

# Constitution of the Louisville American Student Dental Association

## Preamble

For purposes deemed wise and good, hereinafter set forth, the Louisville American Student Dental Association hereby established, submitting itself to be governed by, and dedicating itself to uphold, the following constitution.

## Article I

### Name

The government of the students of the University of Louisville School of Dentistry shall be known as Louisville American Student Dental Association (LASDA), hereafter referred to as this organization or the organization.

## Article II

### Declaration of Purpose

#### Section 1: Purposes

It shall be the Purpose of LASDA to serve as a body for the promotion and consideration of academic, professional, and extracurricular activities affecting the students and shall provide for the coordination of and communication between the students and other appropriate bodies.

#### Section 2: Objectives

The objectives of LASDA shall be:

- A. To establish and coordinate student activities to serve the professional and social welfare of the student body of the School of Dentistry.
- B. Nomination, election, and termination of its officers as outlined in Article VIII.
- C. To provide a means for communication among all populations of students at the School of Dentistry
- D. To provide for the protection and representation of the student's rights and privileges.
- E. To provide a means of communication between students, faculty, staff, and the administration to help in shaping the goals, policies, and procedures of the School of Dentistry.

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- F. To provide a means of student participation in and communication with the American Student Dental Association (ASDA), American Dental Education Association (ADEA), American Dental Association (ADA), and other national, state and local professional organizations, fraternities, and societies.
- G. To provide for the education of dental students concerning their rights and responsibilities.
- H. To initiate, discuss, and provide for the disposition of matters related to students.
- I. To act in concert with Medical, Public Health, and Nursing councils as Big 4 to provide Health Science Campus representation to the Student Government Association meetings.

## Article III

### Membership

#### Section 1: General Membership

General membership in LASDA shall be available to students in the Dental and Dental Hygiene curriculums and shall be represented by the officers elected each academic year.

#### Section 2: Active Membership

- A. Active membership in LASDA is available to students of Dentistry, Dental Hygiene, who are in good standing with the organization and has paid their dues.
- B. Active membership allows participation in all LASDA-sponsored activities.
- C. In accordance with ASDA policy, members must be a member of the local chapter to apply for membership at the national level.

#### Section 3: Active Member Dues

- A. Total dues shall be the sum of National and Local dues.
- B. Local dues shall be evaluated and set by the Executive Committee on a yearly basis with approval of the representation.

#### Section 4: LASDA Officers (Voting Members) shall consist of:

- A. President
- B. Vice President
- C. [Immediate Past President](#)
- D. Secretary

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E. Treasurer

~~F. Immediate Past Treasurer~~

~~G.F.~~ Legislative Liaison

~~H. Immediate Past Legislative Liaison~~

~~I.G.~~ Membership Chair (2)

~~J.H.~~ Community Service Chairs (2)

~~K.I.~~ Social Chairs (3)

~~L.J.~~ Social Media Chairs (2)

~~M.K.~~ Student Engagement Chairs (2)

~~N.L. Newsletter Chair~~ Editor in Chief of Newsletter

~~O.M.~~ Website & Design Chair

~~P.N.~~ Wellness Chair (1)

~~Immediate Past Website & Design Chair~~

~~Q.O.~~ Pre-dental Chair

~~R.P.~~ D1 Class Representatives (2)

~~S.Q.~~ D2 Class Representatives

~~T.R.~~ D3 Class Representatives

~~U.S.~~ D4 Class Representatives

T. Dental Hygiene Class Representatives (2)

## Section 5: Non-voting members

A. Members At-Large

B. DMD student members

C. DH student members

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## Article IV

### Officers and Other LASDA positions

#### Section 1: Executive Committee

The officers of this organization who represent the Executive committee shall consist of a President, Vice President, Secretary, Treasurer, and Legislative Liaison.

#### Section 2: Officer Responsibilities

##### President

A. The President shall be a Dental student who has served as a LASDA officer as described in Article VIII.

B. The duties of the president shall be:

1. To serve as the First Delegate to the American Student Dental Association, Dental Student Council President, Student Government Senator, and to perform all duties outlined in the ASDA Delegate Manual.
2. To officiate at all organization meetings.
3. To act as the official spokesperson of the organization and the student body-at-large.
4. To be responsible for liaison with the administration and faculty of the School of Dentistry, other institutions and the community.
5. To be an ex-officio member of all committees of the organization.
6. To appoint such committees and members-at-large as are required by the needs of the organization.
7. To have charge of the budget of the organization.
8. To have executive decision-making authority in case of an emergency, which may be exercised in a crisis where a meeting of the organization is impossible or impractical.
9. To make legislative and policy decisions on behalf of the organization.

The following positions will be filled by an active LASDA member and will be voted in as indicated in Article VIII.

##### Vice President

The duties of the Vice President shall be:

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1. To serve as Second Delegate to ASDA, Dental Student Council Vice-President, and Student Government Senator.
2. To assist LASDA President with presidential duties as needed.
3. To attend all pertinent meetings or fill in for LASDA President as needed.
4. To take the office of LASDA president if current president can no longer serve in office.

#### Treasurer

The duties of the Treasurer shall be:

1. To serve as LASDA Treasurer, Dental Student Council Treasurer, and Student Government Senator
2. Keep track of all LASDA banking.
3. To coordinate and carry out chapter fundraisers.
4. To attend all pertinent meetings.

#### Secretary

The duties of the Secretary shall be:

1. To serve as LASDA secretary, ASDA Alternate delegate, and Dental Student Council Secretary.
2. To take minutes and attendance at all LASDA meetings.
3. To remind members of meetings and deadlines.
4. To attend all pertinent meetings.
5. Update the bulletin board TV at least once a month or as determined necessary by secretary, president, and vice-president.

#### Legislative Liaison

The duties of the Legislative Liaison shall be:

1. To act as student representative in political/legislative affairs.
2. To communicate with school administration and other member organizations as to the needs of the student body.

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3. To organize National Dental Student Lobby Day and select attendees as outlined in Article X, Section 4.
4. To attend all pertinent meetings.

#### Membership Chair

The duties of the Membership Coordinator shall be:

1. To organize and conduct membership drive.
2. To keep up to date records of membership.
3. To communicate with national organization membership offices.
4. To work with treasurer in collecting membership dues.
5. To attend all pertinent meetings.

#### Community Service Chair

The duties of the Service coordinator shall be:

1. To organize community service activities for school wide participation.
2. To attend all pertinent meetings.

#### Social Chair

The duties of the Social Committee Chair shall be:

1. To plan and coordinate LASDA social functions.
2. To promote hospitality in both formal and informal affairs.
3. To be aware and enforce risk management procedures and understand liability/ contract terms associated with LASDA social events.
4. To attend all pertinent meetings.

#### Student Engagement Chair

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The duties of the Student Engagement Chair shall be:

1. To plan or help coordinate all Lunch and Learns for the dental school.
2. To chair the Lunch and Learn committee, which is made up of one LASDA representative from each class.
3. To coordinate all Lunch and Learns with the faculty as needed.
4. To attend all pertinent meetings.

#### Social Media Chair

The duties of the Social Media Chair shall be:

1. Post upcoming events, announcements, and pictures on ULSD Facebook, Twitter, and Instagram
2. Attend all events and take pictures to post.
3. Attend all meetings.

#### ~~Newsletter Chair~~ Editor in Chief of Newsletter

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The duties of the Newsletter Chair shall be:

1. To organize and publish four newsletters during each academic year containing pertinent LASDA information to members.
2. To encourage and appoint (if needed) LASDA members to submit articles to National ASDA publications.
3. To assist Secretary in disseminating information to membership via print.
4. To attend all pertinent meetings.

#### Website & Design Chair

The duties of the Website & Design Chair shall be:

1. To maintain LASDA website with current information for members.
2. To assist in disseminating information to membership via internet.
3. To attend all pertinent meetings.

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#### Pre-Dental Chair

The duties of the Pre-Dental Chair shall be:

1. To work with the Admissions Pre-dental faculty member to promote undergraduate involvement in organized dentistry.
2. To help local Pre-dental chapters.
3. To attend all pertinent meetings.

#### Wellness Chair

The duties of the Wellness Chair shall be:

1. To organize wellness activities throughout the school year.
2. To organize and execute a Wellness Week.
3. To contribute a wellness section in all newsletters.
4. To attend all pertinent meetings.

#### Class Representatives (D1, D2, D3, D4, DH)

The duties of the Class Representatives shall be:

1. Represent the opinions, ideas and concerns of their respective classes.
2. Attend all meetings.

### **Article V**

#### Term of Office

Section 1:

- A. Officers shall be elected for a term of one year from May 1 to May 1. A training period of two months shall occur from mid-March through mid-May for all new committee and organization leaders.
- B. All Officers and voting members must abide by the attendance policy set forth in Article VII.



## Article VI

### Voting

#### Section 1:

- A. Voting members are outlined in Article III, Section 4 and shall have one vote, excepting the President, who shall vote only in the case of a tie.
- B. A quorum shall consist of two-thirds of all voting members with a minimum of one voting member of each dental and dental hygiene class.
- C. The requirement for the first year dental and dental hygiene class representatives shall not go into effect until after the election of the first year officers.
- D. The duties of the graduating senior class representatives and leaders shall remain in effect until graduation.
- E. All voting members must be at the scheduled meeting in order to have a vote.
- F. Each voting member, if unable to attend the scheduled meeting, must have a proxy or will be considered absent unless excuse is approved by the Vice President.
- G. Proxies, and student organization representatives will not have a vote in the organization meetings.

## Article VII

### Attendance

#### Section 1: Meeting Attendance

- A. No LASDA voting member shall miss more than two meetings during each semester without a proxy or excused absence from an officer of LASDA.
- B. The President or a representative of all RSOs and classes are invited to attend and have the privilege of voice at our monthly LASDA organizational meetings.

#### Section 2: Replacement of Voting Members

Those that do not abide by Section 1 of Article VII will be replaced immediately by election from the respective class or organization, or that representative's vote shall be forfeited until such time that they are replaced.

## Article VIII

### Elections

#### Section 1: Timing of elections

- A. The election of LASDA Officers shall be held in the month of March, preferably before Spring Break.
- B. The elections are to be conducted by an online polling application sanctioned by the school ([BLUE, ULINK, or any other approved voting platforms](#)) allowing one secret ballot per student.
- C. All Executive Council positions and D2, D3, D4, and DH Class Representatives will be elected school-wide.
- D. D1 Class Representative elections will be held at the August LASDA Officer meeting, no later than August 31<sup>st</sup>. These elections will not be school-wide but will be facilitated by LASDA officers.

#### Section 2: Nominations

- A. Nominations for LASDA offices shall be made by the nominee in electronic form one week prior to the start of elections.
- B. Nominations will close one week before the start of elections.

#### Section 3: Voting

- A. Voting will be open for one week designated in March.
- B. Voting will take place school wide on the online ballot portal ([BLUE, ULINK, or any other approved voting platforms](#)).

#### Section 4: Vacancy of offices

- A. Removal of Officers or Representatives from their positions may be based upon lack of attendance, misuse of funds, or neglect of duties.
- B. Any Officer or Representative may be removed from their position by a two-thirds vote of LASDA.
- C. In the event of a vacated office, an emergency election will be held following the election protocol as described in Article VII, Section 2.
- D. In the event of a resignation, the Officer or voting member must submit a letter to the organization at which time the election protocol as described in Article VIII, Section 2 and 3 will be followed.

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## Article IX

### Travel

#### Section 1:

LASDA members will have representation at the ASDA Central Regional Meeting, ASDA Annual Session, National Dental Student Lobby Day, Kentucky Dental Association Lobby Day, and ASDA NLC.

#### Section 2:

Members attending meetings may be selected for attendance upon completing the following procedures: (1) submitting a letter of intent and CV, (2) selection process by the President and Vice President. The above selection of additional first year members is contingent upon the LASDA budgeted travel allowance as first year students are funded by LASDA.

## Article X

### Rules of Procedure

Accepted American Parliamentary Practice as set forth in Robert's Rules of Order shall govern the conduct of the affairs of the Louisville American Student Dental Association and the procedure of its meetings.

## Article XI

### Amendments

Section 1: Any member of the student body may submit a proposed amendment to this Constitution.

Section 2: A proposed amendment to this Constitution must be submitted in writing to the President LASDA at a scheduled organization meeting.

Section 3: LASDA shall act on the proposed amendment no sooner than the following organization meeting and shall not take over two meetings to discuss the proposal.

Section 4: The amendment shall require two-thirds vote to be approved.

Section 5: The President may submit the amendment to a presidential committee for study. Voting would then take place at the subsequent LASDA meeting or when the review is completed

Section 6: The amendment, if passed, will become effective at the time of approval.

## **Article XII**

All changes made to this Constitution must be sent to Student Affairs and the Chief Justice of the Student Government Association as well as uploaded to the LASDA Website and the LASDA OrgSync portal to keep records up to date and the organization in good standing.