

# RSO Constitution Form

Please fill out the sections below, and upload as a digitally signed document at your registration session, saved as "YEAR RSO NAME Constituion". RSO constitutions are valid until October 2027. DO NOT ALTER OR REFORMAT THIS DOCUMENT. ANY CHANGES MAY DELAY REVIEW AND APPROVAL OF YOUR RSO CONSTITUTION.

**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 (AGD) Student Chapter at University of Washington School of Dentistry

## Article II: Group Purpose

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

The mission of the UWSOD AGD Student Chapter is to advance general dentistry and promote oral health through high-quality continuing education and advocacy within the University of Washington School of Dentistry.

The AGD Student Chapter at UWSOD is dedicated to recruiting and retaining dental students, introducing them to the benefits of organized dentistry, and supporting their transition into dental practice. Its purpose is to serve the needs and represent the interests of dental students; to further their educational goals; to foster camaraderie among members; and to encourage ongoing membership in the AGD. To this end, the chapter offers a Fellowship Track throughout students' academic tenure, helping them begin their journey toward Fellowship in the AGD.

## Article III: Affiliations

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

Washington State Academy of General Dentistry, Academy of General Dentistry

## Article IV: Membership

 (Please review and check 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 non-voting members of your group- faculty, staff, non-uw, etc)

Classification of Membership: All the currently enrolled students at University of Washington School of Dentistry (UWSOD).

Graduation from Dental School: Upon graduation, a member of the UWSOD AGD Student Chapter will remain on the rolls of the AGD as an Active member until January 1 of the succeeding year, at which time he or she must pay the regular dues for a first year dentist in order to remain a member of the AGD. Members may move to another state and retain their membership in the AGD.

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

All students are eligible to be members of the UW AGD Student Chapter.

Premium members will enroll with an additional AGD Membership Dues:

## AGD Membership Dues

AGD membership dues are payable to the AGD on January 1 of each year. Annual dues, if applicable, for the UWSOD AGD Student Chapter shall be determined by a majority vote of the Chapter officers in accordance with these Bylaws, with a payment date set accordingly.

### Active Members Enrolled After July 1

Members who join between July 1 and September 30 shall pay fifty percent (50%) of the regular annual dues.

### Active Members Enrolled After October 1

Student members who join after October 1 will have their membership applied to the following calendar year. The official membership start date will be based on the date the AGD receives the completed application

## Article V: Officers

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

The officers of this Chapter shall be a President, President Elect, Vice President, Secretary and Treasurer, or appropriate officers as needed. The officers of the Chapter may meet as necessary to make decisions relating to the Chapter between annual business meetings.

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

President:

1. To serve as an official representative of this Chapter in its contact with the UWSOD AGD Student Chapter for the purpose of advancing the objectives and policies of this Chapter.
2. To preside at business meetings of the Chapter and to vote only in the event of a tie.
3. To appoint a parliamentarian if necessary or desired.
4. To attend the annual General Assembly of the UWSOD AGD Student Chapter and to submit an annual report for that meeting.

President-Elect:

1. To assist the President in carrying out the mission, goals, and activities of the AGD Student Chapter, and to assume the duties of the President in their absence.
2. To become familiar with all aspects of Chapter operations, including membership management, continuing education programs, and advocacy initiatives, in preparation for assuming the office of President.
3. To work with the Treasurer and Membership Chair to ensure the timely collection and submission of membership dues, in accordance with AGD and Chapter bylaws, including prorated dues for members joining after July 1 or October 1.
4. To collaborate with Chapter officers in setting annual goals, supporting event planning, and ensuring that Chapter activities align with AGD policies and bylaws.

Vice-President:

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 succeed to the office of President at the conclusion of the annual business meeting where the President's term ends.
3. To attend all important functions of this Chapter.
4. To cooperate with the President and familiarize himself or herself with the duties of that office.

Secretary:

1. To keep minutes of all business meetings of the Chapter.
2. To be the custodian of all of the records and properties of this Chapter.
3. To conduct correspondence on behalf of this Chapter.
4. To notify all members of the annual business meeting, at least thirty (30) days in advance.

Treasurer: It shall be the duty of the Treasurer:

1. To keep adequate and proper accounts of the properties and funds of this Chapter.
2. To maintain an up-to-date roster of all members and keep an accounting of their dues, if any.
3. To deposit all funds in the name of and to the credit of this Chapter.
4. To write and sign all checks, along with the President of the Chapter.
5. To prepare a budget for review and approval by the officers and the UWSOD AGD Student Chapter Board of Directors.
6. To cause to be bonded all persons authorized to handle this Chapter's funds.

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

The Officers of this Chapter shall each serve a term of one-year.

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

**A.** Initiation of Removal Proceedings

Any member of the AGD Student Chapter may initiate proceedings to remove an elected or appointed officer from office. Such proceedings shall be initiated through a two-thirds (2/3) vote of the Chapter's Executive Board, documented in a written statement signed by either the President or Secretary of the Chapter, with copies provided to the officer in question and to the UWSOD AGD Student Chapter Secretary.

**B.** Removal Proceedings

An officer may be removed from office by a two-thirds (2/3) vote of the voting members present at any duly called Chapter meeting, provided that at least thirty (30) days' written notice is given to all voting members and to the officer in question. The intention to remove the officer must be stated in the meeting announcement, and a substitute presiding officer shall be appointed by the Executive Board for that portion of the meeting.

If the Chapter's voting membership consists of ten (10) or fewer individuals, removal may be enacted by a two-thirds (2/3) vote of all current elected officers of the Chapter, with each individual entitled to only one vote regardless of the number of positions held.

**C.** Voting by Mail or Electronic Ballot

Removal may also be conducted by mail or secure electronic ballot, provided that the intention to conduct such a vote is announced to all voting members and to the officer in question at least thirty (30) days prior to the ballot distribution. If a mail or electronic ballot is used, the process shall be supervised by the Chapter Secretary (or an impartial officer appointed by the Executive Board if the Secretary is the subject of removal).

**Article VI: Elections**

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

Elections shall be held at the beginning of the fall quarter in accordance with the regular school calendar

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

**Election Procedures**

1. **Nomination Period** – Nominations for officer positions shall open at least two (2) weeks prior to the election date. Nominations may be submitted in writing to the Chapter Secretary or made from the floor during the designated nomination meeting. All nominees must be active members in good standing of the UWSOD AGD Student Chapter.
2. **Candidate Presentations** – Each nominee shall be given an opportunity to present a brief statement (in person or in writing) outlining their qualifications, goals, and reasons for seeking office.
3. **Voting Method** – Elections shall be conducted by secret ballot, either in person, via secure online voting platform, or by mail if necessary.
4. **Eligibility to Vote** – Only active members of the AGD Student Chapter in good standing shall be eligible to vote.

5. Determining Winners – The candidate receiving a simple majority (more than 50%) of the votes cast shall be declared the winner. In the event of a tie, a runoff election between the tied candidates shall be conducted immediately using the same voting method.
6. Ballot Counting and Certification – Ballots shall be counted by the Chapter Secretary and at least one other officer not running for the position being counted. Election results shall be certified by the Chapter President (or President-Elect if the President is a candidate).
7. Announcement of Results – The official results shall be announced to the membership within five (5) business days of the election and recorded in the Chapter meeting minutes.
8. Assumption of Office – Newly elected officers shall assume their duties at the start of the fall quarter following the election, unless otherwise specified by the Executive Board

### **Section 3: Procedures for filling officer vacancies**

#### **Filling Officer Vacancies**

1. Notification of Vacancy – In the event that an officer position becomes vacant due to resignation, removal, ineligibility, or any other reason, the vacancy shall be announced to the membership within five (5) business days.
2. Interim Appointment – The Executive Board may appoint an interim officer to serve until a special election can be held. The interim officer must be an active member in good standing of the AGD Student Chapter.
3. Special Election – A special election to fill the vacant position shall be held within thirty (30) days of the vacancy announcement, unless the vacancy occurs within sixty (60) days of the next regularly scheduled election.
4. Nomination Process – Nominations shall be opened to all eligible members and may be submitted in writing or made from the floor at a meeting designated for that purpose.
5. Voting and Determination – The election shall follow the same voting procedures outlined in these Bylaws. The elected officer will assume the position immediately upon certification of results and serve for the remainder of the unexpired term.

## **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?)*

#### **Types of Meetings**

The UWSOD AGD Student Chapter holds an annual business meeting open to all members in good standing. This meeting is used for officer elections, amending or repealing the Chapter Bylaws, and voting on any other matters brought before the Chapter. Additional business meetings may be held as needed.

#### **When Meetings Are Held**

The annual meeting is held at least once a year at a time and place designated by the Chapter officers. Special meetings may be called by the President with the approval of the other officers, or by a petition signed by at least ten members of the Chapter.

#### **How Members Are Notified**

All members receive written or emailed notice of a business meeting at least thirty (30) days in advance, sent by the Secretary. The notice includes the date, time, location, and purpose of the meeting.

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

A quorum at any UWSOD AGD Student Chapter business meeting shall consist of at least ten student members in good standing.

## **Article VIII: Non-SAO Advisors** *(please review and 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 Recognition Agreement on file with UW Office of 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 – Amendment Approval**

**The Bylaws may be amended by an affirmative vote of at least a majority of the members present and voting at the annual business meeting of the Chapter, provided that a copy of the proposed amendment has been sent to all members at least thirty (30) days before the meeting at which the action is to be taken.**

##### **Section 2 – Proposal of Amendments**

**Any member in good standing may propose amendments to the Bylaws by submitting them in writing to the Secretary at least sixty (60) days prior to the annual business meeting. The Secretary shall ensure that all members receive notice of the proposed amendments at least thirty (30) days before the annual business meeting.**

##### **Section 3 – Constituent Board Authority**

**The Board of Directors of the UWSOD AGD Student Chapter may make changes, additions, deletions, or amendments to these Bylaws as they deem appropriate, in consultation with the officers of the UWSOD AGD Student Chapter.**

## Signature Page

Our organization verifies our operating practices are not in conflict with the Registration requirements in Articles I, IV, and VIII, nor are they in conflict with the SAO Policy Guide and other University of Washington requirements. *This constitution is valid until October 2027.*

Zhiyuan (Mark) Yang

President-Elect, marky318@uw.edu

10/06/2025

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*Name, Title of Registering Officer, Email (print)*

*Date (DD/MM/Year)*

*If any modification or changes are made before October 2024, please sign and date below, upload to your HuskyLink group account, and submit to [saoreg@uw.edu](mailto:saoreg@uw.edu)*

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*Name, Title of Officer, Email (print)*

*Date (DD/MM/Year)*

**For SAO departmental use only**

Document received date:

Staff initials: