

STUDENT DENTAL ASSOCIATION CONSTITUTION AND BYLAWS

CONSTITUTION

ARTICLE I. Name - The name of this organization shall be the Baltimore College of Dental Surgery, Dental School, University of Maryland at Baltimore, Student Dental Association, herein referred to as "the Association," "this Association," or "the SDA."

ARTICLE II. Objectives - The Objectives of this Association shall be:

- (a) to promote professional development in the student body;
- (b) to represent the student body in matters of common interest to the faculty;
- (c) to inform and direct the student body regarding student membership in organized dentistry;
- (d) to secure for the student body an environment conducive to the maintenance of excellence in academic performance;
- (e) to provide for such social, cultural, and athletic activities that would contribute to a healthful and productive environment;
- (f) to assist the faculty in carrying out its educational objectives;
- (g) to represent the Dental School in the University Student Government Association of the schools of the Baltimore Campus of the University of Maryland.

ARTICLE III. Organization

Section 1. This Association shall be organized and shall operate under the rules permitting the organization as established by the University of Maryland at Baltimore and the Faculty Council of the Dental School. This Association shall modify its policies and procedures in conformity with any changes that may, from time to time, be imposed upon it by the University and the Faculty Council.

Section 2. The membership of this Association shall consist of all full time students enrolled at the Baltimore College of Dental Surgery, Dental School, University of Maryland at Baltimore.

ARTICLE IV. Government - The governing body of this Association shall be the Executive Committee, the membership of which and the procedure of selection for which shall be as provided in Chapters I and II of the Bylaws.

ARTICLE V. Officers - The elected officers of this Association shall be a President, a Vice President, a Secretary, a Finance Manager, a Social Chair, two (2) American Student Dental Association Delegates, two (2) Alternate Delegates, and two (2) First Year Representatives, two (2) American Association of Dental Schools delegates and (1) representative; and four (4) dental and one (1) dental hygiene University Student Government Association Representatives, each of whom shall be elected prior to the final SDA meeting of the academic year, and representatives of the post-graduate and graduate students, should those groups choose to elect representatives. The procedure for their election shall be provided in Chapter I of the Bylaws.

ARTICLE VI. Meetings

Section 1. Order of Business - All meetings of this Association and its components (all student organizations within the Dental School) shall be conducted according to the rules of parliamentary procedure set forth in the current Sturgis' Standard Code of Parliamentary Procedure, and the presiding officer shall appoint a Parliamentarian. All students are welcome to attend meetings of the Association at Large.

Section 2. SDA - The Association shall hold regular meetings during each month of the academic year. The exact dates are to be selected by the President of the Association.

Section 3. Class Meetings - Class meetings shall be held at the discretion of the Class President except as provided for in Article VI, Section 4 and Chapter I, Section 6 of the Bylaws.

Section 4. Special Meetings - The President of the Association shall have the right to call special meetings of the SDA. Notice of the special meetings must be given by the Secretary three (3) school days in advance of the meeting date by posting such notice on the Student Dental Association bulletin board. The Class Presidents shall call special meetings of their classes when requested to do so by the President of the Association.

ARTICLE VII. Offices The Association shall conduct its business and keep its records in facilities provided within the Dental School.

ARTICLE VIII. Finances - The Student Activities Fee, collected from the members of this Association and utilized for the operation of the Association, shall be deposited with the Finance Office of the University and shall be subject to such rules and regulations as set by that Office. This fee shall be reviewed at the annual budgetary meeting of the Executive Committee and recommendations for change forwarded to the Office of the Dean.

ARTICLE IX. Faculty Advisor - The Assistant Dean for Admissions and Student Affairs shall serve as advisor to this Association. The Assistant Dean's duty shall be to assist and advise the SDA in matters relating to the conduct of business of the Association. The advisor shall also act as the Faculty Advisor to the Dental School Chapter of the American Student Dental Association.

ARTICLE X. Amendments - Amendments shall be made under the procedure as set forth in Chapter VII of the Bylaws.

BYLAWS

CHAPTER I. The Elected Officers

Section 1. Number and Title - The elected officers of this Association shall be fourteen (14) in number: President; Vice President; Secretary; Finance Manager; Social Chair. (Two students may elect to run on the ticket as co-chairs if they so desire.); two (2) dental delegates and one (1) dental hygiene delegate to the American Association of Dental Schools; two (2) delegates to the American Student Dental Association; and four (4) dental representatives and one (1) dental hygiene representative to the University Student Government Association, and representatives of the post-graduate and graduate students, should those groups choose to elect representatives.

Section 2. Elections - Officers shall be elected prior to the final SDA meeting of the academic year, unless otherwise stipulated.

Section 3. Eligibility - To be elected as an officer, the candidate must be in good standing as defined in Chapter II, Section 3 of the Bylaws. Members of all graduating classes are not eligible for election.

- (a) The dental hygiene American Association of Dental Schools and University Student Government Association representatives shall be elected by the students in the dental hygiene program only.
- (b) The dental AADS representative shall be elected at the April general election of the freshman year to serve a three year term as follows: sophomore representative, junior delegate, and senior delegate.
- (c) Two ASDA First Year Representatives shall be elected at the September-October class election to serve a one year term. Two (2) second year representatives who shall serve as Alternate Delegates shall be elected at the SDA general election and will serve a one year term. The junior delegate will be elected from one of the Alternate Delegates at the SDA general election and will serve a two year term.
- (d) Three dental USGA representatives shall be elected at the April general election of the freshman year to serve a three year term as follows: sophomore representative, junior representative, and senior representative. The one (1) freshman representative shall be elected during the class officer election as described in Chapter I, Section 6.

Section 4. Method of Election

- (a) Nominations will be accepted one (1) week prior to the general election and will remain open for five (5) school days. During this time, one (1) SDA meeting is to be held. All nominations should be forwarded to the SDA President.
- (b) Candidates may be permitted to present themselves during class meetings and/or through student news media. The limits of campaign spending by candidates shall be set by the Executive Committee.
- (c) Elections will be held so that candidates have at least five (5) days to publicize their candidacy.
- (d) Elections will be held during a regular school day at a predetermined area of the School between the hours of 12:00 noon and 3:00 p.m.
- (e) If no candidate receives a majority of the votes cast, or if there is a tie, a run-off election between the two top candidates will be held within two (2) school days between the hours of 12:00 noon and 3:00 p.m.
- (f) The President of the SDA will chair an Election Committee to regulate and enforce the election rules.
- (g) Ballots for the general election and run-off election shall be printed and shall include the candidate's year.
- (h) Upon voting, a student must remain twenty-five (25) feet from the predetermined voting area.
- (i) Student names will be checked against an official roster upon voting.
- (j) Absentee ballots will not be accepted.
- (k) All voting literature must remain twenty-five (25) feet from the predetermined voting area.
- (l) All students running for SDA office must fill out a petition. Those running for President, Vice President, and Secretary need signatures from 20% of each dental class and 20% from the combined undergraduate dental hygiene classes. Nominees for Finance Manager, Social Chair, AADS Representative, ASDA Representative and USGA representative need 10% from each of the above listed classes.

Section 5. Tenure - The elected officers shall take office at the May meeting of the SDA and continue in office until the May meeting of the following year.

Section 6. Common Duties of the Elected Officers - The elected officers shall conduct the class elections of all class officers during an April class meeting. The freshman class officers shall be elected during a September/October class meeting.

Section 7. Vacancies

- (a) Should the President be unable to complete his/her term of office, the Vice President shall assume the Presidency.
- (b) Should the Vice President be unable to complete his/her term or should he/she be required to serve as President, the Secretary will assume his/her duties in addition to his/her own.
- (c) Should the Secretary, Finance Manager or Social Chair, be unable to complete his/her term, the vacancy shall be filled by selection by the President from the members of the SDA, with their approval by majority vote.
- (d) Should the AADS, ASDA, or USGA delegate or representative be unable to complete his/her term, the vacancy shall be filled by selection by the President from the appropriate class, with the approval of the SDA by majority vote.
- (e) An officer may not continue in office if he/she is placed on academic or disciplinary probation.

Section 8. Duties of the President

- (a) To preside at all SDA meetings.
- (b) To set dates for all regular and special meetings of the SDA.
- (c) To review minutes of SDA meetings before distribution.
- (d) To set dates for rising senior, junior, and sophomore class elections to be held in April. To coordinate the general election.
- (e) To set the date for the freshman class elections to be held in September/October.
- (f) To represent the SDA in all matters relating to its affairs.
- (g) To appoint, in conjunction with the Executive Committee, members of all Faculty Council committees for Faculty Council approval.
- (h) To appoint, with Executive Committee approval, the editors of the MIRROR and PROBE any other students needed to fill positions necessary to the functioning of the SDA.
- (i) To set final dates for and appoint chair men of SDA social functions.
- (j) To approve all emergency student loans from SDA funds.
- (k) To participate as a member of the Student Affairs Committee.
- (l) To serve as chair of the Clinic Advisory Board.
- (m) To serve as student co-chair of the Quest for Care Committee.
- (n) To attend all Faculty Council meetings as student representative.
- (o) To appoint student representatives to Maryland State Dental Association committees and Baltimore City Dental Society committees.
- (p) To be subject to appointment, by the Dean and/or University Administration, to alumni liaison committees requiring dental student representation.
- (q) To be subject to appointment by the Dean and/or University Administration to committees requiring dental student representation.
- (r) To represent the SDA at all USGA meetings.

Section 9. Duties of the Vice President

- (a) To assist the President in all SDA operations.
- (b) To coordinate the fall function.
- (c) To coordinate spring student-faculty weekend.
- (d) To be an active member of the Student Affairs Committee.

- (e) To serve as student co-chair of the Judicial Board.
- (f) To serve on Faculty Council committees as required by the Dean.
- (g) To be subject to appointment by the Dean and/or University Administration to committees requiring dental student representation.
- (h) To arrange the SDA Dinner in the spring, with the SDA Secretary.
- (i) To serve as SDA President in his/her absence.
- (j) To serve as member of the Quest for Care Committee.
- (k) To serve as member of the Clinic Advisory Board.

Section 10. Duties of the Secretary

- (a) To record and prepare minutes of SDA meetings and have them reviewed by the President and the Assistant Dean for Admissions and Student Affairs before distribution.
- (b) To keep an accurate ledger of attendance at SDA meetings.
- (c) To notify members of SDA meetings.
- (d) To arrange the physical setup of SDA meetings.
- (e) To post the minutes of each meeting of the SDA on the Student Dental Association bulletin board within one week following the meeting.
- (f) To oversee the publication of the Student Directory.
- (g) To be subject to appointment by the Dean and/or University Administration to committees requiring dental student representation.
- (h) To maintain all records of the SDA.
- (i) To assist the Vice President in arranging the SDA Dinner in the spring.
- (j) To work with appointed chairs of SDA functions.
- (k) To keep updated copies of Constitutions and Bylaws for all student organizations.
- (l) To serve as member of the Quest for Care Committee.

Section 11. Duties of the Finance Manager

- (a) To maintain the collection of financial records of all student organizations, in addition to the scrutiny of such records.
- (b) To assist the Executive Board in all budgetary matters.
- (c) To prepare an annual budget with the Assistant Dean for Admissions and Student Affairs in accordance with University regulations.
- (d) To assist in ticket sales for SDA functions.
- (e) To coordinate the operation of the Xerox machine.
- (f) To be subject to appointment by the Dean and/or University Administration to committees requiring dental student representation.
- (g) To approve all emergency student loans, using SDA funds, with the SDA President.
- (h) To be responsible for managing the financial transactions, in coordination with the Office of Admissions and Student Affairs.
- (i) To serve as member of the Quest for Care Committee.

Section 12. Duties of the ASDA Delegates and Representative(s)

- (a) The fourth year student shall serve as the First Delegate and represent the University of Maryland Dental School at the Annual ASDA House of Delegates meeting.
- (b) The third year student shall serve as the Second Delegate and represent the University of Maryland Dental School at the Annual ASDA House of Delegates meeting.
- (d) The First Delegate shall serve as a representative to the Maryland State Dental Association.
- (e) The second year students shall serve as Alternate Delegates. Two Representatives shall be elected from the First Year class.

- (f) The First, Second, and Alternate Delegates and the Representatives shall attend regional or other meetings which may be called throughout the year, funds permitting.
- (g) The Delegates and the Representatives shall conduct the annual ASDA membership drive.
- (h) The First and Second delegates shall keep the SDA and the student body informed of ASDA activities and shall attend all monthly SDA meetings.

Section 13. Duties of the AADS Representative(s) - An AADS representative shall serve a three year term. He/she shall be elected from the freshman class at the April general election and shall take office in May. The dental hygiene representative shall be elected by the dental hygiene students.

- (a) The fourth year student shall serve as the senior delegate.
- (b) The third year student shall serve as the junior delegate and represent the University of Maryland Dental School at the AADS annual meeting.
- (c) The second year student shall serve as a representative and represent the University of Maryland Dental School at the annual meeting, pending funding availability.
- (d) The senior and junior delegates and the representative shall attend regional or other meetings which may be held throughout the year, funds permitting.
- (e) The delegates shall keep the SDA and the student body informed of AADS activities and shall attend all monthly SDA meetings.
- (g) The hygiene delegate shall represent the University of Maryland Dental School at the annual meeting, funds permitting.
- (h) The hygiene delegate shall attend regional or other meetings held throughout the year.

Section 14. Duties of the USGA Representative(s) - The USGA representative shall serve a three year term. He/she shall be elected from the freshman class at the April general election and shall take office in May. The first year representative shall be elected during the September/October class elections to serve a one-year term. The dental hygiene representative shall be elected by the dental hygiene students.

- (a) To represent the Student Dental Association at all meetings of the USGA.
- (b) To report to the SDA all activities and programs within the USGA.
- (c) To attend all monthly SDA meetings.

Section 15. Duties of the Social Chair

- (a) To assist in organizing all SDA social functions.
- (b) To serve as member of the Quest for Care Committee.

CHAPTER II. The Student Dental Association

Section 1. Composition - The Student Dental Association shall consist of the Executive Committee and the Association at Large.

Subsection 1. The Executive Committee -The Executive Committee shall consist of the Association's President, Vice President, Secretary, Finance Manager, Social Chair or co-chairs; the four (4) Dental Class Presidents; the two (2) Dental Hygiene Class Presidents; and representatives of graduate and post-graduate students, should those groups choose to elect representatives.

Subsection 2. The Association at Large - The Association at Large shall consist of the Executive Committee, the SADHA Vice President, the Vice Presidents of the four (4) dental classes, the Vice Presidents of the two (2) dental hygiene classes, all representatives and delegates from ASDA, AADS, and USGA; the representative of

Advanced Specialty Education and post-graduate programs; the elected or appointed representatives from each student-run school organization that is deemed eligible for membership in the Association by the Executive Committee; all SDA and Faculty Council committee members, Baltimore City Dental Society and Maryland State Dental Association committee representatives, and the Editors of the student newspaper and the yearbook as voting members.

Section 2. Eligibility

- (a) Members of the SDA shall be elected from those students who are in good standing as defined by University policy.
- (b) Organizations are eligible for membership in the SDA if they are student run, have an active membership, and have an approved constitution and by-laws filed with the SDA Secretary.
- (c) The Executive Committee can expand or decrease membership at any time by a two-thirds vote of the Executive Committee.

Section 3. Definition of "In Good Standing" - Any member of this Association is "in good standing" within the meaning of these Bylaws if he/she is not currently on academic or disciplinary probationary status, subject to review by the Office of Academic and Student Affairs of the Dental School.

Section 4. Officers - The officers of the Association shall serve as the officers of the SDA occupying the same office in both divisions.

Section 5. Elections of Members of the SDA

Subsection 1. Dental Class Representatives

- (a) Elections to the SDA shall be held during class meetings in April.
- (b) Each class shall elect a President and a Vice President who shall serve on the SDA.
- (c) Each class shall elect a secretary, a treasurer, and a social chair.
- (d) Candidates must be in good standing according to Chapter II, Section 3 of these Bylaws.
- (e) Nomination and class election dates shall be set by the SDA President at the SDA meeting in March. Nominations will open for ten (10) school days prior to the election.
- (f) The name of a nominee and the office sought shall be submitted in writing to the President of the SDA at or before the election.
- (g) The SDA President shall proctor each class election. During the election process each nominee may give a short speech to the class prior to voting.
- (h) To be elected, a majority of the votes cast must be received. If no candidate receives a majority of the votes cast, or if there is a tie, a run-off election between the two (2) top candidates shall be held immediately.
- (i) Ballots for the general election and run-off election shall be printed and shall include the candidate's year.
- (j) The election will start with President and proceed through each office.
- (k) Those candidates who lose an election may run for another office.
- (l) Upon voting, a student must remain outside the voting room.
- (m) All voting literature must remain outside the voting room.
- (n) Absentee ballots will not be accepted.

Subsection 2. Dental Hygiene Class Representatives - The third and fourth year dental hygiene classes shall hold their elections within the Department of Dental Hygiene and

the names of the officers shall be forwarded to the President of the SDA immediately following the elections.

Subsection 3. Organization Representatives

- (a) Elections to the SDA shall be held prior to the last SDA meeting of the academic year.
- (b) Methods of election shall be determined by the President of each organization.

Section 6. Tenure - The members of the SDA shall assume their duties upon their election and continue in office until the election of their successors.

Section 7. Duties and Powers

Subsection 1. Student Dental Association

- (a) To conduct the business of the Association.
- (b) To set the amount of the Student Activities Fee in accordance with University regulations.
- (c) To authorize expenditures from the Student Activities Fund in a manner prescribed by University regulations.
- (d) To consider and take action in any matter of student or student-faculty concern brought before it by the students or the Faculty Council.
- (e) To bring to the attention of the Faculty Council, by communicating with the Student Affairs Committee or the Assistant Dean for Admissions and Student Affairs, all matters of concern to the students.
- (f) To arrange for the social, cultural, and athletic activities of the Association.
- (g) To arrange for, or delegate the authority for, the organization of class functions.
- (h) To assist in the publication of the student yearbook and newspaper and the selection of their staffs.
- (i) To approve the minutes of each meeting.
- (j) To carry out such other duties as may be requested by the Dean, the Assistant Dean for Admissions and Student Affairs, the Faculty Council, or the President of the SDA.

Subsection 2. Executive Committee

- (a) To, upon request by any member of the Executive Committee, act as an appeal board only on matters previously voted on by the SDA, of which a majority vote is needed to override any decision of the SDA.
- (b) To approve recommendations of student appointments to Faculty Council committees.

Section 8. Vacancies - The unexpired term of any member of the SDA, other than the officers, shall be filled as described in Chapter III, Section 4 of the Bylaws.

Section 9. Meetings - All meetings are to be held as provided for in Article VI of the Constitution.

Section 10. Attendance - Any member of the SDA who misses two (2) consecutive meetings without prior approval by the President shall be declared ineligible to hold any office in the Student Dental Association during the current academic year and shall be deemed ineligible to run for any office within the SDA for the next academic year. With the permission of the President, the Class Secretary may attend and vote at meetings of the Student Council in the absence of the Class President or Vice President.

Section 11. Quorum - Seven voting members of the SDA shall constitute a quorum for the transaction of its business.

Section 12. Removal of Elected Officers by Association Members - At any meeting of the Association, any member may present a petition for removal of any officer. To be valid, the petition must bear the reason for removal and signatures of 20% of the members of each of the four (4) dental classes and 20% of the combined undergraduate dental hygiene classes. The Judicial Board shall meet immediately to ascertain the validity of the reason. Valid reasons for removal of elected officers include:

- (a) Continued, gross, or willful neglect of duties.
- (b) Failure or refusal to disclose necessary information on matters of Association business.
- (c) Unauthorized expenditures, signing of checks, or misuse of Association funds.
- (d) Unwarranted attacks on other members of the Association.
- (e) Misrepresentation of the Association.

If the petition is found valid, a referendum for removal will be conducted within one week. During this time, both sides may present their beliefs to the student body. If the majority vote is for removal, the officer will be immediately removed from office and the vacancy filled according to Chapter I, Section 7 of these Bylaws.

CHAPTER III. Dental and Dental Hygiene Classes

Section 1. Election of the President and Vice President - The method of election of the President and Vice President shall be as described in Chapter II, Section 5 of these Bylaws.

Section 2. Election of Other Officers - In addition to the President and Vice President, each class shall elect a Secretary and a Treasurer. The method of election shall be as described in Chapter III, Section 5 of these Bylaws.

Section 3. Tenure - The class officers shall take office upon election and continue in office until their successors are elected.

Section 4. Vacancies - Should the President be unable to complete his/her term, the Vice President shall fill the vacancy and serve on the Executive Committee. A special election from the class shall be held and conducted by the officers of the SDA to elect a new Vice President. Should the Vice President, or both the President and the Vice President be unable to complete their terms, a special election shall be held and conducted by the officers of the SDA to fill the vacant office or offices. The President of the Association may delegate this authority to the Class President. An office shall be considered vacant if the officer is placed on probation or resigns his/her office.

Section 5. Meetings - Each class shall hold meetings at the discretion of the Class President or as provided for in Article VI, Section 4 of the Constitution.

Section 6. Duties of the Class President

- (a) To set the date and time for each class meeting.
- (b) To call special meetings.
- (c) To preside at all class meetings.
- (d) To serve on the SDA including the Executive Committee.
- (e) To serve on the Clinic Advisory Board, the Student Affairs Committee, and as student representative to the Faculty Council.

Section 7. Duties of the Class Vice President

- (a) To serve as Class President at meetings of the class or at other class functions in the absence of the President.
- (b) To serve on the SDA.
- (c) To serve on the Judicial Board.
- (d) To fill the office of the President should he/she be unable to complete his/her term.
- (e) To carry out such other duties as may be assigned to him/her by the President.

Section 8. Duties of the Class Secretary

- (a) To keep the minutes of the class meetings.
- (b) To keep the secretarial records of the class.
- (c) To carry out such other duties as may be assigned to him/her by the President.

Section 9. Duties of the Class Treasurer

- (a) To keep the financial records of the class.
- (b) To collect all monies from the class as authorized by the SDA or by the class officers.
- (c) To distribute monies of the class as authorized by the class officers or the SDA.
- (d) To keep the President informed of the financial status of the class.

Section 10. Duties of the Social Chair

- (a) To organize all class social events.

CHAPTER IV. Student Loans - The President and the Finance Manager shall approve all emergency student loans funded through the SDA.

CHAPTER V. Conflict of Constitution and Bylaws - Should any provision of this Constitution and Bylaws be in conflict with the rules and regulations of the University of Maryland or the Faculty Plan of Organization of the Dental School, the said provision shall immediately become inoperative without effect upon any other provision in the Constitution or Bylaws.

Should any provision of the Constitution and Bylaws of a student organization of the Dental School be in conflict with the rules and regulations of the University of Maryland, the Faculty Plan of Organization of the Dental School, or the Student Dental Association, the said provision shall immediately become inoperative without effect upon any other provision in the Constitution or Bylaws of the organization.

Each student-run organization within the Dental School shall submit a copy of its Constitution and Bylaws to the Secretary of the Student Dental Association along with the name of the faculty advisor. Copies shall be kept on file in the Office of Admissions and Student Affairs.

CHAPTER VI. Amendments - This Constitution and Bylaws may be amended or repealed by a two-thirds affirmative vote of the members of the Executive Committee at any regular or special meetings called for that purpose, provided that notices stating the contemplated changes have been delivered to the members at least two (2) weeks prior to the voting date. Upon recommendation of the Faculty Advisor, amendments shall be subject to approval by the Faculty Council.

CHAPTER VII. Adoption - This Constitution and Bylaws shall be subject to approval by the Executive Committee upon a two-thirds affirmative vote, and by approval of the Faculty Council.