

The American Dental Education Association believes that the active participation of its members is an invaluable asset to the Association. The contributions of the ADEA Council of Students, Residents, and Fellows—such as the creation of the Junior Faculty Award and ADEA Video Mentors—have made a significant mark in support of the ADEA strategic directions and core values. While ADEA endeavors to support its member institutions at the national level, the Association recognizes and appreciates the efforts of member institutions to further the ADEA core values and strategic directions at the local level.

ADEA has created the Sample Student Organization Constitution template as a tool to assist member institutions in guiding their student organizations. The ADEA bylaws do not permit the creation of ADEA local chapters. However, ADEA supports its members in the furtherance of the ADEA strategic directions and core values at their institutions. ADEA offers the template as a resource. It is not intended to replace, change, or supplement existing institutional documents. For additional resources that support and benefit ADEA member institutions, please visit the ADEA website, www.ADEA.org.

Sample Student Organization Constitution

Article I – Name

The name of this student organization shall be ADEA Student Chapter at _____ [Institution name], which is a member of the American Dental Education Association (ADEA). This organization is an approved student group/club of and in good standing with _____ [Institution name].

Article II – Objectives

The objectives of the student organization are:

1. To support the Core Values, Mission, and Strategic Direction of ADEA in the programs conducted.
2. To provide effective student input into both dental and allied dental education.
3. To promote the advancement of dental education by providing student input into and involvement with ADEA's activities.
4. To stimulate students to assume roles in dental and allied dental education and research.
5. To work in partnership with other student organizations to promote their involvement in the advancement of dental education.

Article III – ADEA Relationship

ADEA does not formally recognize, and assumes no responsibility for the activities or financial liabilities of, any student organizations. The ADEA logo may not be used by any student organization.

Article IV – Membership

The membership of this student organization shall consist of regularly enrolled undergraduate, graduate, and postgraduate students of _____ [Institution name].

Article V – Officers of the Executive Board

SECTION 1 Objectives of the Officers

The officers of this organization shall be the Class Representatives in addition to the President and School Representative, Vice President, Secretary, and Treasurer, all of whom shall be members of the student organization.

1. Class Representatives. There shall be a Class Representative for each dental and allied dental class, who is:
 - a. Nominated by the dental school class, with the final selection made by the Executive Board.
 - b. Responsible for communicating and coordinating activities relating to his or her respective class.
2. President and School Representative
 - a. Chosen by the Executive Board with input from the Student Organization Advisor.
 - b. Coordinates and leads Executive Board meetings and general school activities.
 - c. Communicates with the Advisor.
 - d. Communicates activities to ADEA regional representatives.
3. Vice President
 - a. Chosen by student members' vote.
 - b. Leads meetings and activities in the absence of the President.
 - c. Communicates activities and meetings to students.
 - d. Coordinates selection and application process for ADEA /ADEA Council of Students/Colgate-Palmolive Co. Junior Faculty Award.
4. Secretary
 - a. Chosen by vote of the members.
 - b. Takes minutes at meetings, organizes sign-up sheets at activities, and prepares a list of goals along with activities for the year.
 - c. Coordinates the application process for awards given by ADEA Council of Students, Residents, and Fellows.
5. Treasurer
 - a. Chosen by vote of the members.
 - b. Coordinates fundraising, secures activity funding, and maintains and balances finances.

SECTION 2 Terms of Officers

All officers, with the exception of the Class Representatives, hold a one-year term from September 1 to August 31. Class Representatives hold a four-year term that expires at graduation.

SECTION 3 Provisions for Dismissal of an Officer

Dismissal may occur if the officer does not uphold expectations of the appointed position as decided unanimously by the Executive Board. The officer in question should be forewarned verbally for the first offense, receive a written warning for the second offense, and dismissed by unanimous decision for the third offense.

Article VI – Elections

SECTION 1 Selection of officers

Class Representative nominations will be held _____ [date] with final selection during the Executive Board meeting _____ [date] at the start of the school year. The President and School representative will be chosen during the final Executive Board meeting for the year _____ [date]. Voting for the Vice President, Secretary, and Treasurer will be done at the final meeting or activity for the school year _____ [date].

SECTION 2 Voting

A simple majority vote will be sufficient for electing officer positions. A closed ballot vote will be used if there is more than one candidate for a position. Candidates will be allowed to give a one-to three-minute speech at a meeting or activity prior to taking votes. The speech will be verbal only, and without the usage of PowerPoint presentations, curriculum vitae, or other materials.

SECTION 3 Procedures for Filling Vacant Officer Positions

Any vacancy may be filled by nomination by student members. The final decision of filling the vacant officer position will be made by the Executive Board, with the exception of the President and School Representative. The position of the President and School Representative will be appointed by the Advisor working with the current Executive Board.

Article VII – Meetings and Activities

SECTION 1 Meetings

Meetings shall be held monthly (more often if activities and organization demand). The Vice President shall notify active members of the meeting time and location by email. Students who are nonmembers and interested in attending meetings can contact any of the Class Representatives or any active member for details.

SECTION 2 Activities

Activities for the year will be decided by the Executive Board, Advisor, or both and will be focused on the ADEA goals for the school year. An activity should be held once every other month.

Article VIII – Executive Board

Management of this organization shall be vested in the Executive Board. The Executive Board shall consist of the Class Representatives, President and School Representative, Vice President, Secretary, and Treasurer.

Article IX – Advisors

There shall be one student organization Advisor, who shall be a faculty member of _____ [Institution name]. Appointment of the Advisor will be by the Dean of _____ [Institution name] working with the current Executive Board.

Article X – Committees

Formation and appointment of committees will be the responsibility of the Executive Board. These committees will be appointed to best fulfill the goals of the activities for the year.

Article XI – Dues and Accounting

SECTION 1 Dues and Money for activities

Members shall pay no dues. Fundraising activities will be conducted to raise money for the activities that occur throughout the year. The institution will provide _____ [dollar amount] for activities during the year.

SECTION 2 Accounting

The Executive Board must approve all fund transactions. The student organization must adhere to the financial reporting policies established for student groups/clubs of _____ [Institution name].

Article XII – Constitutional Amendments

SECTION 1 Constitution Amended

The constitution may be amended by a vote of two-thirds majority of the membership at any regular meeting.

SECTION 2 Provision for Advance Notice of Amendment

The Vice President will notify all active members of potential amendments by email one week before the meeting where the voting will occur.