

Please fill out the sections below, and submit as a digitally signed PDF at your registration session. If your group has a chapter constitution on file with SAO, please cut and paste relevant sections into this document. Constitutions are valid for three academic years, and if no changes, must be verified and signed annually by one new officer at registration.

Article I: Name (please fill in name of your RSO. If you wish to show a UW association, you may **ONLY** use "at University of Washington" or "UW Chapter" at the **END** of your name.)

Registered Student Organization Constitution of: Academy of General Dentistry UW Chapter

Article II: Group Purpose

Section 1: (Please state purpose/mission of your group)

The purpose of the UWSOD AGD Student Chapter is to serve the needs and represent the interests of dental students, to further their educational needs and goals, to foster camaraderie among the members, and to encourage continued membership in the AGD by providing a Fellowship Track during the tenure of their student experience. UW AGD students are encouraged to take the Fellowship exam shortly upon graduation.

Section 2: Does your RSO have a 501(c)3 non-profit status with the IRS? Yes No

Section 3: Does your RSO have a local bank account? Yes No

Article III: Affiliations

(Please state any local, state or national organizations that your group is officially affiliated)

Washington Academy of General Dentistry and Academy of General Dentistry

Article IV: Membership (please initial boxes in Sect. 1&2)

Section 1: We verify that the majority of the membership of this organization are regularly enrolled University of Washington- Seattle students. Only currently registered UW- Seattle students are officers or have voting privileges within our organization.

Section 2: We verify that selection of members shall not involve hazing of any kind, nor will selection discriminate against others based on race, color, creed, religion, national origin, citizenship, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, genetic information, disability, or veteran status.

Section 3: Associate Membership (Who can be associate members of your group- faculty, staff, non-uw, etc)
N/A

Section 4: Eligibility Requirements (Please indicate any additional requirements for membership- dues, GPA, national or local organization membership, etc)

All members of the UWSOD AGD Student Chapter will be dental students at the University of Washington School of Dentistry.

Article V: Officers

Section 1: Officer Description *(Please describe officer titles and duties of the five officers conducting business for your group)*

President: It shall be the duty of the President:

1. To serve as an official representative and official spokesperson of this Chapter in its contact with the Washington AGD for the purpose of advancing the objectives and policies of this Chapter
2. To lead business meetings of the Chapter
3. To attend monthly meetings with the Washington AGD Board meetings. President-elect will serve as an alternate in case the President cannot attend.
4. To succeed to the office of Immediate Past-President at the conclusion of the annual business meeting when the President's term ends.

President-Elect: It shall be the duty of the President-Elect:

1. To assume the office of President in the event that the President is unable to fulfill the terms of his or her office.
2. To attend all important functions of this Chapter, as asked by the President.
3. To cooperate with the President and familiarize himself or herself with the duties of that office.
4. To spearhead and oversee the election cycle for the following year's officers
5. To succeed to the office of President at the conclusion of the annual business meeting where the President's term ends.
6. To serve as an alternate to attend Washington AGD Board meetings.

Secretary: It shall be the duty of the Secretary:

1. To keep minutes of all business meetings of the Chapter and track attendance
2. To be the custodian of all of the records and properties of this Chapter.
3. To notify all members of the annual elections, at least twenty (20) days in advance.
4. To renew the organization's UW RSO (Registered Student Organization) status each year
5. To create and manage a listserv dedicated to active UW AGD members including students, residents, faculty, and the chapter liaison

Treasurer: It shall be the duty of the Treasurer:

1. To keep adequate and proper accounts of the properties and funds of this Chapter in accordance with the student chapter liaison
2. To deposit all funds in the name of and to the credit of this Chapter.
3. To write and sign all checks, along with the President of the Chapter.
4. To prepare a budget for review and approval by the officers and the WAGD Board of Directors each Fall
5. To prepare all scholarship applications this AGD Student Chapter is eligible for and decides to apply to
6. To disburse reimbursements back to the other officers from the student chapter liaison when necessary.

Membership and marketing chair: It shall be the duty of the Membership and marketing chair:

1. To maintain communication between the UWSOD AGD Student Chapter Board and members of the greater UWSOD AGD community.

2. To maintain an up-to-date roster of active AGD members each quarter, giving a semi-annual membership update, and run a membership drive each fall in anticipation of the new enrollment year.
3. To serve on a committee and/or carry out tasks assigned by the President and President-Elect.
4. To prepare all promotional material in anticipation of upcoming events held by or co-hosted by the Chapter.
5. To update all media outlets with upcoming events held by the chapter including bulletin board, Facebook, etc.
6. To maintain RSVP's and rosters for AGD events both at the UW and AGD conference center. Rosters are to be sent to Val Bartoli after each event.

Section 2: Qualifications *(What are the qualification of each position to hold office?)*

All officer positions listed above are open to any UW AGD member in good standing.

Section 3: Term of Office *(Please describe length of term of office for officers)*

Each of the aforementioned officers shall serve a term of one-year. Officers are eligible to re-run for positions.

Section 4: Removal Provisions *(What are the reasons and process for removing officers from positions?)*

Officers are required to attend all business meetings called by the President. Officers who miss more than 1 business meeting per quarter may be called to review, motioned by another UWSOD AGD Student Chapter officer. The chapter liaison may not motion for termination of a student officer.

Termination of an officer in any position, including chapter liaison, must be motioned by a member of the UW AGD Board and affirmed by a majority vote of the current officers. All votes must be held within 1 week of the motion for termination initially brought forth. Temporary replacement of any terminated individual must be appointed by the UW AGD President.

Article VI: Elections

Section 1: Selection of Officers *(When are officer elections held?)*

The President and President-Elect will determine the timeline for transition, to be completed each Spring quarter. Newly elected class officers shall be informed by the former Secretary.

Section 2: Procedures for voting *(What are your voting procedures, and how are results/winner determined?)*

The UWSOD AGD Student Chapter shall have an annual election consisting of members in good standing of the Chapter organized by the incoming President with support from the other incumbent officers. The officer positions are open to any UW AGD member in good standing. This position will be voted on by all UW AGD student members and winner announced by simple majority.

Section 3: Procedures for filling officer vacancies

In the event of an officer vacancy for any reason, the President shall appoint an interim successor to serve until the next Chapter business meeting, at which time an election will take place and the vacant position will be filled by a simple majority by the current officers.

Article VII: Meetings

Section 1: Calendar *(What types of meetings does your group hold? When does your group hold meetings and when/where are members told about meetings?)*

The officers of the Chapter may meet as often as necessary to make decisions relating to the Chapter between annual business meetings.

Unless otherwise stated by the UWSOD AGD Student Chapter President, all Chapter business meetings are open to all UW AGD general members.

Section 2: Quorum *(What is minimum attendance to vote on club business in meetings?)*

A quorum at a UWSOD AGD Student Chapter business meeting shall consist of at least ½ of all elected officers.

Article VIII: Non-SAO Advisors *(please check box in Sect. 1)*

Section 1: We verify that non-SAO advisors to our organization are selected by our organization's voting membership, and that they serve ex-officio without voting privileges.

Section 2: If you are a Federal Title IX exempt fraternity or sorority with an operating agreement on file with UW Fraternity and Sorority Life, please indicate powers granted to your chapter adviser regarding club business from your national affiliate

Article IX: Constitutional Amendments

Section 1: Process *(Please describe your process for amending your constitution)*

Section 1.

The Bylaws may be amended by an affirmative vote of a majority of the chapter officers.

Section 2.


Any member in good standing may propose amendments to the Bylaws by submitting them in writing to the Secretary. The Secretary must bring forth the proposed amendments at the next Chapter business meeting. The Secretary will notify all members of the amendments whether they are or not approved by the chapter officers.

Section 3.

The Board of Directors of the Washington AGD may make changes, additions, deletions or amendments to these bylaws with notification to the UWSOD AGD Student Chapter officers within 1 week of said changes. The Constitution may further be amended by an affirmative vote of the chapter officers.


Signature Page

Our organization verifies our operating practices are not in conflict with the Registration requirements in Sections in Articles I, IV, and VIII, nor are they in conflict with the SAO Policy Guide and other University of Washington requirements.

David Chi  Student Chapter President 22/10/2018

Name, Signature, Title of Registering Officer (may use Adobe Digital signature) *Date (DD/MM/Year)*

This constitution is valid from date of signature above for three academic years. If any modification or changes are made, please sign and date below and submit to saoreg@uw.edu

David Chi  Student Chapter President 22/10/2018

Name, Signature, Title of Officer *Date (DD/MM/Year)*

For SAO departmental use only

Document received date:

Staff initials: