2017 ADEA Sample Chapter Constitution

ADEA encourages student, resident and fellow members to support and promote ADEA’s mission at their local institutions through the ADEA Chapter for Students, Residents and Fellows.

The mission of ADEA is to lead institutions and individuals in the dental education community to address contemporary issues influencing dental education, research and the delivery of oral health care for the overall health and safety of the public.

ADEA chapters:
- Promote knowledge of and interest in academic careers.
- Advance ADEA’s mission, strategic directions, key priorities and initiatives.
- Promote membership in ADEA.
- Prepare students, residents and fellows for local and national leadership positions.

In 2016, the ADEA Board of Directors approved a set of 10 strategic initiatives, which includes an initiative to encourage and expand establishment of ADEA Student Chapters with an emphasis on increasing interest in academic careers.

The 2017 ADEA Sample Chapter Constitution is a template for creating an ADEA Chapter foundational document. It contains mandatory requirements for ADEA Chapters. Any ADEA Chapter for Students, Residents and Fellows whose foundational document was created prior to May 2017 should review its foundation document for adherence to the 2017 Sample Chapter Constitution template and update the foundational document accordingly. Sections designated “mandatory-verbatim” must appear in the chapter’s constitution exactly as written in the 2017 ADEA Sample Chapter Constitution.

The chapter’s constitution must be submitted to the ADEA headquarters office with the initial ADEA Chapter for Students, Residents and Fellows Registration form. A current version of the chapter’s constitution must remain on file at ADEA.

Sample Chapter Constitution

Article I – Name [Mandatory - verbatim]

The name of this chapter shall be ADEA Chapter for Students, Residents and Fellows at _______________ [Institution name], which is a member of the American Dental Education Association (ADEA). This chapter is an approved group/club of and in good standing with _______________ [Institution name].

Article II – Objectives [Mandatory - verbatim]

The objectives of the chapter are:
1. Promote knowledge of and interest in academic careers.
2. Advance ADEA’s mission, strategic directions, key priorities and initiatives.
3. Promote membership in ADEA.
4. Prepare students, residents and fellows for local and national leadership positions.

Article III – ADEA Relationship [Mandatory - verbatim]

ADEA assumes no responsibility for the activities or financial liabilities of any student, resident or fellow organizations. Use of the ADEA logo must adhere to ADEA branding guidelines as stated in the ADEA Chapter Toolkit for Students, Residents and Fellows, located on the ADEA website.

The Chapter and its members acknowledge and agree to the following: (i) all content and materials provided by ADEA for chapter use are provided as-is, without any warranties, express or implied, and the chapter’s use of any such content or materials is at its sole risk; (ii) ADEA assumes no responsibility for the activities or financial liabilities of any student, resident or fellow organizations, and any resulting liabilities are the sole responsibility of the chapter, its members, and/or your institution; (iii) the chapter and its members are responsible for complying with all applicable laws and your institution’s policies; and (iv) ADEA hereby disclaims all liability for damages in connection with the activities of the chapter or its members.

Chapter officers and members grant ADEA permission to publish chapter program and event submissions to the online ADEA Chapter Toolkit for Students, Residents and Fellows for sharing with other chapters for the purpose replicating.

Article IV – Membership [Mandatory]

The membership of this chapter shall consist of regularly enrolled predoctoral and allied students and advanced education residents and fellows of _________________ [Institution name].

Article V – Officers of the Executive Board [Mandatory - verbatim]

SECTION 1 Objectives of the Officers

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

1. Representatives – It is suggested that each dental school class and, if possible, all allied and advanced education programs and fellows have a representative to the chapter who is:
   a. Nominated by their peers, with the final selection made by the Executive Board.
   b. Responsible for communicating and coordinating activities relating to his or her respective class or cohort.

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 district commissioners.

3. Vice President
   a. Automatically succeeds the President.
   b. Leads meetings and activities in the absence of the President.
   c. Communicates activities and meetings to students.
   d. Coordinates the selection and application process for ADEA / ADEA Council of
      Students, Residents and Fellows/Colgate-Palmolive Co. Junior Faculty Award.

4. Secretary
   a. Chosen by vote of the members.
   b. Takes minutes at meetings, manages 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 the 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

Each officer, with the exception of the Representatives, holds a one-year term from Sept. 1 to
Aug. 31. A Representative holds a four-year term or a term spanning the duration of their
program and expiring 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

Representative nominations will be held ______ [date] with final selection during the
Executive Board meeting on ______ [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. Each candidate 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, without the use of PowerPoint presentations, curriculum vitae or other materials.

SECTION 3 Procedures for Filling Vacant Officer Positions

Any vacancy may be filled by nomination by chapter 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 position. 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
A meeting schedule will be established and communicated to chapter members. A minimum of six meetings per year will be held. The Vice President shall notify active members of the meeting time and location by email. Students, residents or fellows who are nonmembers and interested in attending meetings can contact any of the 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 focus on the ADEA goals for the school year. An activity should be held at least 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 Representatives (by class or cohort), President and School Representative, Vice President, Secretary and Treasurer.

Article IX – Advisors

There shall be one chapter 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 [Mandatory - verbatim] Members shall pay no dues. Fundraising activities will be conducted to raise money for the activities that occur throughout the year and to support travel to the ADEA Annual Session & Exhibition and ADEA Fall Meetings. The institution will provide _______ [dollar amount] for activities during the year.

SECTION 2 Accounting
The Executive Board must approve all fund transactions. The chapter 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.