

ASB Constitution
Edited by 2003-2004 ASB Cabinet

Article I.

The name of this organization shall be Associated Student Body of the School of Dentistry of the University of California at Los Angeles, subsequently referred to as 'Student Body' or 'ASB'.

Article II. Purpose

The purpose of this organization shall be

- (a) to promote the educational excellence at UCLA School of Dentistry,
- (b) to further cooperation among students and between staff, faculty and students, and
- (c) to serve the interest of the UCLA School of Dentistry

Article III. Membership

All students duly enrolled and in good standing at UCLA School of Dentistry shall be members of ASB.

Article IV. Organization

Section 4.01 Legislative

- (a) The legislative power of the Student Body shall be vested in the Student Council (SC).
- (b) A quorum consists of two-thirds of the membership of the Student Council (SC).
- (c) The SC shall consist of the following members:
 - i. ASB President
 - ii. ASB Vice-President
 - iii. ASB Immediate Past President
 - iv. ASB Treasurer
 - v. ASB Secretary
 - vi. ASB Social Chair
 - vii. The Four Class Presidents

- viii. The **Eight** Class Vice-Presidents
 - ix. ASDA President
 - x. The **Two** ASDA Vice-Presidents
- (d) The powers and duties of the SC are to interpret this constitution, to give or withhold consent to the President's signature on all rules and regulations necessary for the expedient conduct of business.

Section 4.02 Judicial

- (a) The judicial power of the student body shall be vested in the SC.
- (b) The powers and duties of the SC, with regards to judicial responsibility, shall be counsel, evaluate, and to encourage the development of professional honor and integrity.

Article V. ASB Officers

Section 5.01 President

- (a) Qualifications
 - i. Candidates must be in good standing **and should not hold any other school officer positions for that academic year.**
 - ii. Candidates must be a third year during the **first year of the** presidential term.
- (b) Term of Office: the President position is a one-year segment of a **two-year term.** The **first year**, the student holds the position of President and the **second year**, the student holds the position of Immediate past President. Each position commences immediately **at the beginning of the Summer Quarter** and will serve for a one-year period.
- (c) Responsibilities
 - i. The President shall preside at all Council and SB meetings.
 - ii. He shall make necessary appointments and fill all vacancies.
 - iii. With the consent of the SC, the President may form and dissolve committees for specific purposes, and shall have any other powers granted to the offices by the SC in accordance with this constitution.

- iv. President shall, with approval of two-thirds of the SC, appoint the Chairmen of all standing committees.
- v. ASB President is Co-Chair of the Student-Faculty Liaison Committee.
- vi. **ASB President is the student representative on the Hearing Board.**
- vii. ASB President is a member of the American Student Dental Association (ASDA) Council and as such must attend ASDA Council meetings.

Section 5.02 Vice-President

(a) Qualifications

- i. Candidates must currently be in good academic standing.
- ii. Candidates must be a second or third year student during the one-year Vice-President term of office

(b) Term of office: the Vice-President position is a one-year term.

(c) Responsibilities:

- i. The Vice-President shall assume duties of the President in the latter's absence and shall complete other duties as directed by the President.
- ii. Vice-President is 'ex-officio' member of all committees.
- iii. Vice-President is responsible for all public affairs for the school, interfacing with the public relations personnel of the school.
- iv. ASB Vice-President shall also attend or appoint attendees to meetings concerning clinic policy, and chair the Patient Care Committee.
- v. ASB Vice-President is a member of the Student-Faculty Liaison Committee.

Section 5.03 Immediate-Past President

(a) Qualifications

- i. Candidates must currently be in good academic standing.

(b) Term of Office: the Immediate-Past President position is a one-year segment of a two year term. The first year, the student holds the

position of President and the second year, the student holds the position of Immediate -Past President. Each position commences **at the beginning of Summer Quarter** and will serve for a one -year period.

(c) Responsibilities:

- i. The Immediate -Past President shall assume duties as directed by the President
- ii. **The primary role of the Immediate -Past President is to help guide and advise the ASB President and cabinet**
- iii. **ASB President is the Dental School Representative on the Graduate Student Association (GSA) Elections.**
- iv. **Immediate past president shall serve as representative on Graduate Student Housing oversight committee alongside Associate Dean for Student Affairs.**

Section 5.04 Treasurer

(a) Qualifications

- i. Candidates must currently be in good academic standing.
- ii. Candidates must be a third or fourth year student during treasurer

(b) Term of Office: the Treasurer position is a one year term commencing at the beginning of Summer Quarter and will serve a one year period.

(c) Responsibilities:

- i. The ASB treasurer shall have general supervision of all ASB finances.
- ii. He shall keep written account of finances and shall process all requisitions for expenditures.
- iii. Treasurer shall collect ASB Dues from each class Treasurer.
- iv. Treasurer will be responsible for **organizing and collecting money for ASB fundraising.**

Section 5.06 Secretary

(a) Qualifications:

- i. Candidates must be in good academic standing
- (b) Term of Office: the Secretary position is a one year term commencing **at the beginning of Summer Quarter and will serve a one year period.**
- (c) Responsibilities:
 - i. The Secretary shall be responsible for keeping minutes of SC meetings, keeping written account of all ASB business, handling of official correspondence and all permanent ASB records, **maintaining the ASB board and website**, and performing other duties as directed by the President. **In addition, the ASB secretary is the main core ASB member that will assist the ASB Social Chair in the planning and execution of school social events.**
 - ii. Secretary shall also chair the Student Directory Committee.

Section 5.07 Social Chair

- (a) Qualifications:
 - i. Candidates must be in good academic standing.
- (b) Term of Office: the Social Chair position is a one year term commencing **at the beginning of the summer quarter** and will serve for a one year period.
- (c) Responsibilities:
 - i. The social chair shall be responsible for coordinating social events between classes and with other professional schools.
 - ii. Social Chair shall also chair and appoint planning committees for the **Fall All-School Picnic, Winter Ski Trip, and the Spring Formal. In addition, ASB Social Chair shall plan other school-wide social activities and appreciation events.**

Article VI. Standing Committees

Section 6.01 Student Directory Committee

- (a) The purpose of the committee is to create and distribute a Student Directory.

- (b) All Four Class Secretaries, the ASB Secretary and a Student Affairs representative shall serve on the Student Directory Committee.
- (c) Submission of student demographic information required for the Student Directory must be submitted to the Class Secretaries by the end of the second full week of instruction of Fall Quarter.
- (d) Class Secretaries must submit demographic information to Student Affairs by the end of the third week of instruction of Fall Quarter.
- (e) Students who fail to submit demographic to the Secretary by the end of the second week will be put under sanctions as determined by the Student Directory Committee and Assistant Dean of Student Affairs.
- (f) The Student Directory will be published and distributed by the sixth week of instruction of Fall Quarter.

Section 6.02 State Board Committee

- (a) The purpose of the committee is to make the State Board Examination go as smoothly as possible.
- (b) Three fourth years and **two** third years will serve on the committee along with Clinic Director.
- (c) When assigned to the committee, the third year students will serve a two-year term beginning third year and continuing on into fourth year.
- (d) Third year committee members will be determined by the Third Year Class President.
- (e) The State Board Committee will meet beginning monthly in January and will increase frequency of meetings as needed.

Section 6.03 Student Faculty Liaison Committee

- (a) The purpose of this committee is to foster communication between Faculty and Student Body, to handle and make recommendations regarding such problems as would be pertinent (curriculum, scheduling, clinic operations, etc.)
- (b) The committee shall be chaired by the ASB President and the Dean of the Dental School.

- (c) Student membership of this committee also includes the **ASB Immediate -Past President, ASB Vice -President, Class Presidents, and Class Vice -Presidents.**
- (d) The **ASB President and Dean** will determine meeting schedule, no less than once per quarter.

Section 6.04 Community Service Committee

- (a) The purpose of this committee is two fold. First, we would like to be sure that students of UCLA School of Dentistry have the opportunity to provide community service when able and secondly, that the needs of the community are served as best we can.
- (b) The Committee Chair will be determined by the SC and the members will consist of the Presidents of all student community service groups.
- (c) The committee will determine its own schedule, no less than once per quarter.

Article VII. ASB Elections

Section 7.01 Candidates

All persons desiring ASB Office shall obtain nomination petitions from the Office of Student Affairs (OSA) and, having obtained at least ten signatures from students eligible to vote, shall return petition to OSA at least two weeks prior to election time **(or as otherwise dictated by OSA)**. No candidate shall in any way be involved in conducting the election or handling of the ballots.

Section 7.02 Time

- (a) ASB Elections will be held in the Spring Quarter of every year.
- (b) Nominations will **approximately** begin to be accepted the Monday of the sixth week of spring quarter and must be submitted no later than 4pm on the Friday of the seventh week of spring quarter.
- (c) **President and vice -president candidates must run on ballot as a slate.**

- (d) Open caucuses will be held **approximately** the eighth week of the quarter with all candidates giving speeches and presenting their platforms.
- (e) Elections will be held during the ninth week of the quarter.

Section 7.03 Duration

- (a) Elections will be held for at least two but not more than five consecutive days.
- (b) The time should be selected so that all students will have the opportunity to vote.

Section 7.04 Place

- (a) Balloting will be held **by** Office of Student Affairs (OSA)
- (b) OSA will maintain a list of voters such that each student will be able to vote once and only once.

Section 7.05 Announcements

- (a) Class officers will announce information regarding due dates for petitions as least one week prior to their due date.
- (b) Notices concerning election dates and petition deadlines will be posted in OSA and on class and ASB bulletin boards. These notices should be conspicuous and easily read.

Section 7.06 Results

- (a) All candidates shall be contacted immediately after results have been determined.
- (b) Results shall be announced in all classes **or by email** after the candidates have been notified of the results.
- (c) In all ASB elections, a runoff shall be held between the two candidates of each office receiving the greatest number of votes if no candidate received more than one -half the votes cast for that office.

Section 7.07 Responsibility

OSA will conduct the ASB elections.

Section 7.08 Voters

- (a) Students from all four years shall vote in the election.
- (b) A simple majority is required for election results to be valid.**

Section 7.09 Special Elections

The SC may call a special election with two weeks notice to the Student Body.

Article VIII. Class Elections

Section 8.01 Candidates

All persons desiring Class Office shall place name on nomination sheet **in the Office of Student Affairs.**

Section 8.02 Time

- (c) Class elections will be held in the Summer Quarter of each year.
- (d) Nominations will be held during the first two weeks of Summer Quarter.
- (e) It will be up to **the ASB** President to schedule a time for caucuses in order for each candidate to give speech and discuss platforms. **In addition, statements of intent for each candidate will be compiled and sent to corresponding classes.**
- (f) Each **candidate will be responsible for submitting** nomination **along with brief statement of intent** to the Office of Student Affairs (OSA) by 4pm on the Friday of second week of summer quarter.
- (g) Elections will be held third week of Summer Quarter.

Section 8.03 Duration

- (a) Elections will be held for at least two but no more than five consecutive days.
- (b) The time should be selected so that all students will have opportunity to vote.

Section 8.04 Place

- (a) Balloting will be held **by** the OSA.
- (b) OSA will maintain a list of voters such that each student will be able to vote once and only once.

Section 8.05 Announcements

- (a) **ASB President** will announce information regarding due dates for petitions at least one week prior to their due date.
- (b) Notices concerning election dates and petition deadlines will be posted in OSA, on class and ASB bulletin boards, **and by email**. These notices should be conspicuous and easily read.

Section 8.06 Results

- (a) All candidates shall be contacted immediately after results have been determined.
- (b) Results shall be announced in all classes **or by email** after the candidates have been notified of the results.
- (c) In all class elections, a runoff shall be held between the two candidates of each office receiving the greatest number of votes if no candidate received more than one-half the votes cast for that office.

Section 8.07 Responsibility

OSA will conduct the ASB elections.

Section 8.08 Voters

Only members of their respective classes may vote for officials of that class.

Section 8.09 Freshman Elections

- (a) Sophomore class officers will oversee the freshman elections.
- (b) During week one of Fall Quarter, the second year **class officers** will have a meeting for the first year **class** describing positions and the election process.

- (c) Nominations will be held beginning of Week 2 and ending at 4pm on Friday of Week 3 of Fall Quarter.
- (d) **Individual candidates** will submit nominations to OSA by 4pm on Friday of Week 3 of school Fall Quarter.
- (e) Second year President will arrange a caucus for speeches and platforms.
- (f) Elections will be held during Week 4 of the Fall Quarter.

Article IX. Meetings

Section 9.01 ASB Council Meetings

- (a) Shall be held **no less than twice per quarter.**
- (b) Shall be run by the ASB President.
- (c) Attendees shall include all ASB **core** officers, all Class Presidents, **Vice-Presidents, Secretaries, Treasures, and Social Chairs as well as the ASDA President and Vice -Presidents, and Assistant Dean for Student Affairs.**

Article X. Initiative, Referendum and Recall

Section 10.01 Initiative

The Student Body may initiate any rule or regulation by filing with the ASB Secretary a petition signed by fifteen percent of the Student Body.

Section 10.02 Referendum

Any action of the legislative body must be referred to the Student Body if a petition signed by fifteen percent of the Student Body and demanding such shall be filed with the ASB Secretary.

Section 10.03 Recall

Any ASB Officer shall be subject to recall if petition is filed with the ASB Secretary by twenty-five percent of the Student Body demanding such action.

Section 10.04 Procedure

Upon filing such a petition as described above, ASB shall order an election within thirty days. Majority vote shall prevail.

Section 10.05 Dismissal

ASB Officers shall be subject to dismissal if it is determined that they are not in good standing. Their position will be filled by SC appointment within two weeks of their dismissal.

Article XI. Classes

Each class shall organize and function in accordance with this constitution.

Article XII. Ultimate Authority

The ultimate authority of all matters of student government shall rest with the Dean of the School of Dentistry.

Article XIII. Amendment

Section 13.01 Proposal

Amendments to this constitution may be proposed to ASB by one of two methods:

- (a) A two-thirds vote of the Student Council
- (b) A petition signed by twenty-five percent of the Student Body and submitted directly to the Student Council.

Section 13.02 Approval

Amendments to this constitution must be approved by a two-thirds majority of the ballots cast at a general or special election.

Article XIV. Constitution Review

The Constitution shall be reviewed on every even year by the ASB council elected during that year or more frequently as indicated.

Article XV. By-Laws

Section 15.01 Definition

- (a) Rules of procedure, motions of lasting value and special grants of authority shall be included in the by-laws by a two-thirds vote of the Student Council.
- (b) The by-laws shall be binding part of this constitution and may be changed by a two-thirds vote of the SC unless a special provision is made in that particular by-law.

Article XVI. Enabling Clause

Section 16.01 Effective Date

This constitution shall become effective upon the first Monday following its ratification.

Section 16.02 Ratification

This revised constitution shall require a two-thirds affirmative vote of all votes cast in an election held by ASB held for that purpose.