

College of Dentistry
Elections and Student Leader's Manual

1867

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HUCD Vision

HOWARD UNIVERSITY COLLEGE OF DENTISTRY recognizes as its primary obligation the provision of a quality dental education for any student, irrespective of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, political affiliation, or source of income.

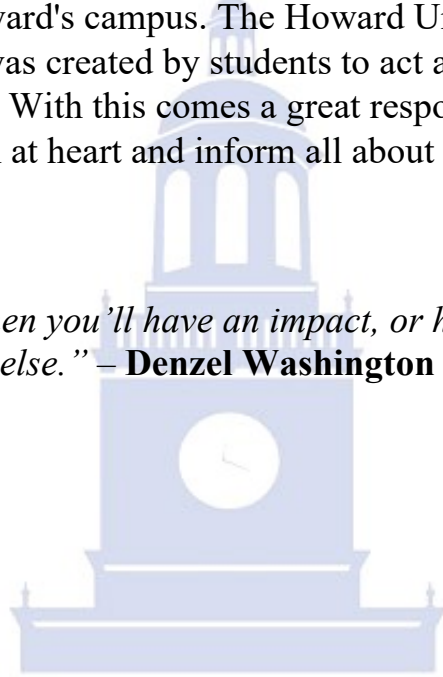
HUCD Mission

HOWARD UNIVERSITY COLLEGE OF DENTISTRY Mission is to provide educational opportunities for those socially, economically and culturally disadvantaged students, particularly African American students, who may not otherwise have an opportunity to acquire an education. Our mission includes the philosophy that education, research and service are inseparable constituents of a modern dental education. The College's primary goal is to remain a national resource for dental leaders which attracts highly motivated and academically accomplished students from culturally diverse backgrounds.



Student Government plays an important role on Howard University's campus, as it gives students and student leaders many opportunities to actively affect the direction of the university and promote productive change on campus. The Howard University Student Association (HUSA) is more than just student government on Howard's campus. HUSA has become the eyes, ears and voice for the student body. Since it was established in 1961, HUSA has aimed to become a mechanism for effective change on Howard's campus. The Howard University College of Dentistry Student Council was created by students to act as a direct liaison between the College and its students. With this comes a great responsibility to lead with the best interests of every Bison at heart and inform all about the progress of the College.

“You never know how or when you’ll have an impact, or how important your example can be to someone else.” – **Denzel Washington**



1867

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College of Dentistry

The HUCD Office of Student Affairs (OSA) assists students throughout their matriculation at the College of Dentistry. The Associate Dean of Student Affairs is available to guide and offer services by collaborating with professionals within the Howard University community by helping with issues relating to student predoctoral and hygiene admissions, financial aid, academic progress and support, personal advisement, career planning, and post-doctoral application processes.

The Howard University Office of Student Life and Activities (OSLA) strives to create a student-centered environment that supports the achievement of students' academic, professional and personal goals while promoting civility, respect, integrity and equity among members of the University and greater community.

The HUCD Director of Student Activities, Program, and Ceremonies supports these goals by fostering the University's vision of creating "a dynamic cocurricular environment that provides high quality, mission-driven, values-based programming that cultivates strong, prepared, innovative and confident leaders who embody the University's rich legacy of civic engagement, school spirit, integrity and tradition".

Author Chickering's theory on student development is widely accepted by administrators in higher education to explain identity development. Chickering highlights seven vectors students will gain as a result of their activities inside and outside of the classroom. Chickering suggests the development of a student's identity is the foremost concern during students' college years and that students move through seven distinct vectors. Each vector can be considered a developmental stage or phase of a student's life. The final vector, developing integrity, students develop their abilities in critical thinking on complex moral and ethical issues and value the acknowledgement of the perspectives of others as valid. The expectation of students who take on leadership roles in the College of Dentistry is that they will uphold the Mission of Howard University's College of Dentistry by excelling in academics, preparing themselves for a level of high competence in the clinical setting, and participating in service opportunities, and use leadership opportunities to ultimately establishing a congruence between their personal values with moral and ethical behaviors for which society promotes.

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Director of Admissions, Student Activities, & Programs

College of Dentistry

Section I: Election Cycle

A. Campaigns

- All campaign material for Student Council, HUSA, and GSA dispersed or posted in the College of Dentistry must be approved by the HUSA Election Chair and HUUCD Student Activities, who will ensure content meets campus standards.
- All campaign material for College of Dentistry's Classes and Organizations dispersed or posted in the College of Dentistry must be approved by the HUUCD Judiciary Board and HUUCD Student Activities, who will ensure content meets campus standards.
- Candidates are not allowed to post posters or flyers in the College of Dentistry except in designated areas. Candidates may disseminate individual flyers.
- No campaign material may slander any other candidate.
- No campaign materials (flyers, food, beverages, etc.) may be disseminated on Election Day.
- Tabling, informative sessions, or campaign events may be held with proper submission of an event request only.
- Any change of candidacy (i.e., changing position sought, declining a position, or adding name to ballot) must be done in writing and follow the same protocols for elections (petitions, transcript submissions, letter of candidacy, etc.). Verbal requests will not be honored.
- Any violations to the College of Dentistry's Elections Policy will result in removal of candidate's eligibility to hold office in HUUCD.

B. Candidates' Forum

1. A Student Council Candidates' Forum (Speak Off) will be held as stipulated by the HU Elections Commission
 - All candidates **MUST** participate.
 - Campaign material (flyers, posters, clothing, food, beverages, etc.) may not be disseminated nor displayed during any candidates' forum.
 - Professional decorum and respect for all candidates must be maintained or the offending candidate will be subject to disqualification.
2. A Candidates' Forum for College of Dentistry's Organizations (CD) that includes membership of ALL HUUCD students will be held no later than 7 days prior to Election Day.
 - All candidates **MUST** participate.
 - Campaign material (flyers, posters, clothing, food, beverages, etc.) may not be disseminated nor displayed during any candidates' forum.
 - Professional decorum and respect for all candidates must be maintained or the offending candidate will be subject to disqualification.

3. A Candidates' Forum for organizations with closed elections should be held at the discretion of the organization.
- All election processes for these organizations should be complete and results reported to the Judiciary Board no later than noon, May 1st.

Section II: Elections

A. Howard University Student Association (HUSA) Policies

Student Elections are held twice every year. A General Election is held in the Spring when the majority of student government officials are elected. There is also a Special Election in the Fall where students can run for positions that were not filled or are vacated in the previous election. Elections are administered by the Elections Commissioner who is appointed by the HUSA Executive Branch and approved by the HUSA Senate.

Students who wish to run for student government positions **must attend** an interest meeting before each election and adhere to the rules and regulations of the Student Elections Code.

All elected officials serve one-year terms. Below is a list of all the elected student government positions:

- HUSA President and Vice President
- Undergraduate and Graduate Student Trustees
- HUSA Senators
- UGSA and GSA Representatives
- Local School and Colleges Student Council Presidents, Vice Presidents, Treasurers, and Secretaries
- All candidates must have a minimum GPA of 3.0 for Student Council, HUSA, and GSA
- Candidates removed from an elected Office may not participate in an election for two semesters following removal.
- All candidates have the right to contest elections within 24 hours of the results being posted. The STUCO Executive and Judiciary Board will conduct an investigation for all Boards except Student Council. Student Council investigations are conducted by HU Elections Commission. Results of the investigation will be presented to the Director of Student Activities for a final decision.
- Candidates may not log on to the voting website for voters or navigate a voter to the voting website and show him/her how to vote on Election Day.
- iPads, tablets, laptops, phones, or other portable devices may not be used to solicit votes on Election Day

- Winners will be announced at the conclusion of voting pending approval of HUSA Elections Commissioner. Results will be produced upon request to any member of the student body within 48 hours of the election's results approval.

It is impossible to foresee all possible incidents. Therefore, the Local Elections Chair, the Judiciary Board along with the Director of Student Activities reserve the right to make any additional decisions. Also, any infractions can result in disqualification. Minor infractions include unapproved posters or flyers. All other deductions and/or disqualifications are recommended by the Judiciary Board with final decision by Student Activities. Be aware that any slander of any other candidate will be treated with the utmost seriousness and will result in disqualification regardless of if determined before or after elections.

A. D-1 Elections

D-1 Elections are held in the Fall after first Exams have been administered. Students who wish to run for student government positions **must attend** an interest meeting before each election and adhere to the rules and regulations of the Student Elections Code. Candidates must petition for to be placed on the ballot.

D-1 Elections will be managed by the Judiciary Board.

All elected officials serve a one-year term. Below is a list of all the elected D-1 positions:

President The chair or president of a board acts as the group's leader and ensures that the board functions as a team. He does not run the organization but spends time considering board and committee assignments to make sure that all of the work of the board is effectively delegated for completion. He ensures an ongoing planning process for the board's activities for the year ahead and the organization's future.

VICE PRESIDENT

The vice president assists the president in executing the organization's mission and takes over the functions of the president if the president is absent, in addition to other functions and duties required by the board. For example, in the absence of the president, the vice president coordinates working committees designated by the board and acts as parliamentarian during board meetings.

Recording Secretary The secretary enjoys being at the heart of the action. He keeps records of the minutes of the organization and files certificates for federal and state departments. He is one of the officers required to sign checks and drafts of the organization. He attends to all correspondence of the organization. He organizes meetings including booking meeting rooms, issuing notices of meetings, preparing the agenda and other documents as well as background material

Treasurer The treasurer establishes the accounts of the organization as approved and directed by the board of directors. She not only establishes procedures for the deposit of funds and property maintenance, she also receives and disburses all funds of the organization as authorized by the board of directors. She maintains and reports records of financial transactions, when requested, to the board of directors and to the association at annual meetings.

Parliamentarian A parliamentarian's main function is to give advice on parliamentary procedure to the president, officers, committees, and members of a group or organization. Parliamentarians also have knowledge of the nomination and election process, which can be of great assistance in close or difficult elections.

Student Council Representative is the voting arm of the Class. The SC Representative serves on the Student Council Executive Committee and will vote in all matters raised during SC Executive Committee agenda items. Any items of concern relating to larger scale matters of the College of Dentistry (requiring input of Dean, Associate Deans and/or Directors) should be vetted by the Student Council Representative and presented to Student Council on behalf of the Class. SC Representative is required for all class executive boards.

Community Service Chair develops committee goals to achieve community service project goals for the coming year; conducts service projects that include assessments, planning, and evaluation; creates a balanced program of service; works with other organizations, volunteers, and committee members to maximize the impact of your projects.

Fundraising Chair works closely with the Treasurer. The Chair Works with a committee, appointed by the president, to plan and organize fundraising activities; focuses on raising the amount of funds needed to meet the unit's budget, presents reports on proposed fundraising activities at board and organization meetings for approval

Information and Technology Chair oversees the information technology (IT) and technology of the class/organization and is capable of making class-wide decisions regarding technology. They must be available and capable of assisting Professors, guest speakers, and presenters with Audiovisual set up and troubleshooting. Should ensure all AV is setup for class meeting and functions well-informed about the latest technology, be innovative, and have the leadership skills to run all technological aspects of their organization.

Social Chair is essential to the comradery and cohesiveness of the Class or organization. The Social Chair not only ensures that the class/organization plans affairs of their own but also plans a presence at other class/organizations' events.

Public Relations Chair ensures all class/organization events are publicized, maintains and manages social media for the class/organization, and ensures correspondences & announcements are sent to members

Organization Representative (ASDA, AAWD, SNDA, ADEA, etc) will serve on the Executive Board of their respective organizations and provide correspondence to the class regarding activities of said organization. Organization Representatives do not serve on Class Executive Board unless specifically stated in the constitution.

- All candidates must maintain a GPA of 2.75 at the end of the semester and have no grade of F at the end of a semester. Remediation does not exempt student leaders from this policy.
- Candidates removed from an Elected Office may not participate in any election for **two semesters** following removal.
- Candidates must adhere to the policies for campaigning and candidates' forums outlined in this manual.
- All candidates have the right to contest elections within 24 hours of the results being posted. The STUCO Judiciary Board will conduct an investigation for all Boards except Student Council. Student Council Board investigations are conducted by HU Elections Commission. Results of an investigation by the Judiciary will be presented by the Judiciary Board to the Executive Committee. The Executive Committee will provide a recommendation to the Director of Student Activities for a final decision.
- Candidates may not log on to the voting website for voters or navigate a voter to the voting website and show him/her how to vote on Election Day.
- iPads, tablets, laptops, phones, or other portable devices may not be used to solicit votes **on Election Day**
- Winners of University elections will be announced at the conclusion of voting pending approval of HUSA Elections Commissioner. Results will be produced upon request to any member of the student body within 48 hours of the election's results approval. Winners of the College of Dentistry elections will be announced at the conclusion of voting pending approval of the Director of HUCD Student Activities.

HOWARD
UNIVERSITY
College of Dentistry

Section III: Candidate Eligibility Requirements

A. Student Council (STUCO) Office

- completed one (1) successful, consecutive academic year at HUCD
- must not be on student conduct disciplinary or honor code probation
- must be in good academic standing ● maintain a minimum 3.0 GPA
- be up-to-date on class/council dues
- attend Charter Day Convocation in March
- attend mandatory candidate meeting held by Judiciary Board
- If a graduate for the current year, must participate in Commencement Ceremony on main campus
- attend HUCD and HU Opening Ceremony in Fall

A. Candidate Eligibility Requirements for CoD organizations

- must not be on student conduct disciplinary or honor code probation
- must be in good academic standing
- maintain minimum 2.75 GPA except if constitution requires a higher GPA
- attend Charter Day Convocation in March
- attend mandatory candidate meeting held by Judiciary Board
- ● attend HUCD and HU Opening Ceremony in Fall

Section IV: Community Service and Merchandise/Advertisement

A. Community Service Stipulations

Community service is a requirement for all HUCD students. Community service does not fall under Student Activities; however, there are stipulations for a class or organization that performs a service event as a group. If a HU faculty, staff or administrator suggests a community service for your class or organization, all details should be discussed and approved by your Advisor only. No student is to agree to any money arrangements or contractual obligations for community service, donations or gifts. Only the Advisor may do so. You may not advertise any of the above without completing proper event requests and submitting to Student Council. The Advisor's signature and details of the service project must be included in the required documents.

B. Advertisement/Merchandise

Students may not advertise or promote the name and images of Howard University without proper approval from the University. This includes the selling of HU attire, scrubs, white coats, etc.

Section V: Election Rules and Procedures

A. Howard University College of Dentistry Policy Manual

Academic Probation: A student is deemed to be on academic probation if he/she fails to take and/or pass the National Board Examination prior to the end of the Summer session (D2) and/or the Spring semester (D4). A student who is repeating the year is deemed to be on academic probation until he/she completes that year without additional incomplete or failing, "I" or "F" grades. Additionally, a student who receives an incomplete, "I" grade in any course(s) is deemed to be on academic probation until he/she removes the "I", incomplete grade. All incomplete, "I" grades should be removed within two weeks of the ensuing semester. A student may only receive an incomplete "I" grade when the student has not completed the course and/or assigned projects. Under no circumstances will an "F" grade be changed to an "I" grade. *Any student who is on academic probation will not be permitted to participate as an officer in any professional organization until the probationary period has ended.*

HUSA Elections Policy Maintained by HUCD Student Activities

- All Officers (Elected and/or Appointed) must maintain a GPA of 2.75
- Candidates removed from an elected Office may not participate in an election for two semesters following removal.

B. Ceiling for Office's Held

- No student should hold high executive office in more than two (2) organizations-excluding class/organization representative and parliamentarian. These latter positions will not be included in positions held count.
- If elected President or Vice President for any E-board, the student may **NOT** hold high executive office for any other organization (Offices on National or Regional levels, and Incorporated organizations are excluded).

High executive office refers to the President, Vice President, Secretary (Recording or Corresponding) and Treasurer positions • Officers must be up-to-date on dues if the organization's constitution stipulates.

further restrictions are listed below

C. STUCO E-Board Positions

- President or Vice President may **NOT** hold elected office in any class.
- Recording Secretary, Corresponding Secretary and Treasurer may hold elected office in only **one (1)** other organization, but no Class office.
- (Offices on National or Regional levels, and Incorporated organizations are excluded).

D. Class E-board Positions

- President, Vice President, Secretary, and Treasurer may hold elected office in only one (1) office of any level in another organization.
- All Class officers may hold only one position in his/her Class
- (Offices on National or Regional levels, and Incorporated organizations are excluded).

Section VI: Appointed Positions

A. All students appointed to any College of Dentistry Committees, Office, or official position as a student leader, liaison, representative or member:

- must not be on student conduct disciplinary or honor code probation
- be in good academic standing
- maintain a minimum 2.75 GPA except if constitution requires a higher GPA
- attend Charter Day Convocation in March
- attend mandatory candidate meeting held by Judiciary Board
- attend HUCD and HU Opening Ceremony in Fall

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College of Dentistry

- All Appointees must maintain a GPA of 2.75
- Students removed from an appointed position may not hold a position (appointed or elected) for two semesters following removal.



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College of Dentistry

Important Dates

January

- By January 15th, Fall transcripts of all elected officers and STUCO committee members due to the Office of Student Activities for verification of GPA requirements

February

- Mandatory Candidate Meeting

March

- STUCO and open IOC Organizational Elections held • Charter Day

April

- By April 30th, all elections should be completed, and results sent to the Judiciary Board.

May

- By May 1st, the transition meeting and accompanying documents should be completed and include:
 - o annual report
 - o updated advisor agreement
 - o transfer of all financial accounts
 - o transfer of passwords
- By May 15th, Spring transcripts of all elected officers and STUCO committee members due to the Office of Student Activities for verification of GPA requirements

June

- IOC Retreat

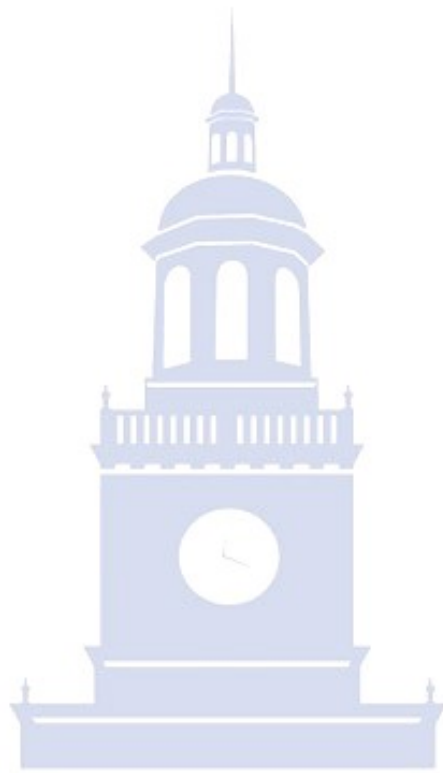
August

- By August 1st, Summer transcripts and/or proof of passing of the National Board Examination of all elected officers and STUCO committee members due to the Office of Student Activities
- HUUCD Opening Ceremony • HU Opening Ceremony

October

- Freshman (D1) class elections should be completed by the first Wednesday of the month

*****dates are not exhaustive and are subject to change*****



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