social events.
8. To work closely with the Events Coordinators to assist in planning events off campus events hosted by vendors.
9. Ensures that the chapter maintains a positive balance in social programming with respect to:
   1. Scholastic advancement
   2. Community service
   3. Networking (Internally & Externally)
   4. Integration of professional and advocacy subjects
10. Submit a social calendar at the beginning of each semester for approval by the Executive Council
11. Prepares a budget for approval for each social event and reports all actual budgets for social events to the chapter
12. Acts as a liaison when planning events with other organizations or universities
13. Organizes a social committee responsible for:
    1. Assisting in the development of social functions
    2. Risk management at social events
14. Transitions and trains the new Social Chair

E. Website Editor

1) To create, manage and present all digital content on the website.

2) To manage all digital transactions for donations and the sale of services or products.

3) Within a year of graduation, Website Editor will be replaced by an appointment process dictated by the Executive Council. The newly appointed Website Editor will serve as a Website Editor (in training) before taking over the full duties of the position. The end of this training period will be determined by the Executive Council.

1. Golf Tournament Chair

1) To plan, fundraise, and run the annual ASDA Golf Tournament in the fall semester.

2) To manage and oversee all duties of the Golf Tournament Committee.

3) Organize committee meetings in regards to planning for golf tournament.

4) Find sponsors to help fund the tournament

5) Market tournament to students, alumni, and faculty

6) Delegate responsibilities during the day of tournament to proper committee members and volunteers

E. Wellness Chair

1. To organize wellness events for members that focus on more than one of the five dimensions of wellness: emotional, physical, intellectual, occupational and environmental. Wellness elements may be added or removed by the American Student Dental Association, and if in the event that occurs, to ensure added or removed elements are implemented in our chapter wellness initiatives
2. To oversee all aspects of the Wellness Committee
3. Promotes wellness content and opportunities throughout the year, including during ASDA Wellness Month in September
4. Informs members on the importance of wellness through educational programs, content in chapter newsletters and websites, on social media and through ASDA’s monthly wellness challenges
5. Shares wellness content from district and national meetings with local members
6. Be knowledgeable of ASDA Gold Crown Objectives as they relate to wellness , and to refer to these objectives when planning events
7. To organize and maintain records of events and their details in our chapter’s mode of established mode of organization and communication

G. All Officers must adhere to the minimal Officer Requirements and sign the Officer Agreement Form to be sent out following election into their respective position.

**Article IV: Duties of Appointed Committees**

1. Community Service Committee
2. Assist in coordination of community outreach events
3. Assist in coordination of sponsorship for donations
4. Assist in documentation of community outreach events for the UTSD ASDA newsletter and UTSD Flash newsletter
5. Advocacy Committee
6. Assists in coordination of ADPAC Drive, Lobby Day Advocacy Lunch and Learn, and Advocacy Academy
7. Promotes all methods of Advocacy through Social Media, Publications, and Events
8. Consider development in Advocacy Committee for the future. Consider what you want get out of this role, and what you would like to contribute.
9. Leadership Development Committee
10. Assist in coordination of annual Fall ASDA Chapter Officer Leadership Retreat
11. Assist in coordination of annual Spring leadership conference for ASDA chapter members
12. Pre-Dental Committee
13. Assist in all things ASDA pre-dental related throughout school year
14. Attend monthly, mandatory meetings for the committee
15. Collaborate with other representatives/members in setting goals for committee
16. Serve as a ASDA content expert to educate and aid pre-dental students
17. Directly represent both Houston ASDA and UTSD to pre-dental members
18. Brainstorm ideas for improvement of current pre-dental events, as well as future events for local chapter
19. Build Houston ASDA brand on both pre-dental and national level
20. Maintain contact with and update undergraduate pre-dental organizations as needed
21. Educate pre-dental members on all benefits provided through the ASDA membership
22. Report to 3rd year Chair
23. Golf Tournament Committee
24. Assist in fulfillment of all tasks listed for Golf Tournament Chair in Article III of Bylaws.
25. Committee Member Requirements
26. All committee meetings are mandatory.
27. Be prepared to sit in for committee chair when chair will not be available
28. Committee members are encouraged to attend ASDA Lunch & Learns and ASDA hosted events.
29. Serve as an association content expert to be a resource to ASDA members.
30. Committee members are encouraged to write at the local and national level on topics for their job title.
31. Document important resources and information to be used for Gold Crown Award and continuity for future committee members.
32. Regularly update Webmaster with event photos and video following events.
33. Be available as needed for any and all chapter related business outside of your normal duties.
34. Assist predecessors in the position during the transition between years.
35. Committee members should follow all rules of UTSD. Leaders should be held to a higher standard than the general body.
36. All Committee Members must sign the Committee Member Agreement to be sent out following election into their respective committee.

**Article V: Terms**

1. All elected positions are four-year terms.
2. All appointed positions are one-year terms beginning after Annual Session and lasting through the following Annual Session.

**Article VI: Elections**

1. Elections for offices open to the first year (DS1) class will be open to the first year class during their first semester but not to extend past the first semester. Date of elections shall be determined by the Executive Council at the beginning of the fall semester. Positions elected annually include: 1st Year Class Representative / Alternate Delegate, Legislative Liaison, Events Coordinator, Community Service Coordinator, Publications Editor and Pre-Dental Coordinator. Other officer positions will be elected as needed, determined by the Executive Council.

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. All candidates must submit a Letter of Intent and Resume to a member of the Executive Council by the designated due date.

3. Candidates for all offices must be students in good standing and current members of ASDA.

4. Candidates being elected must be able to serve a four-year term; and therefore must be in their first year.

5. Leaders may hold no more than two elected chapter position during the term of office.

6. Elections are held by electronic ballot through student affairs office. 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 VII: Appointments**

1. Appointments for available officer positions and all committees will be held in early January.
2. Application for appointment will be constructed by the Executive Council.
3. Officer applicants will be selected by the Executive Council and committee member applicants will be selected by the Executive Council and the chair of each respective committee.
4. At the discretion of the Executive Council and committee chairs, applicants may serve in multiple committees.
5. Applicants for all positions must be students in good standing and current members of ASDA.

**Article VIII: Unexpired Terms**

1. In the event of a vacancy, the Vice President, Alternate Delegate, 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 IX: 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 Houston 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 their 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: the officer will receive written notification of removal from office

4. In the event where a removal should be proceeded with, a special meeting will be held to evaluate and vote on a decision

A three-fifths majority vote of the Executive Council is required for removal from office

**Article X: 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 twenty (20) percent of the Executive Council and Chapter Officers.

**Article XI: Meetings**

Section 1: Local Meetings

The Association must conduct an official business meeting at least once every eight weeks while class is in session, 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 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 Vice President serve, respectively, as first delegate and second delegate to all national and regional ASDA meetings that occur during their term of office. The President is responsible for submitting the names of delegates and alternate delegates to the central office after elections are held. The Executive Council determines attendees to National ASDA meetings.

Section 3: District Nine (9) Meetings

The President and Vice President have the responsibility to attend. Following them, the Executive Council invites any remaining officers.

**CONSTITUTION DECLARATION**

THE UNDERSIGNED hereby confirms that attached hereto is a true and correct copy of the original Constitution of the Houston ASDA chapter. The Constitution was adopted on August 7, 2014.

Officer Name: Joy Nisnisan

Officer Title: Chapter President

Date: 06/10/2020

Officer Name: Clara Kohlmetz

Officer Title: President Elect

Date: 06/10/2020