

***CONSTITUTION OF THE UNIVERSITY OF OKLAHOMA
STUDENT MEMBER ORGANIZATION
OF THE AMERICAN DENTAL HYGIENISTS' ASSOCIATION***

ARTICLE I – NAME

The name of this organization shall be the University of Oklahoma 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

The membership of this Organization shall consist of an unlimited number of dental hygiene students who are attending the accredited program of dental hygiene at the University of Oklahoma College of Dentistry.

ARTICLE IV – OFFICERS

The elective officers of this Organization shall be President, Vice-President, Secretary/Treasurer, Legislative Chairperson and Site Chairpersons.

ARTICLE V -- MEETINGS

Meetings shall be held as deemed necessary by the Faculty Advisors and the Officers who shall determine the date, time, and place.

ARTICLE VI – CODE OF ETHICS

The Code 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 members present provided that the proposed amendments or revisions shall have been presented in writing to the Executive Council (Chair of the Dental Hygiene Department and Officers) and Faculty Advisor(s) with sufficient notice prior to the voting.

***BYLAWS OF THE
UNIVERSITY OF OKLAHOMA
STUDENT AMERICAN DENTAL HYGIENISTS' ASSOCIATION***

Adopted, 2001

CHAPTER I – MEMBERSHIP

Section I – Classification. The membership of the University of Oklahoma Student American Dental Hygienists' Association shall be classified as Active Membership.

Section II – Qualifications. The active members shall be dental hygiene students enrolled in University of Oklahoma, College of Dentistry, 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 or the Oklahoma Dental Hygienists' Association for the benefit of student members.

CHAPTER II – OFFICERS

Section I – Number and Title. The officers of the University of Oklahoma Student Member Organization shall be President, Vice-President, Secretary/Treasurer, Legislative Chairperson and Site Chairpersons. The President shall be elected from the lead site and one Site Chairperson shall be elected at each of the three remaining sites. The Vice-President, Secretary/Treasurer and Legislative Chairperson shall be elected from any site.

Section II – Qualifications. Any active junior class student member who maintains a minimum GPA of 3.0 and is a member the Organization may be elected to serve as President-Elect, Vice President-Elect, Secretary/Treasurer-Elect, Legislative Chairperson-Elect or Site Chairpersons-Elect.

Section III – Nominations and Elections. President-Elect, Vice President-Elect, Secretary/Treasurer-Elect, Legislative Chair-Elect and Site Chairpersons-Elect officers are elected during the Fall semester of their junior year by floor nominations and class vote. The candidate receiving the majority of votes cast for each office shall be declared elected.

Section IV – Tenure of Office. The President-Elect, Vice President-Elect, Secretary/Treasurer-Elect, Legislative Chair-Elect and Site Chairpersons-Elect will serve until the completion of their junior year, at which time they will automatically advance without election to the offices of President, Vice President, Secretary/Treasurer, Legislative Chairperson and Site Chairperson, respectfully.

Section V – Vacancies. In the event of a vacancy in one of the offices, the Executive Council (Chair of the Dental Hygiene Department and Officers) and Faculty Advisor(s) 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 set the date, time, and place of all meetings.
2. To preside at all meetings.
3. To call special meetings.
4. To appoint members of all committees.
5. To perform such other duties as may be expected of the President or as may be provided in these bylaws.
6. To maintain communications with the Oklahoma Dental Hygienists' Association and the American Dental Hygienists' Association.
7. Organize fundraising for SADHA.
8. Attend ODHA Annual Session House of Delegates as Student Delegate.

B. **Vice President.** The duties of the Vice-President shall be:

1. To preside at all meetings in the absence of the President.
2. To assist the President as he/she deems necessary.
3. If 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.
4. To assist the Site Chairpersons in organizing the All Sites Community Service Project.

C. **Secretary/Treasurer.** The duties of the Secretary/Treasurer shall be:

1. To announce all meeting information in advance to the membership.
2. To serve as secretary for all meetings and submit minutes of each meeting to the Advisor.
3. To prepare correspondence.
4. To collect and preserve data relative to the history of the Organization.
5. To submit news of the Organization to the school publications, and to the publications of the American Dental Hygienists' Association and Oklahoma Dental Hygienists' Association.
6. To distribute tickets for SADHA fundraiser.
7. Collect a report from each site to give an accurate account of funds raised during the SADHA fundraiser.

D. **Legislative Chairperson.** The duties of Legislative Chairperson shall be:

1. To assist the ODHA Legislative Chairperson as needed for Legislative Day.
2. Attend ODHA Annual Session as a Page/Teller.

E. **OKC Site Chairpersons.** The duties of OKC Site Chairpersons shall be:

1. Reserve rooms for OKC SADHA All Sites Meetings.
2. Assist with organizing and distributing of welcome bags for DH1 Fall Orientation.
3. Organize community service projects as needed.
4. Assist Vice-President as needed in organization of All-Sites Community Service Project.
5. Assist officers with any other fundraising during calendar year.
6. Collect and account for your site funds raised during SADHA fundraiser.

F. **Bartlesville Site Chairpersons.** The duties of Bartlesville Site Chairpersons shall be:

1. Assist with organizing and distributing of welcome bags for DH1 Fall Orientation.
2. Organize community service projects as needed.
3. Assist Vice-President as needed in organization of All-Sites Community Service Project.
4. Assist officers with any other fundraising during calendar year.
5. Collect and account for your site funds raised during SADHA fundraiser.

G. **Ardmore Site Chairpersons.** The duties of Ardmore Site Chairperson shall be:

1. Assist with organizing and distributing of welcome bags for DH1 Fall Orientation.
2. Organize community service projects as needed.
3. Assist Vice-President as needed in organization of All-Sites Community Service Project.
4. Assist officers with any other fundraising during calendar year.
5. Collect and account for your site funds raised during SADHA fundraiser.

H. **Weatherford Site Chairpersons.** The duties of Weatherford Site Chairperson shall be:

1. Assist with organizing and distributing of welcome bags for DH1 Fall Orientation.
2. Organize community service projects as needed.
3. Assist Vice-President as needed in organization of All-Sites Community Service Project.
4. Assist officers with any other fundraising during calendar year.
5. Collect and account for your site funds raised during SADHA fundraiser.

I. **President-Elect.**

1. This officer shall advance to the office of President, without election, at the completion of the current President's term.

J. Vice President-Elect.

1. This officer shall advance to the office of Vice President, without election, at the completion of the current Vice President's term.

K. Secretary/Treasurer-Elect.

1. This officer shall advance to the office of Secretary/Treasurer, without election, at the completion of the current Secretary/Treasurer's term.

L. Legislative Chairperson-Elect.

1. This officer shall advance to the office of Legislative Chairperson, without election, at the completion of the current Legislative Chairperson's term.

M. Site Chairpersons-Elect

1. This officer shall advance to the office of Site Chairperson, without election, at the completion of the current Site Chairperson's term.

CHAPTER III – MEETINGS

Section I – Regular Meetings. Meetings shall be held as deemed necessary by the Faculty Advisors and Officers.

Section II – Special Meetings. Special meetings may be held with one-week notice to the members.

Section III – Quorum. 1/2 of the active members of the 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. Advisor's Report
- c. Unfinished Business
- d. New Business
- e. Programs
- f. Adjournment

CHAPTER IV – ACTIVITIES

The Faculty Advisors and Officers shall determine the focus of activities. 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. The Presidents shall appoint members.
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.

CHAPTER VI – FINANCES

Section I – Membership Dues. Each member shall submit dues with the online membership application. Individual site dues will be determined and collected for the expenditures of the University of Oklahoma component at each site.

Each year, SADHA Advisors and OUCOD Dental Hygiene Faculty will nominate one individual to represent Oklahoma at the ADHA Annual Session to present their Capstone poster. The nominees will be required to submit an application. If no one applies, then there will be no one represented that year. The trip will be fully funded by SADHA and is considered the highest honor given to a SADHA member.

CHAPTER VII – PARLIAMENTARY AUTHORITY

Robert's Rule of Order Newly Revised shall govern all meetings of this 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 in sufficient notice prior to voting.

Revised 4/2020