

Oregon Health & Science University School of Dentistry Student Research Group

Constitution

Preamble

We, the members of the Student Research Group do hereby establish this Constitution in order that our purpose be realized to its fullest extent.

Article I. Name

Section 1. The name of the organization will be the "Student Research Group" henceforth referred to as SRG.

Article II. Purpose

Section 1. The SRG is established to further the aims and objectives of the American Association for Dental Research (AADR), International Association for Dental Research (IADR) and the National Student Research Group (NSRG) by:

- Promoting dental student research
- Advocating for the advancement of dental research
- Providing professional development programs
- Creating a community for student researchers

Section 2. The SRG understands and is committed to fulfilling its responsibilities of abiding by Oregon Health and Science University (OHSU), School of Dentistry (SoD), and the OHSU Research policies.

Article III. Membership

Section 1. Active membership shall be students (to include pre-baccalaureate, pre-doctoral, graduate residents, post-graduate, post-doctoral) associated OHSU SoD and who have previous research experience, intention to work on a research project at OHSU SoD, or general interest in participation or review of current research.

Section 2. There are no dues required to join the OHSU SRG.

Section 3. The SRG openly admits students to its membership and does not discriminate on the basis of race, color, creed, sex, sexual orientation, marital status, personal appearance, age, religion, national origin, political affiliation, physical or mental disability, or on the basis of rights secured by the First Amendment of the United States Constitution.

Article IV. Officers and Governance

Section 1. The SRG will be governed by a board of officers ("Officers"). The Officers shall include at least four officer members; namely, the president, vice president, secretary, and treasurer. Additional Officers shall be considered as appropriate, depending on specific needs. Examples are noted in the

bylaws, under the section "**Board Elections, Appointments, Terms of Office**. The following describes the Officers' roles and responsibilities:

The President will preside at all meetings of the SRG. The President will maintain the power to appoint all committee chairpersons, shall present all motions to the body present.

The Vice President shall support and assist the President in any way necessary. In the absence of the President, the Vice President shall preside at all meetings and functions.

The Secretary shall maintain an accurate list of members, take and distribute meeting minutes and maintain historical records/documents of business at Officer meetings. The Secretary shall administrate the annual election of officers.

The Treasurer shall oversee the SRG's annual budget and financial reports and handle all financial accounts.

Section 2. A faculty advisor shall assist the Officers. The advisor shall be sincerely dedicated to enhancing student research/scholarship opportunities, implementation of supportive curricular components, organization of institutional research/scholarly activities, and coordination of relevant regional/national activities. The faculty advisor may participate at Officer and general meetings but must not vote on any SRG matter. The advisor is a volunteer, appointed by the Associate Dean for Research at OHSU SoD.

The role and duties of the faculty/staff advisor providing counsel to the organization's officers, serve as advocating faculty for the group, etc.

Article V. Operations

Section 1. Voting Eligibility: Officers, as set forth in Article IV, will be granted voting privileges.

Section 2. Election Process: All officers shall be elected by a majority vote of eligible voting members of the SRG. All elections will be held on an annual basis during Spring Quarter, with the exception of DS1 class representative nominations, which will occur during Fall Quarter.

The President will take self-nominations from those interested.

All voting shall be done by secret ballot to be collected and tabulated by the Secretary and one voting member of the SRG appointed by the current President.

Section 3. Removal: Any officer of the SRG in violation of the SRG's purpose or constitution may be removed from office by the following process:

- a. A written request signed by at least three members of the SRG.
- b. Written notification to the officer of the request, asking the officer to be present at the next meeting of the SRG and be prepared to speak.
- c. A two-thirds (2/3) majority of the SRG vote is necessary to remove the officer.

Section 4. Meetings

All meetings will occur on a regular basis at a time selected by the SRG and will follow the procedure set forth below:

- Attendance
- Report by the President
- Committee reports and group business
- Vote on all committee motions and decisions
- Research related activities such as:
 - Journal Club
 - Research presentations
 - Updates on current research programs
 - Any other business put forward by the members of the club
 - Dismissal by the President

Article VI. Finances

Section 1. The SRG will finance the activities it engages in by funds received from: fund-raising efforts, donations from individuals and/or organizations, funds received from OHSU that support student activities. The budget will be proposed by the Officers and approved by the SRG membership.

Article VII. Amendments

Section 1. The constitution is binding to all members of the SRG. But the constitution is not binding unto itself.

Amendments to the constitution may be proposed in writing by any voting member of the SRG at any meeting at which at least 2/3 of the voting members are present.

These amendments will be placed on the agenda for the next regular meeting of the executive council or other officer grouping.

Proposed amendments will become effective following approval of two-thirds (2/3)-majority vote of active members.

Article VIII. Registration Renewal

Section 1. The SRG will apply as a student interest group with the OHSU Office of Student Life and National Student Research Group annually one month after the SRG's new officer elections in Spring Quarter or as directed by these groups.

Bylaws

Membership

1. All individual members shall constitute the general assembly. They have the right to make nominations, and to hold office.
2. Members shall support the objectives of the organization and participate in the organization's activities. They shall not participate at general assembly meetings and hold office.
3. All members promote academic honesty, proper conduct in research and professionalism.
4. To be considered a member of the SRG, the individual must be named on the official roster of the SRG.
5. New membership shall be processed by the Secretary on a rolling basis.

Board Elections, Appointments, Terms of Office

- 1) Elections shall be held annually during Spring Term according to the following procedures:
 - a) The President shall send a call for volunteers/nominations to all active members not later than one week prior to the announced elections.
 - b) Candidates should send the officer position(s) they wish to be considered for, as well as a personal statement, to the President.
 - c) The President shall distribute a list of the candidates and personal statements for each officer position to all active SRG members each year SPRING TERM
 - d) Votes shall be held to determine the following SRG Officers:
 - i) President
 - ii) Vice President
 - iii) Secretary
 - iv) Treasurer
 - e) Other Officers that may be considered for election as deemed appropriate by the SRG may include, but are not limited to, the following:
 - i) Webmaster- shall maintain and update social media pages and the official SRG website pages.
 - ii) Class Representatives- shall keep their respective classes informed about events within SRG and assist in leadership at planned SRG events
 - iii) Historian/Editor- shall document SRG events and work closely with the Webmaster to disseminate relevant information to OHSU SoD.
- 2) All officers shall be elected by a simple majority vote of the general assembly. There are no term limits or year restrictions.

Activities of the OHSU SoD SRG

- 1) Meetings:
 - a) The general membership shall meet at least once each quarter as follows:
 - b) The agenda for general membership meetings shall be established by the Board:
 - i) Any member may submit an agenda item for discussion and action
 - ii) The agenda item shall be submitted at least one week prior to the general meeting

- iii) The dates/times and agenda for the general meetings shall be distributed at least five days in advance of the meetings

- c) Officer meetings shall take place as dictated
 - i) A quorum for officer meetings shall consist of three officers
- d) The agenda of Officer meetings shall be established by the Officers:
 - i) Any officer may submit an agenda item to the secretary for discussion and action
 - ii) The agenda item shall be submitted at least one week prior to the Officers' meeting
 - iii) The agenda for the Officers' meeting shall be distributed to the Officers at least one day prior to the meeting

Finances and Fund Raising

- 1) The SRG shall obtain funds through budget allocation, fundraising activities, donations and disbursement from the University.
- 2) All funds in the treasury of the SRG shall be used to further the objectives of the organization. Use of funds shall fall within the following broad areas of classification:
 - a) Student/faculty meetings regarding research/scholarship issues
 - b) Intellectual and social activities for the membership
 - c) Membership support for research supplies, scholarly pursuits, and research related travel
 - d) Officer support for regional/national activities and related memberships
 - e) Fundraising activities for the organization
- 3) Signature authority for the organizational checking account shall reside with the Treasurer and the faculty advisor. All business that is authorized by the Treasurer and faculty advisor must also be approved by the SRG President.
- 4) The Treasurer shall present a financial report to the officers at the Spring Quarter meeting.