

# **Constitution**

## **Article I - Name**

The name of this organization shall be the Lorain County Community College Student Member Organization of the American Dental Hygienists' Association, hereafter referred to as "the Organization" or "this Organization".

## **Article II - Objectives**

The objectives of this Organization shall be to cultivate, promote, and sustain the art and science of dental hygiene, to represent and safeguard the common interest of the members of the dental hygiene profession, and to contribute toward the improvement of the oral health of the public.

## **Article III - Organization**

### **Section I - Membership**

The membership of this Organization shall consist of an unlimited number of dental hygiene students who are enrolled in the Dental Hygiene Program. Said persons shall be in good standing and shall have paid their dues. Membership is required for all first and second year dental hygiene students.

## **Article IV - Officers**

The elective officers of this Chapter shall be a President, Vice-president, Secretary, and Treasurer. These officers shall constitute the Executive Council of this Organization.

## **Article V - Meetings**

The meetings shall be conducted by the officers as provided in Chapter III of the Bylaws.

## **Article VI - Principles of Ethics**

The Code of Ethics of this Organization, which shall not be in conflict with the Principles of Ethics of the American Dental Hygienists' Association, shall govern the professional conduct of all members.

## **Article VII - Amendments**

This Constitution may be amended by a two-thirds (2/3) affirmative vote of the membership provided that the proposed amendments or revisions shall have been presented in writing to the Executive Council and advisor(s) 30 days prior to the voting.

# BYLAWS

## Chapter I - Membership

### Section I - Classification

The membership of the Lorain County Community College Student American Dental Hygienists' Association shall be classified as Active Membership.

### Section II - Qualifications

The active members shall be dental hygiene students enrolled in the Lorain County Community College, who are of good moral character, who possess a satisfactory scholastic standing, and who are student members of the American Dental Hygienists' Association.

### Section III - Privileges

Members shall be entitled to an annual membership card, a subscription to Journal of Dental Hygiene, the Access news magazine, admission to any scientific session of the Association at the current student rate, and such other services provided by the American Dental Hygienists' Association for the benefit of its student members.

## Chapter II - Officers

### Section I - Number and Title

The officers of the Lorain County Community College Student Member Organization shall be four (4) in number - President, Vice-president, Secretary, and Treasurer.

### Section II - Qualifications

An active student member of the Organization may be elected to serve in any office.

### Section III - Nominations and Elections

The officers of this Organization shall be elected at the first regular meeting at the beginning of the Spring semester. Prior to the election, a slate of officers will be presented as prepared by the nominating committee. Nominations may also be made from the floor at the time of the elections. In the event there is more than one (1) candidate for any office, the election shall be by secret ballot. The candidate receiving the majority of votes cast shall be declared elected. When there is only one candidate for an office, election may be by acclamation. Each member votes on all offices.

### Section IV - Tenure of Office

The officers shall serve for a term of one (1) year. Officers will continue to perform their duties until their successors have been installed.

### Section V - Vacancies

In the event of vacancy in one of the offices, the executive council and the Student Advisor shall consider all factors which govern the situation and shall determine the course of action.

### Section VI - Duties

A. President - the duties of the President shall be:

1. To preside at all meetings
2. To call special meetings
3. To appoint members of all committees
4. To perform such other duties as may be expected of the President or as may be provided in these bylaws.
5. To maintain communications with the American Dental Hygienists' Association
6. Serve as chairman of the nominating committee
7. To submit an annual report of the activities of the office to the Secretary.

B. Vice-president - the duties of the vice-president shall be:

1. To preside at all meetings in the absence of the President
2. In the event that the President's term of office is terminated, the vice-president will preside as President for the duration of the President's term of office.
3. To submit an annual report of the activities of the office to the Secretary

C. Secretary - the duties of the Secretary shall be:

1. To announce all meeting information in advance to the membership
2. To serve as secretary for all meetings
3. To prepare correspondence
4. To collect and preserve data relative to the history of the Organization
5. To maintain an official register of all members
6. To submit news of the Organization to the school publications, publications of the American Dental Hygienists' Association, and the Lorain County Dental Hygienists' Association
7. To submit an annual report of the activities of the office

D. Treasurer - the duties of the Treasurer shall be:

1. To maintain accurate financial records of the Organization
2. To work closely with the Fundraising Chairperson
3. To submit an annual report of the activities of the office

## Chapter III - Meetings

### Section I - Regular Meetings

Meetings shall be held at least twice during Fall and Spring semesters, once if necessary, during Summer semester.

Section II - Special Meetings.

The President, Program Director, or Student Advisor may call special meetings with forty-eight (48) hours notice to the members.

Section III - Quorum.

One-third (1/3) of the membership of this Organization shall constitute a quorum for the transaction of business.

Section IV - Order of Business.

Unless changed by a quorum affirmative vote, the order of business at each meeting shall be:

- a. Call to order
- b. Roll call of members
- c. Reading of minutes
- d. Treasurer's Report
- e. Reports of Committees
- f. Advisor's Report
- g. Unfinished Business
- h. New Business.
- i. Program
- j. Adjournment

**Chapter IV - Activities**

The focus of activities shall be determined by the President in consultation with the Executive Council and the Student Advisor. Proper protocol would then consist of presentation of ideas to the general membership for their discussion and approval through a majority vote.

**Chapter V - Committees**

1. Members shall be appointed by the president or by volunteering.
2. Committees shall prepare goals
3. Meetings on a semi-regular basis are recommended
4. Committee activities should be presented to the general membership for their input, support, and approval.

Section I - Committee Structure

Committees should consist of a chair and three to five members, depending on the size of the project. Committees are expected to meet at the beginning of the year to discuss their activities and responsibilities and to prepare annual goals. Committees should meet on a

regular basis to evaluate progress. Although these meetings may be informal, minutes should be kept so that an accurate record of the committee's work can be presented in the annual report. Committees can be charged with specific projects or programs which they are to organize.

### Section II - Committee Functions

#### A. Fundraising Committee

1. Organize fundraising projects
2. Work closely with the Treasurer to ensure safe and effective financial management of monies.
3. Submit an annual report to the Secretary

#### B. Community Dental Health Committee

1. Maintain an educational bulletin board.
2. Collaborate and cooperate with the Lorain County Dental Hygienists' Association in identifying projects which promote good oral health in the community.
3. Promote National Dental Hygiene Month and National Children's Dental Health Month.

#### C. Constitution and Bylaws Committee

1. Review the current Constitution and Bylaws annually to ensure that they accurately reflect the Organization's needs.
2. Ensure that each member has a copy of the current Constitution and Bylaws
3. Submit an annual report to the Secretary

## Chapter VI - Finances

### Section I - Membership Dues.

The dues of this Organization shall be \$4.00 per month. In addition, each member shall submit twenty-five (\$25) dues for Student Membership in ADHA as part of their student fee.

## Chapter VII - Parliamentary Authority

Robert's Rules of Order Newly Revised shall govern all meetings of the Organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws

## Chapter VIII - Amendments

These Bylaws may be amended upon two-thirds (2/3) affirmative vote of the members present and voting provided that written notice has been given to the members thirty (30) days prior to voting.