



CONSTITUTION and BYLAWS OF  
THE HOWARD UNIVERSITY COLLEGE OF DENTISTRY  
STUDENT COUNCIL  
WASHINGTON, DISTRICT OF COLUMBIA

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**PREAMBLE**

We, the students of the College of Dentistry, in order to promote closer relationships between the various segments of our student body and integrate their activities and to establish an official liaison between students, faculty, administration, and staff, do establish this Constitution for the Student Council, the College of Dentistry, Howard University, Washington, District of Columbia.

## **Article I**

### **General Provisions**

#### **Section 1. Name and Operational Calendar**

The name of this organization shall be the "Howard University College of Dentistry Student Council". Alternatively, in abbreviated format it shall be: "HUCD STUCO", "HUCD Student Council", "Student Council", or "Council". The officers shall serve for one year and their term of office shall begin upon completion of the spring semester

#### **Section 2. Mission**

The purpose of the Student Council shall be to provide service and leadership to the College of Dentistry students, clubs and organizations as a non--profit representative governing body. The student council shall:

1. Facilitate student communication and cooperation with faculty, staff, administration, the University, alumni and the public.
2. Work to develop and implement appropriate policies and programs, both dental and non-- dental, which benefit students at the College of Dentistry, the dental profession, and the public.
3. Promote positive and professional academic experience of all College of Dentistry students, be it in the classroom, laboratory, clinic or elsewhere.
4. Promote and foster collegiality and social interaction of the College of Dentistry students, faculty, staff, administration and alumni.
5. Comply with all College of Dentistry and University policies and procedures, as well as local, state, and federal laws and regulations. This includes, but is not limited to, the University Policy on Diversity, Equal Opportunity and Affirmative Action as they relate to group membership and access to programs.

#### **Section 3. Membership**

Membership in the student council will be open to all students enrolled within the Howard University College of Dentistry. There shall be no discrimination of persons based on their race, creed, gender, handicap, disability, nationality, or any other consideration as an individual. The council will guarantee equal opportunity and access to membership, programs, facilities and benefits to all persons. While any member may attend meetings of the student council, only the Executive Committee officers are extended voting privileges.

Clause A. The faculty advisor to the student council shall be the Associate Dean of Student Affairs and/or the faculty representative nominated by the Dean of the College of Dentistry who is approved by a plurality of the Executive Committee of the Student Council.

Clause B. Students in good standing with the HUCD STUCO and the College of Dentistry, according to the Office of Student Affairs, are eligible to seek an office or position of which they are qualified as defined within this Constitution. Good standing within HUCD is defined as being current with all HUCD student dues. Officers are required to attend Executive Committee meetings regularly, pay dues as required, and actively support HUCD STUCO projects.

Clause C. The following shall be members of HUCD Student Council:

- Item 1-The Student Body
- Item 2-Executive Board
- Item 3-Student Congress
- Item 4-Judiciary Board

## **Section 4. Definition**

Clause A. The governing powers of the Student Council shall be invested in the Executive Board of the Student Council shall consist of the President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer.

Clause B. The legislative powers of the Student Council shall be invested in the Executive Committee which is composed of the: Executive Board of the Student Council, Graduate Student Assembly (GSA) Representatives, Howard University Student Assembly (HUSA) Senators, Student Congress, and the Judiciary Board.

Clause C. The student congress shall consist of the President of each Dental, Dental Hygiene, and Post--Graduate Dental Class as well as an elected STUDENT COUNCIL REPRESENTATIVE OF EACH CLASS. The Vice-President of a given class may proxy in the absence of the President or member. Any class not represented at two consecutive meetings of the Executive Committee shall no longer be considered a voting member of the Committee.

Clause D. The Judiciary Board consists of three HUCD students appointed by the President of the Student Council with a plurality of the Executive Committee.

## **Section 5. Qualifications of the Executive Board**

Clause A. Student Council Presidential Candidates must have completed one (1) successful, consecutive academic year at HUCD. The candidate shall be academically and morally cleared to seek office as declared by the faculty advisor of the Student Council.

- Item 1 Presidential Candidates must meet minimum eligibility requirements, including a cumulative GPA of 3.0, and must not be on student conduct disciplinary or honor code probation.
- Item 2 Presidential Candidates must be current with class/council dues.

Clause B. Student Council Vice--Presidential Candidates must have completed one (1) successful, consecutive academic year at HUCD. The candidate shall be academically and morally cleared to seek office as declared by the faculty advisor of the Student Council.

- Item 1 Vice--Presidential Candidates must meet minimum eligibility requirements, including a cumulative GPA of 3.0, and must not be on student conduct disciplinary or honor code probation.
- Item 2 Vice--Presidential Candidates must be current with class/council dues.

Clause C. Student Council Recording Secretary Candidate must have completed one (1) successful, academic semester at HUCD. The candidate shall be academically and morally cleared to seek office as declared by the faculty advisor of the Student Council.

Item 1 Secretarial Candidates must meet minimum eligibility requirements, including a cumulative GPA of 3.0, and must not be on student conduct disciplinary or honor code probation.

Item 2 Secretarial Candidates must be current with class/council dues.

Clause D. Student Council Corresponding Secretary Candidate must have completed one (1) successful, academic semester at HUCD. The candidate shall be academically and morally cleared to seek office as declared by the faculty advisor of the Student Council.

Item 1 Secretarial Candidates must meet minimum eligibility requirements, including a cumulative GPA of 3.0, and must not be on student conduct disciplinary or honor code probation.

Item 2 Secretarial Candidates must be current with class/council dues.

Clause E. Student Council Treasurer Candidates must have completed one (1) successful, academic semester at HUCD. The candidate shall be academically and morally cleared to seek office as declared by the faculty advisor of the Student Council.

Item 1 Treasural Candidates must meet minimum eligibility requirements, including a cumulative GPA of 3.0, and must not be on student conduct disciplinary or honor code probation.

Item 2 Treasural Candidates must be current with class/council dues.

## **Section 6. Elections**

Clause A. Student Council Elections will be held through the Howard University Student Assembly (HUSA) elections commission each Spring in conjunction with class and organizational elections.

Clause B. The Judiciary Board of the Student Council shall serve as the official elections governing board and liaise between HUSA and the student body of the College of Dentistry for the election of the Executive Board, GSA and HUSA representatives. In addition, the Judiciary Board will manage the HUCD internal student leadership elections through an established Standard Operating Procedure.

Item 1: A student cannot run for more than one position on the Executive Council

Item 2: If Executive Council Positions are open after elections, the President can appoint any person to the position, even if they are already a member of the Executive Council

Clause C: Candidate Application Process

Item 1: Secure petitions for candidacy and HUSA application packets from the Judiciary Board.

(a) President Candidates must be secure 10 signatures of registered student members of the College of Dentistry

(b) Vice Presidential Candidates must secure 10 signatures

(c) Recording Secretary, Corresponding Secretary, Treasurer, HUSA Senator, and GSA Representative Candidates must each secure 10 signatures.

Item 2: Attend the mandatory HUSA candidate meeting as scheduled by the HUSA elections committee.

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**Item 3:** Successfully pass a test on the contents of the College of Dentistry Constitution, as administered by the Judiciary Board.

Item 4: Failure to meet any of the above requirements is just cause for a candidate's name to not appear on the official ballot.

**Item 5:** Only names on the official ballot will be considered in the voting and tallying process (i.e. write-in votes are null and void).

Clause D. In cases where there are three or more candidates vying for a particular office, the winning candidate must secure 50% + 1 vote in order to be declared the official winner. If such does not occur, the two candidates obtaining the majority of votes will enter into a run-off election. The candidate in the run-off election that secures a simple majority of votes is declared the official winner.

Clause E. Positions where no candidates qualify nor choose to seek election shall remain vacant until election procedures are complete. These positions will then become available for candidacy by a special election which will be held prior to the close of the summer semester.

Item 1: In special elections held during the summer, all of the rules and guidelines provided for in this Constitution must be followed.

Item 2: If the event that ANY position remains vacant, the President of Student Council may appoint a qualified person to that position.

**Clause F.** Any positions not filled by special election may be filled by Presidential appointment with 2/3 approval of the Executive Committee.

Clause G. Vacancies for any Senate position shall be filled by their constituency post special election. This position will be appointed by the Executive Board of Senate as a whole body, and confirmed by the Senate Body as a whole.

Clause H. Class Officers

Item 1: Class elections shall be conducted by the Judiciary Board and will take place within the individual classes following the guidelines of this Constitution. In the event of discrepancies in the elections proceedings, the Student Council Judicial Board will investigate fully the complaints and if necessary, conduct a new election for the class.

Item 2: Freshman (D1) Class elections will be held no later than the first Wednesday of October of each school term. Freshman class elections will be conducted by the Judiciary Board.

Clause H: Installment of New Officers

Item 1: Term of office

- (a) The officers shall serve for one year and their term of office shall begin upon completion of the spring semester.

Item 2: Officers may serve more than one term.

*This section was amended July 14, 2019, in accordance with the provisions of the HUSA Constitution.*

## **Section 7. Meetings**

Clause A. The Student Council shall hold a Student Body meeting once a semester throughout the school term.

Clause B. The Student Council shall meet at the request of the President of the Council, the Faculty Advisor, the Dean of the College of Dentistry, and by request of one--third of the general membership (Student Body).

Clause C. A quorum is needed for any action or vote to become valid during Executive Board and Executive Committee meetings. Quorum shall consist of 2/3 of the voting body. Proxies are allowed in the voting proceedings.

## **Article II**

### **Duties of the Executive Committee**

#### **Section 1. The Executive Board**

Clause A. Student Council President: The President shall be the Chief Administrative Officer of the Student Council. The duties of the president shall include, but not necessarily be limited to the following:

- Item 1: Preside over all scheduled meetings of the Student Council Executive Board, Student Council Executive Committee, and Student Body.
- Item 2: Lobby on behalf of the student body.
- Item 3: Serve as a direct liaison between the Dean of the College of the Dentistry, Associate Deans, and the student body.
- Item 4: Serve as the official student representative for all functions at or involving the college of dentistry.
  
- Item 5: Interpret the Constitution of the Student Council and his/her interpretation shall be final, except upon an objection being raised and sustained by a majority vote of the members of the Student Council.
- Item 6: Establish special committees.
- Item 7: Shall only vote in cases where a majority of votes has not been obtained on an issue (i.e. break tie votes).
- Item 8: Appoint committee chairpersons, subject to the approval of the Executive Board.
- Item 9: Serve as an ex--officio member of all committees except the Judiciary Board's nominating committee.
- Item 10: Compile and submit an annual budget
- Item 11: Maintain a Historical Presidential Record

Clause B. Student Council Vice President: The Vice President shall assume any and all duties of the president in the absence of the president and shall undertake any special tasks assigned by the President and Executive Committee. The duties of the Vice President shall include, but not necessarily be limited to the following:

- Item 1: Assure parliamentary procedure is adhered to during the meetings.
- Item 2: Serves as the Chair--person of all Inter--Organizational Council (IOC) Meetings.

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- Item 3: Oversee and support all special committee heads.
- Item 4: Schedule Meetings and Events of the Student Body and HUCD student organizations with appropriate College and University offices, as necessary.
- Item 5: Contribute to coordinate organization, promotion, and publicity of all HUCD STUCO events.
- Item 6; Maintain Incident/Grievance student reporting protocol.
- Item 7: Maintain Equipment Checkout and Inventory of Equipment.
- Item 8: Contribute to the agenda items for Council Meetings.
- Item 9: Shall be responsible for attending all Senate meetings as a nonvoting member.
- Item 10: Shall be allowed to send proxy on their behalf. Only either an appointed or elected member of their constituency.

Clause C. Student Council Recording Secretary: The Recording Secretary shall serve as the recorder and historian of the governing body. The duties of the Recording Secretary shall include, but not necessarily be limited to the following:

- Item 1: Maintain minutes for all scheduled Student Council Executive Board, Student Council Executive Committee, Judiciary Board, IOC, and Student Body Meetings. Minutes shall include: a list of members in attendance at each meeting, record of the substance of each meeting, and the disposition of any matters put before the committee for voting.
- Item 2; Maintain and safeguard the Student Council Archives.
- Item 3; Maintain the IOC calendar.
- Item 4; Maintain the announcement media and social media of the Student Council.

Clause D. Student Council Corresponding Secretary: The Student Council Corresponding Secretary shall serve as the chief of correspondence, keeping students informed of all Student Council Events. The duties of the Corresponding Secretary shall include, but not necessarily be limited to the following:

- Item 1: Coordinate organization, promotion, and publicity of all HUCD STUCO events.
- Item 2: Prepare and distribute correspondence from the Student Council to the Administration, Faculty, and Student Body.
- Item 3: Alert the committee to upcoming events
- Item 4: Maintain the announcement media and social media of the Student Council.

Clause E: Student Council Treasurer: The Treasurer shall serve as the official custodian of funds and accounts of the Student Council. The duties of the Treasurer shall include, but not necessarily be limited to the following:

- Item 1: Maintain the accounts of the Student Council.
- Item 2: Record all financial transactions of the Student Council.
- Item 3: Disburse funds of the student council as directed by the Executive Board and Executive Committee.
- Item 4: Assist the President in preparing the annual budget.
- Item 5: Renew the student organizational status of the Student Council with the University, yearly.
- Item 6: Solicit funding from the Student Senate and GSA in conjunction with the Senators and GSA representatives.
- Item 7: Serve as an ex--officio member of all special committees handling and disbursing funds of the Student Council.

- Item 8: Solicit funding from Alumni association as directed by the Executive Committee
- Item 9: Maintain College of Dentistry Student Store and Merchandise Inventory

*This section was amended July 14, 2019, in accordance with the provisions of the HUSA Constitution.*

## **Section 2. Graduate Student Assembly Representatives**

Clause A. Graduate Student Assembly (GSA) Representative: The duties of the GSA representative shall include, but not necessarily be limited to the following:

Represents the Student Body of the College of Dentistry as the official voting member at GSA meetings.

- Item 1: Report findings of GSA decisions to the student body.
- Item 2: Solicit funding from the GSA in conjunction with the Student Council Treasurer.
- Item 3: Notify student body of GSA events and functions.

## **Section 3. Howard University Assembly Senators**

Clause A. Howard University Student Assembly (HUSA) Senators: The duties of the Senators shall include, but not necessarily be limited to the following:

Item 1: Represents the Student Body of the College of Dentistry as the official voting member at HUSA meetings. Responsible for the preparation of legislation and voting affecting the College of Dentistry Student Body.

- Item 2: Solicit funding from HUSA in conjunction with the Student Council Treasurer.
- Item 3: Report findings of HUSA decisions to the student body.

## **Section 4. Student Congress**

Clause A. Student Congress: The duties of the members of the Student Congress shall include, but not necessarily be limited to the following:

- Item 1: Represent their individual constituencies as an official voting member of the Student Council Executive Committee.
- Item 2: Report findings of the Executive Committee to their constitutive bodies.

## **Section 5. Judiciary Board**

Clause A. Judiciary Board: The duties of the Judiciary Board shall include, but not necessarily be limited to the following:

- Item 1: Conduct all Student Council Elections and Voting Procedures
- Item 2: Conduct the nomination and voting of the freshman (D1) dental class by the first Wednesday of October, yearly.
- Item 3: Serve as the official hearing body of all grievances and policy violations of the Student Council, Class Officers, and Organizational Officers. Recommendations will be made by the Judiciary Board to the Executive Committee for final action.



## **Article III**

### **Standing Committees**

#### **Section 1. Operations and Functions Committee**

Clause A. Mission and Vision: The Operations and Functions Committee does not oversee day-to-day operations but rather deals with operational functions from a strategic student level. It serves as a counterpoint to first-level and middle management between faculty/staff and the student body who handles workflow and manages daily issues and student concerns. The committee oversees operations from a distance; it compares the performance of different segments when it pertains to daily clinical operations. The committee also formulates long-term strategies and makes dispassionate policy decisions.

##### Clause B. Duties

Item 1: Work in partnership with the Advisor of the Operations and Functions Committee

Item 2: Report at all Executive Committee & Town Hall Meetings

Item 3: Prepare and distribute correspondence to the Student Body concerning clinical operations

##### Clause C. Membership

Item 1: The Chairperson of the Operations and Functions Committee shall be determined by the President of Student Council with approval of the Executive Board and the Committee Advisor

Item 2: Membership will be determined by the Policy Manual of the Operations & Functions Committee

#### **Section 2. Academic Excellence Committee**

Clause A. Mission: To provide support for the development and effective implementation of the Howard University College of Dentistry academic program, resulting in the on-time graduation of the well prepared and competent dental graduate

Clause B. Vision: An effective committee, that through interactive support, contributes to an improved and sustained academic performance and promotion of success for all students

##### Clause C. Duties

Item 1: Work in partnership with the Advisor of the Student Academic Excellence Committee

Item 2: Report at all Executive Committee & Town Hall Meetings

Item 3: Prepare and distribute correspondence to the Student Body concerning academics

##### Clause D. Membership

- Item 1: The Chairperson of the Student Academic Excellence Committee shall be determined by the President of Student Council with approval of the Executive Board and the Committee Advisor
- Item 2: Membership will be determined by the Policy Manual of the Student Academic Excellence Committee

### **Section 3. Books and Instruments Committee**

Clause A. Mission: The purpose of the Books and Instruments Committee shall be to provide oversight during the selection, ordering and distribution of books, instruments and other supplies allocated to students as part of their curriculum. They will serve to provide resources to students to better understand how to use items distributed to them.

Clause B. Vision: The vision of the Books and Instruments Committee shall be to increase the value gained from the resources issued to the Student Body throughout the curriculum. As technology and materials in dentistry change, this committee will ensure resources and instruments remain current, relevant, and economically sound

#### Clause C. Duties

- Item 1: Work in partnership with the Advisor of the Student Academic Excellence Committee
- Item 2: Report at all Executive Committee & Town Hall Meetings
- Item 3: Prepare and distribute correspondence to the Student Body concerning academics

#### Clause D. Membership

- Item 1: The Chairperson of the Books and Instruments Committee shall be determined by the President of Student Council with approval of the Executive Board and the Committee Advisor
- Item 2: Membership will be determined by the Policy Manual of the Books and Instruments Committee

## **Article IV**

### **Powers and Duties**

#### **Section 1. Powers and Duties of the Student Council**

Clause A. The Student Council shall regulate and coordinate the scheduling of ALL student activities; it shall be responsible for sponsoring projects of general interest to the student body.

Clause B. It shall be cognizant of issues and activities pertinent to the student body and shall be responsible for fair and diplomatic action.

Item 1: Pertinent issues and activities consist of, but are not limited to, clinic operations, curriculum development, philanthropic endeavors, and social events.

Clause C. Shall serve as a guide to the governing body of each individual undergraduate Dental class, Dental Hygiene class, and recognized organizations within the College of Dentistry.

## **Article V**

### **Finances and Funding**

#### **Section 1. Description**

Clause A. The Council is a non--profit organization. All monies obtained by the council are used exclusively for the purpose of carrying out council business or executing tasks ordained as a responsibility of The Council.

Item 1: The Council shall reimburse its representatives for the cost of council--related business in the event that the cost was preauthorized by the President of Student Council.

Item 2: The Student Council shall obtain money through special fundraising and student fees adjusted into tuition.

- (a) Student fees collected shall be kept separate and governed by a committee of treasurers from each class with the Student Council Treasurer serving as the Chair of the Treasury Committee.

Item 3: In the event that a student club/organization requests financial assistance from The Council, that request can be approved provided that:

- (a) There is unanimous consent from the treasurers of each class for funds obtained from student fees.
- (b) The Council has sufficient funds to not place its account balance at a critically low level. A "critically low level of funds" shall be the discretion of the executive committee.
- (c) The assistance will support an activity or event that encourages diversity and benefit to potentially all dental or hygiene students or the community.

Item 4: Funding obtained from allocation through student activities shall be used to conduct council business as ordained by the Student Council and approved by the Executive Committee

## **Article VI**

### **Removal from Office**

#### **Section 1. Removal Criteria**

Clause A. An officer can be removed from office for:

Item 1: Infringement of any of the by--laws of this Constitution

Item 2: Commitment of an act discreditable to the position or the profession of dentistry

Item 3: Failure to fulfill the duties and responsibilities of the position of which he/she holds

Clause B. Impeachment procedures shall include:

Item 1: Notification and counseling: the person will be given the opportunity to resign or meet specific requirements to fulfil their duties as determined by the Judiciary Board

Item 2: A probationary period to correct any problems, after which the officer will receive written notice of removal from office

Item 3: A two thirds vote of the Executive Committee is required to sustain or overturn any decisions made by the Judiciary Board.

#### Clause C. Process for Resignation

Item 1: Officers no longer wishing to serve must submit their resignation to the President at least two (2) weeks in advance. Prior to the officer's final day, he/she shall provide documents relating to the organization and brief his/her replacement of current projects in his/her care.

#### Clause D. Academic or Disciplinary Probation

Item 1: Removal of officers is immediate upon disciplinary or academic sanctions imposed by the University.

## **Article VII**

### **Anti-Hazing**

#### **Section 1. Anti-Hazing Policy**

Clause A. Hazing is strictly prohibited in Washington, D.C. and by the University. Hazing is defined as any willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of an organization operating under the sanction of an educational institution, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization.

Clause B. Acts of hazing include, but are not limited to:

Item 1: Any activity that recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance

Item 2: Any activity that endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress inducing activity.

Item 3: Any activity that requires the student or prospective member to perform a duty or task which involves a violation of the criminal laws of this state or any political subdivision in this state.

Clause C. Hazing is a class C Felony.

## Article VIII

### Ratification

#### Section 1. Approval

Clause A: The constitution becomes valid upon approval by the President and the Faculty Advisor, and with approval of two-thirds (2/3) of the voting members, this constitution shall be deemed valid.

Clause B: Approval of the Constitution. This constitution shall be approved by a two-thirds (2/3) majority vote of the executive board.

## Article IX

### Referendum

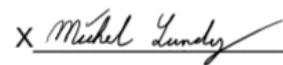
Any actions taken by the Student Council under this Constitution shall be accepted by the student body with the following exception: A petition signed by a majority vote of three separate classes of the College of Dentistry shall be necessary for the Student Council to submit the matter to a vote of the entire student body within one month after the petition is presented. A majority of the student body shall be required to reverse the actions of the Student Council. Any measure not outlined in this Constitution or the HUSA Constitution shall be governed by Robert's Rules of Order.

Constitution **Adopted** on 20 June 2016

Heston A. Young - Student Council President (2016-17)

Constitution **Amended** on 01 March 2019 by 75.6% of the membership

Constitution **Ratified** on 02 March 2019

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Michel J. Lundy  
Student Council President (2018-19)

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Dr. Donna Grant-Mills  
Student Council Faculty Advisor  
Associate Dean of Student Affairs

Constitution **Amended** on 14 July 2019 in accordance with the provisions of the HUSA Constitution