

## **UNIVERSITY DISTRICT DENTAL SOCIETY BYLAWS**

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### BYLAWS OF THE UNIVERSITY DISTRICT DENTAL SOCIETY

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**BY-LAWS**  
**OF THE**  
**UNIVERSITY DISTRICT DENTAL SOCIETY**

**CHAPTER I - NAME**

The name of this organization shall be the University District Dental Society, a component society of the Iowa Dental Association and the American Dental Association, hereinafter referred to as “the society” or “this society”.

**CHAPTER II - TERRITORIAL JURISDICTION**

This Society shall consist of dentists practicing in Benton, Linn, Jones, Iowa, Johnson Counties, and Cedar County, North of and including towns on the branch line of the Rock Island Railway passing through Tipton.

**CHAPTER III - OBJECT**

The object of this society shall be to encourage the improvement of the health of the public, to promote the art and science of dentistry and to represent the interests of the members of the dental profession and the public which it serves.

**CHAPTER IV - MEMBERSHIP**

Section 1.      **CLASSIFICATION:** The members of this society shall be classified as follows:

Active members	Life members
Service members	Honorary members
Affiliate members	Student members
Retired members	Associate members

“An active member, a service member, a life member, a retired member, a student member, or an associate member of the Society must be a like member of the Iowa Dental Association, and he/she cannot be an active member, a service member, a life member, a retired member, a student member, or an associate member of this Society without being a like member of the American Dental Association.

Section 2. QUALIFICATIONS:

- A. ACTIVE MEMBER. A dentist shall be classified as an active member of this Society who is licensed to practice in the State of Iowa provided he/she is an active member in good standing in the Iowa Dental Association and the American Dental Association.
- B. SERVICE MEMBER. A dentist shall be classified as a service member of this Society who is licensed to practice in the State of Iowa provided he/she is a member in good standing in the Iowa Dental Association and the American Dental Association and (he/she has reported for active duty in one of the Armed Services or the United States Public Health Service).
- C. AFFILIATE MEMBER. A dentist who is serving in the Armed Forces of the United States, the United States Public Health Service, or the Veteran's Administration assigned to duty within the State of Iowa and full time staff members of the College of Dentistry, State University of Iowa, but who are not licensed to practice in the State of Iowa may be elected to affiliate membership in this Society and the Iowa Dental Association. Affiliate members shall be members in good standing of the American Dental Association to be elected to and maintain membership in this Society and the Iowa Dental Association.
- D. RETIRED MEMBER. An active member in good standing who is no longer earning income from the performance of service as a member of the faculty of a dental school, as a dental administrator or consultant, or as a practitioner of any activity for which a license to practice dentistry or dental hygiene is required by the State of Iowa may be classified as a retired member upon application to the Executive-Director of the Iowa Dental Association and upon proof of qualification and election by the House of Delegates of the Iowa Dental Association. To qualify for retired membership status, that active member shall submit an affidavit attesting to his/her retirement to the Secretary of this Society who in turn shall submit a certificate verifying such retirement to the Executive Director of the Iowa Dental Association. Maintenance of retired membership in good standing in this Society entitling him/her to all the privileges of an active member, shall be requisite for entitlement to and continuance of retired membership in this Society, the Iowa Dental Association and the American Dental Association.

EXPLANATORY NOTE:

A dentist who is retired from active practice or who is engaged in activities furthering the objective of this Association may be considered to be practicing dentistry in Iowa within the meaning of this section.

- E. LIFE MEMBER. A member in good standing who has been an active member in good standing for thirty (30) consecutive years or a total of forty (40) years of active membership having attained the age of sixty-five (65) years, may be classified as a life member upon application to the Executive-Director of the Iowa Dental Association and upon proof of qualification and election by the House of Delegates of the Iowa Dental Association. Such applicant shall be a member in good standing at the time of his/her classification as a life member. Maintenance of membership in good standing in this Society and the Iowa Dental Association shall be requisite for continuance of life membership in this Society, the Iowa Dental Association and the American Dental Association.
- F. HONORARY MEMBER. An individual who has made outstanding contributions to the advancement of the art and science of dentistry or has rendered valuable or important service to the profession upon nomination by the Executive Board of this Society and election by the membership of this Society, shall be classified as an honorary member of this Society.
- G. STUDENT MEMBER. An individual attending The University of Iowa College of Dentistry or any accredited dental school in the United States and in good standing with the American Student Dental Association, and any dentist eligible for membership who is engaged full time in (1) an educational program of not less than one academic year in an accredited school, or (2) an internship or residency program approved by the Commission on Dental Accreditation of the American Dental Association, may be classified as a student member of this Society.
- H. ASSOCIATE MEMBER. An individual, not eligible for any other type of membership in the Society, and who has not met the educational requirements for licensure as a dentist in Iowa, who contributes to the advancement of the objective of the Society; shall upon application to and approval by the Executive Board of this Society, be classified as an Associate Member of this Society.

Section 3. DEFINITION OF "IN GOOD STANDING": All members and active life members of this Society whose dues for the current year have been paid to the American Dental Association, the Iowa Dental Association, and this Society shall be in good standing; provided, however, that a member in good standing temporarily under suspension shall be designated as a "member in good standing temporarily under suspension" until his/her disciplinary sentence has terminated and provided further that a member, to remain in good standing in the American Dental Association, the Iowa Dental Association and this Society shall be required to meet standards of continuing education as established by the Laws of the State of Iowa.

That requirement of paying current dues does not apply to retired life members of this Society, the Iowa Dental Association and the American Dental Association for the purpose of determining their good standing.

A member of this Society receiving assistance from the American Dental Association Relief Fund and/or the Iowa Dental Association Relief Fund shall be exempt from payment of dues and shall be in good standing during the period of such assistance.

A member of this Association who has been totally disabled during active military duty and is unable to practice dentistry within the definitions of these By-Laws and who was a member in good standing at the time total disability was incurred may have his dues remitted upon certification by an agency of the federal government that the dentist is permanently and totally disabled in accordance with the standard schedule of rating disabilities in current use by the Veterans Administration.

A member of this Society who is totally disabled for a period of one (1) year and who is unable to engage in the duties of the dental profession and who is a member in good standing at the time total disability was incurred, shall be exempt from payment of dues and shall be in good standing during the period of total disability. A totally disabled member, other than one totally disabled during active military service, in order to receive entitlement to dues exemption, shall submit through this Society to the Iowa Dental Association a medical certificate attesting total disability and a certificate from this Society attesting this total disability. During the period of exemption from dues, further such certificates shall be presented to this Society when requested. The Executive-Director of the Iowa Dental Association shall forward such certificates to the American Dental Association for exemption of dues in that Association as prescribed in the By-Laws of the American Dental Association.

#### Section 4. PRIVILEGES:

##### A. ACTIVE MEMBERS.

- (1) An active member in good standing shall have all of the privileges of this Society plus those granted to active members under the By-Laws of the Iowa Dental Association and the American Dental Association.
- (2) An active member in good standing shall be eligible for election as a delegate or alternate delegate to the House of Delegates of the Iowa Dental Association, as a Trustee to the Iowa Dental Association and for election or appointment to any office of this Society, the Iowa Dental Association or the American Dental Association except as otherwise provided in these By-Laws.

- (3) An active member under a disciplinary sentence of suspension shall not be privileged to hold office, either elective or appointive, including the office of delegate, alternate delegate, or trustee in this Society, or to vote or otherwise participate in the selection of the officials of this Society, the Iowa Dental Association or the American Dental Association. A sentence of suspension shall not abrogate any contractual relations between the discipline member and a third party.
- B. SERVICE MEMBERS. A service member in good standing shall be entitled to all the privileges of an active member except those of voting and holding office.
- C. AFFILIATE MEMBERS. An affiliate member in good standing shall be entitled to all the privileges of an active member except those of voting or holding office.
- D. RETIRED MEMBERS. A retired member in good standing shall be entitled to all the privileges of an active member except that his/her years of retired membership shall not be included as years of active membership for the purpose of determining eligibility for life membership.
- E. LIFE MEMBERS. A life member shall be entitled to all the privileges of an active member, except that the life member who no longer pays dues to this Society shall not receive the Iowa Dental Journal except by subscription.
- F. HONORARY MEMBERS. An honorary member shall be entitled to attend any scientific session of this Society.
- G. STUDENT MEMBERS. A student member shall be entitled to receive a certificate of student membership, the Iowa Dental Journal, the Iowa Dental News, and is entitled to attend any scientific sessions of this Society, and also be allowed to serve as liaison members on the councils of this Society.
- H. ASSOCIATE MEMBER. An Associate Member in good standing shall receive a certificate of Associate Membership, and shall also receive the Iowa Dental Journal and Newsletter, the subscription price to be included in the Annual Dues. An Associate Member shall be entitled to attend any scientific session of this Society, and such other services as authorized by the Executive Board of this Society.

Section 5. DUES AND REINSTATEMENT

- A. ACTIVE MEMBERS. The dues of active members shall be forty dollars (\$40.00) due on January 1 of each year plus the prevailing dues of the Iowa Dental Association and the American Dental Association. The payment of dues for the first three years of active membership immediately following graduation from dental school or completion of an advanced training course of not less than one academic year's duration or residency program which was commenced upon graduation from dental school shall be as follows:

Year of and/or first full year after graduation or completion of an advanced training course or residency program by an applicant for membership who did not maintain student membership: 50 percent of dues for active members, subject to the further reductions permitted under the provisions of Chapter I, Section 5I of these Bylaws.

Second Year: 50 percent of dues for active members subject to further reductions permitted under the provisions of Chapter I, Section 5G, of these Bylaws.

Commencing with the third year: 100 percent of dues for active members, subject to the further reductions permitted under the provisions of Chapter I, Section 5G, of these Bylaws.

Eligibility for the foregoing schedule of reduced dues is based upon continuous membership. A dentist who accepts classification as a student member while enrolled in an advanced training course of not less than one year's duration or a residency program, after having previously paid dues as an active member under the foregoing schedule or reduced dues for active members, will again commence payment of dues for active members upon completion of such program at the next period-in-time level of the foregoing schedule.

- B. SERVICE MEMBERS. The annual dues of service members shall be waived for the first three years of active duty, thereafter, they shall be 10 percent of dues of active members plus prevailing dues of service members of the Iowa Dental Association and the prevailing dues of active members of the American Dental Association.
- C. AFFILIATE MEMBERS. The dues of affiliate members shall be one-half (1/2) the prevailing dues of active members of this Society and the Iowa Dental Association plus the prevailing active membership dues of the American Dental Association.



- D. RETIRED MEMBERS. Retired members shall be exempt from payment of dues to this Society, but will be required to pay the prevailing dues for retired members of the Iowa Dental Association and the American Dental Association.
- E. LIFE MEMBERS
- (1) ACTIVE LIFE MEMBERS. Regardless of a member's previous classification of membership, the dues of life members who have not fulfilled the qualifications of Chapter I, Section 2 (D) of the Iowa Dental Association Bylaws and continue to earn income from the performance of service as a member of the faculty of a dental school, as a dental administrator or consultant, or as a practitioner of any activity for which a license to practice dentistry is required by this state, shall be fifty percent (50%) of the dues of active members.
- (2) RETIRED LIFE MEMBERS. Life members who have fulfilled the qualifications of Chapter I, Section 2 (D) of the Iowa Dental Association Bylaws and are no longer earning income from the performance of service as a member of the faculty of a dental school, as a dental administrator or consultant, or as a practitioner of any activity for which a license to practice dentistry is required by this state shall be exempt from the payment of dues.
- F. HONORARY MEMBERS. Honorary members shall be exempt from payment of dues.
- G. STUDENT MEMBERS. The dues of pre-doctoral student members shall be five dollars (\$5.00) due January 1 of each year. Student membership terminates on December 31 after graduation or after completion of a residency or graduate work.
- H. ASSOCIATE MEMBERS. The dues of an Associate Member shall be twenty-five percent (25%) of the prevailing dues for an active member of the Society, and shall be due on January 1 of each year.
- I. MEMBERS ELECTED AFTER JULY 1 AND OCTOBER 1. Active members elected to active membership in this Society for the first time, and who are elected after July 1, shall pay one-half (1/2) the current year's dues; and who are elected after October 1, shall pay one-quarter (1/4) of the current year's dues; except that a student of the American Dental Association, upon his/her classification as an active member by this Society shall pay no further dues for the remainder of the calendar year in which he/she was entitled to the benefits of student membership of the American Dental Association.

- J. SPECIAL ASSESSMENTS. The Society may, upon recommendation of the Executive Board, and by a three-fourths (3/4) majority vote of the members present and voting at any annual session, order an assessment upon the active and life members of this Society. The nature of the need for the assessment must be clearly stated and the income from the assessment shall be used only for this specific purpose.
- K. REGISTRATION FEES. In conformity with Chapter IX Section 2 the Society may, upon recommendation by the Program chairperson and approval of the Executive Board require a registration fee for attendance at any session of the Society in order to secure a given Program of outstanding quality.
- L. LOSS OF MEMBERSHIP AND REINSTATEMENT.
- (1) An active, service, affiliate or retired member whose dues have not been paid by March 31 of the current year shall be suspended as a member of this Society, the Iowa Dental Association and the American Dental Association.
  - (2) Reinstatement of membership may be secured on the payment of dues and special assessments, if any, of this Society, the Iowa Dental Association and the American Dental Association in accordance with Chapter IV, Section 5A through Section 5D of these Bylaws not later than the annual session of this Society. Thereafter, such person may be reinstated to membership by making application and paying to the Secretary of this Society in full the current dues of this Society, the Iowa Dental Association, and the American Dental Association, as well as any unpaid special assessments of this Society, the Iowa Dental Association and the American Dental Association.
  - (3) A former active member of this Society upon being re-elected or reinstated to active membership shall be required to pay the full year's dues and any special assessments of this Society plus the current dues of the Iowa Dental Association and the American Dental Association.
- M. ACCEPTANCE OF BACK DUES. Back dues, except as otherwise provided in these Bylaws, shall be accepted for not more than three (3) years of delinquency prior to the date of application for such payment. The rate of such dues, except as may otherwise be provided, shall be in accordance with Chapter IV Section 5A of these Bylaws.

An active member, who had been such when he/she entered upon active duty in one of the armed services or equivalent duty in the Public Health Service shall be classified as a service member in this Society but who, during such military or equivalent duty, interrupted the continuity of his/her active membership because of failure to pay dues and who, within one year after separation from such

military or equivalent duty, resumed his/her active membership, may pay back dues and special assessments for any missing period of active membership at the rate of dues current during the missing years of membership and any special assessments for those missing years of membership for the purpose of establishing his/her continuity of active membership in order to qualify for life membership.

- N. DUES OF MEMBERS WHO SUFFER FINANCIAL HARDSHIP. Those members who have suffered a significant financial hardship that prohibits them from payment of their full dues may be excused from the payment of seventy-five percent (75%), or all of the current year's dues as determined by this Society. This Society shall certify the reason for the waiver to the American Dental Association. This Society shall provide the same proportionate waiver of a member's due as that provided by the Iowa Dental Association and the American Dental Association.

- Section 6. APPLICATION AND ELECTION TO MEMBERSHIP: A dentist desiring active membership shall submit an application to the University District Dental Society and send a duplicate of the application to the Association's central office. The names of applicants for active membership shall be published in the Journal of the Iowa Dental Association. If, within 30 days of publication of the Journal, no active, life or retired member requests further investigation, the Executive Director shall certify that the applicant has been accepted. If an investigation is requested in writing, it shall be on the grounds that the applicant has, at some time, violated the standard of ethics of the Association.

If the application is contested for active membership, the University District Dental Society Membership Committee shall investigate and report to the governing body of the component and a vote shall be taken by the membership of the University Dental District Society. A majority of those present and voting shall prevail.

The University District Dental Society shall have a membership committee of not less than three (3) members which shall, upon request, investigate the application of a dentist desiring active membership in the District, State Association, and the American Dental Association, and report to the governing body of the component. A vote of the membership of the University District Society shall be taken. A majority of those present and voting shall prevail.

- Section 7. NONDISCRIMINATION. Nothing contained in the Bylaws of this Society shall operate against eligibility for membership in the Society on the grounds of color, religion, race, sex, national origin or political affiliation.

- Section 8. REMOVAL FROM ONE JURISDICTION TO ANOTHER: Any member of this Society may change his/her membership from this Society whether or not he/she practices in the territorial jurisdiction of this Society upon receiving

permission by a majority vote from the membership of this Society at a regularly scheduled session and be making application on the prescribed form to be accepted by the component (district) society to which he/she prefers to change membership. Thereafter, the member shall pay dues to the component (district) society to which his/her membership has been changed; provided, however, that any dentist practicing within the jurisdiction of a component (district) society on becoming a member of the Iowa Dental Association must first become a member through the component (district) society in the territorial jurisdiction of the district in which he/she practices before becoming eligible to change membership to another component (district) society as herein provided. Application to another component (district) society does not deprive him/her of membership in his/her original component (district) society to which application is made.

## CHAPTER V - EXECUTIVE BOARD

- Section 1.     **COMPOSITION:** The voting membership of the Executive Board of this Society shall be the Society's Trustee, President-Elect, the Vice President, the Secretary, the Treasurer and three (3) active, life or retired members of this Society, one of whom shall be elected at each annual session of this Society for a term of three (3) years in the same manner as prescribed for the officers of the Society under Chapter VI of these Bylaws. The President of the Society shall be a member and the Chairperson of the Executive Board but shall have voting privileges only in the event of a tie vote.
- Section 2.     **MEETINGS:** Meetings of the Executive Board of the Society may be called at any time by the President, and shall be called upon request of any three (3) voting members of the Executive Board, provided in either event at least five (5) days notice is given to each member of the Executive Board in advance of the meeting.
- Section 3.     **QUORUM:** A majority of the voting members of the Executive Board shall constitute a quorum.
- Section 4.     **POWERS:**
- A.     The Executive Board shall be the managing body of this Society, vested with full power to conduct all business of the Society, subject to the laws of the State of Iowa, the Articles of Incorporation, the Constitution and the Bylaws of the Iowa Dental Association, the mandates of the House of Delegates of the Iowa Dental Association and the American Dental Association, and these Bylaws.
  - B.     The Executive Board shall have the power to direct the President to call a special session of the Society.

- C. The Executive Board shall have full discretionary power to cause to be published in, or be omitted from, any official publication of the Society, any material in whole or in part.
- D. The Executive Board shall have the power to establish ad interim policies between sessions of the Society when such policies are essential to the management of the Society, provided, however, that any such policies must be presented for review at the next session of the Society if requested by a member or members.
- E. The Executive Board shall have the power to remove a committee member for cause in accordance with procedures established by the Executive Board.
- F. The Executive Board shall have the power to undertake disciplinary action against any member of the Society in accordance with the terms of Chapter X, Section 2 of these Bylaws and Chapter XI of the Bylaws of the Iowa Dental Association.

Section 5. DUTIES: It shall be the duty of the Executive Board:

- A. To provide for the maintenance and supervision of all property and funds owned or operated by the Society.
- B. To designate the Bank to be used as depository for the Society's funds.
- C. To determine the time and place for convening the sessions of the Society.
- D. To cause all accounts of the Society to be audited by the Auditing Committee just prior to the annual session of the Society.
- E. To prepare an annual budget for carrying on the activities of the Society and submit to membership for approval.
- F. To determine the amount of Bond of any officer it deems necessary to give bond.
- G. To submit an annual report of its activities to the membership.
- H. To perform such other duties as may be prescribed by these Bylaws.
- I. To nominate all candidates for Honorary Membership.
- J. To appoint a Bylaws committee as needed.

## CHAPTER VI - OFFICERS

- Section 1. TITLE: The officers of this Society shall be a President, President-Elect, Vice-President, Secretary, Treasurer, and Trustee.
- Section 2. ELIGIBILITY: Only an active, life or retired member in good standing in this Society, the Iowa Dental Association and the American Dental Association shall be eligible to serve an officer, or Trustee of this Society.
- Section 3. NOMINATION, ELECTION, AND INSTALLATION:
- A. PRESIDENT. The President shall be nominated and elected at the annual session one year prior to the annual session at which he/she is installed as President. He/she shall be known as the President-Elect and shall perform such duties in this capacity as prescribed in these Bylaws. The President-Elect shall automatically assume the office of President at the annual session subsequent to his/her election.
  - B. VICE-PRESIDENT, SECRETARY, TREASURER, TRUSTEE AND ONE (1) MEMBER OF THE EXECUTIVE BOARD. The Vice-President, Secretary, Treasurer, Trustee and one (1) member to the Executive Board, (other than such officers and the President and the President-Elect of the Society) shall be nominated, elected and installed at the same annual session
  - C. NOMINATING COMMITTEE. There shall be a nominating committee as provided in Chapter VII, Section H of these Bylaws. This committee annually shall present nominations for the office of President-Elect and Vice-President to the University district. Also, the Secretary, the Treasurer, and the Trustee of the District will be presented. Other nominations may be made from the floor following the nominating committee's report. Delegates to the Iowa Dental Association shall be determined as presented in Chapter XXI.
  - D. ELECTION. The officers, Trustee, one (1) member to the Executive Board, the Delegates and Alternate Delegates shall be elected as the next-to-the-last order of business at the annual session.
  - E. INSTALLATION. The officers, Trustee, one (1) member to the Executive Board, the Delegates and Alternate Delegates shall be installed as the last order of business at the annual session.

Section 4. TERM OF OFFICE:

- A. The officers except the Secretary and Treasurer shall serve for a term of one (1) year or until their successors are elected and installed.
- B. The Secretary and Treasurer shall serve for a term of three (3) years. The consecutive tenure of the Secretary and Treasurer shall be unlimited.
- C. The Trustee elected to the Board of Trustees of the Iowa Dental Association shall serve for a term of three (3) years. The consecutive tenure of the Trustee shall be limited to two (2) terms of three (3) years.
- D. Any member selected to serve on the Executive Board of the Society shall serve for a term of three (3) years.
- E. Delegates and Alternate Delegates to the House of Delegates of the Iowa Dental Association shall serve for a term of one (1) year.

Section 5. VACANCIES: In the event the office of President becomes vacant, the Vice-President shall become President for the unexpected portion of the term. In the event the office of Vice-President, the office of Secretary, the office of Treasurer or a member of the Executive Board becomes vacant they shall be filled by a majority vote of the Executive Board. In the event the office of President-Elect becomes vacant, the office of President for the ensuing year shall be filled at the next annual session of the Society in the same manner as that provided for the nomination and election of officers, except that the ballot shall read: "President for the ensuing year."

In the event the office of Trustee becomes vacant, the President of this Society shall appoint a successor to fill the office until the next annual session of the Society at which time a successor will be nominated and elected to fill the unexpired term of office. In the event the office of Trustee is to be vacant for only an entire session of the Board of Trustees the President of this Society shall recommend an active, life or retired member of this Society to the President of the Iowa Dental Association to serve until adjournment of that session of the Board of Trustees.

Section 6. DUTIES:

A. PRESIDENT. It shall be the duty of the President:

- (1) To serve as the official representative of this Society in its contacts with governmental, civic, business and professional organizations for the purpose of advancing the objects, policies, and purpose of this Society.
- (2) To preside at all meetings of the Society and the Executive Board and to exercise the general supervision of both.
- (3) To be an ex-officio member of all committees.
- (4) To appoint a Secretary pro-tem in the temporary absence of the Secretary of the Society.
- (5) To immediately fill by appointment any vacancy occurring in any committee of the Society.
- (6) To vote in the Executive Board meetings only in case of a tie.
- (7) To appoint an official Parliamentarian to serve during the annual session of the Society.
- (8) To sign all official documents requiring his signature.
- (9) To submit an annual report to the membership.
- (10) To appoint and announce to the membership following his/her installation the Standing Committees of the Society and their respective chairpersons except as may otherwise be provided in these Bylaws.
- (11) To perform such other duties as may be provided in these Bylaws or as may be prescribed by the Executive Board, or the membership of the Society and as usually appertain to the office of President.

B. PRESIDENT-ELECT. It shall be the duty of the President-Elect:

- (1) To assist the President in the performance of his/her duties, and such other duties as may be required of him/her by the Executive Board or the membership of the Society.
- (2) To serve as a voting member of the Executive Board.
- (3) To succeed to the office of President at the annual session subsequent to one at which he/she was elected.



- (4) To be an ex-officio member of all committees.
- (5) To serve as chairperson of the Program Committee of this Society.
- (6) To serve as chairperson for table clinics for this Society if they are to be a part of the scientific program and to serve as an assistant to the chairperson of the table clinic committee of the Iowa Dental Association in providing table clinicians for its annual session.
- (7) To perform such other duties as usually appertain to the office of President-Elect.

C. VICE-PRESIDENT. It shall be the duty of the Vice-President:

- (1) To assist the President in the performance of his/her duties and such other duties as may be required of him/her by the Executive Board or the membership of the Society.
- (2) To serve as a voting member of the Executive Board.
- (3) To succeed to the office of President if that office shall become vacant as provided in Chapter VI Section 5 of these Bylaws.
- (4) To be an ex-officio member of all committees.
- (5) To assist the President-Elect in securing table clinicians for the Iowa Dental Association.
- (6) To perform such other duties as usually appertain to the office of Vice-President.

D. SECRETARY. It shall be the duty of the Secretary:

- (1) To keep the official minutes of the business meetings of the Society and the Executive Board.
- (2) To serve as a voting member of the Executive Board.
- (3) To be an ex-officio member of all committees.
- (4) To attend to all official correspondence and keep a copy of all official letters received and replies thereto.
- (5) To send a notice of all sessions of the Society at least sixty (60) days prior thereto, noting the date and place of the session, the scientific and business meetings of the session plus a brief of the scientific program.

- (6) To have printed and mailed to each member the annual official program of the Society.
- (7) To have printed and maintain an adequate supply of the society's official stationery not only for his/her own use, but for the officers of the Society.
- (8) To maintain an adequate supply of the official application forms (Iowa Dental Association and American Dental Association) for use by the Membership Committee.
- (9) To forward to the Executive Director of the Iowa Dental Association the completed applications for membership following the member's election to membership.
- (10) To receive from the Executive Director of the Iowa Dental Association the annual dues of the membership and transfer these funds to the Treasurer of the Society accepting and filing a receipt therefore.
- (11) To maintain an adequate ledger card for each member recording annual dues and assessment payments as well as the vital statistics of the member as obtained from the application blanks when elected to membership.
- (12) To collect and forward to the proper agency all continuing education cards of those members attending the scientific meeting of each session.
- (13) To certify to the Executive Director of the Iowa Dental Association immediately following the annual session of this society the names and addresses of the newly elected officers, the Trustee (when elected), the delegates and alternate delegates.
- (14) To notify the Executive Director of the Iowa Dental Association immediately, of the date and place of each session of the Society, upon the determination by the Executive Board.
- (15) To notify the Executive Director of the Iowa Dental Association as soon as possible of the time and place for the visiting officer of the Iowa Dental Association to appear on the agenda of each meeting of this Society.
- (16) To serve annually as a Delegate for this Society to the Iowa Dental Association's House of Delegates meetings and he/she shall serve as chairperson of this Society's official delegation.

- (17) To cooperate with the Executive Director of the Iowa Dental Association in the collection of dues due the Society and the Iowa Dental Association and in making any and all reports requested by the Iowa Dental Association.
- (18) To provide an agenda at the discretion of the President for the conduct of business meetings of the Society and the Executive Board.
- (19) To perform such other duties as may be asked of his/her by the Executive Board or the membership that usually appertain to the office of Secretary.
- (20) To submit an annual report of the Secretary's office and the annual report of the Executive Board.
- (21) To serve in this office until his/her successor is elected, installed and is QUALIFIED.
- (22) To serve as a voting member of the Executive Board.

E. TREASURER. It shall be the duty of the Treasurer:

- (1) To serve as custodian of all monies and securities belonging to the Society and hold same, subject to the direction of the Executive Board of the Society.
- (2) To receive all money collected by the Secretary, giving him/her receipts for same and to pay out money for the current expenses when due and such other expenses as may be authorized by the Executive Board and the Society.
- (3) To turn over to the Auditing Committee, just prior to the annual session of the Society, all accounts in ample time for the committee to audit the books and prepare their annual report for the annual session.
- (4) To prepare, in cooperation with the Program Committee chairperson and the Executive Board, a suitable budget for the ensuing year for adoption by the membership as part of the Treasurer's report at the annual session of the Society.
- (5) To serve as a voting member of the Executive Board.
- (6) To serve in this office until his/her successor is elected, installed and is QUALIFIED.

F. TRUSTEE: It shall be the duty of the Trustee:

- (1) To represent this Society on the Board of Trustees of the Iowa Dental Association. In this capacity he/she is to serve as liaison between this society and the Board of Trustees. In this capacity, his/her first obligation is to the management of the Iowa Dental Association; however, he/she also has the obligation of representing the views of this Society to the Board of Trustees.
- (2) To make reports to this Society at each business meeting of this Society of all important business activities of the Iowa Dental Association as well as making reports to the Board of Trustees of the concerns and/or activities of this Society that this Society may require of him/her or of any requirements set forth by the Board of Trustees of the Iowa Dental Association.
- (3) To call meetings of the Delegates of this Society after consulting with the Chairperson of the Delegation and President of the Society prior to and during the annual sessions of the Iowa Dental Association for the purpose of caucusing on business to come before the House of Delegates and/or for business that has been presented to the House of Delegates.
- (4) To notify the President of this Society, at the earliest possible time, if he/she is to be absent for an entire session of the Board of Trustees so that the President of this Society may appoint an active, life, or retired member of this Society to fill the vacancy on the Board of Trustees for that particular session of the Board of Trustees.

## CHAPTER VII - STANDING COMMITTEES

Section 1. NAME: The Standing Committees of this Society shall be:

- A. Auditing Committee
- B. Dental Care Committee
- C. Dental Health Committee
- D. Iowa Dental Journal Committee
- E. Membership Committee
- F. Nominating Committee

Section 2. APPOINTMENTS: The President of the Society, with Board Approval, shall appoint the members of the Standing Committees.

Section 3. ELIGIBILITY: All members of Standing Committees shall be active, life, or retired members of this Society.

- Section 4. CHAIRPERSON: The chairperson of each Standing Committee shall be the senior member of the committee unless otherwise specified by the Executive Board.
- Section 5. TERM OF OFFICE: The term of office of members of Standing Committees shall be three (3) years. The consecutive tenure of a member of a Standing Committee shall be limited to three (3) three (3) year terms each.
- Section 6. VACANCY: In the event of a vacancy in the membership of a Standing Committee the President shall appoint a member of the Society possessing the same qualifications as established by these Bylaws.
- Section 7. QUORUM: The majority of the members of a Standing Committee shall constitute a quorum.
- Section 8. ANNUAL REPORT AND BUDGET:
- A. ANNUAL REPORT. Each Standing Committee shall submit to the membership at the annual session a complete report of its activities for the year.
  - B. ANNUAL BUDGET. Each Standing Committee shall submit to the Treasurer a proposed budget for the ensuing fiscal year. Budgets shall include any and all contemplated expenses to be borne by the committee. Submission of each committee budget shall be made thirty (30) days in advance of the annual session of the Society.
- Section 9. COMPOSITION AND DUTIES:
- A. AUDITING COMMITTEE. The Auditing Committee shall consist of three (3) active, life or retired members and its duties shall be to meet with the Treasurer and Secretary and audit the accounts of the Society and make a report of their findings at the annual session of the Society.
  - B. DENTAL CARE (Peer Review) Committee, The Dental Care Committee shall be composed of active, life, or retired members and its duties shall be:
    - (1) To conduct studies, to formulate and recommend policies relating to dental care which is provided by arrangements other than direct dentist-patient relations.
    - (2) To study, evaluate and disseminate information on the planning, administration and financing of dental care programs.

- (3) To act on behalf of this Society as a liaison between the Society and official and unofficial agencies interested in the promotion of dental care programs by means other than direct dentist-patient relations.
- (4) To maintain liaison with the Iowa Dental Association's Council concerned with the provision of dental care programs.
- (5) To represent the dental profession within this jurisdiction in activities relating to prior authorization, review and adjudication of claims.
- (6) The Trustee of this Society shall nominate the member of this committee to serve on the Council on Dental Care Programs of the Iowa Dental Association each year.
- (7) To establish an Ethics, Intraprofessional and Patient Relations subcommittee of five (5) members of the Dental Care Committee, and its duties shall be to investigate all matters pertaining to the violation of the ethics, intraprofessional and patient relations concerns that may be referred to it by this or any component society.

C. DENTAL HEALTH COMMITTEE. The Dental Health Committee shall be composed of six (6) active, life, or retired members each of whom shall be a representative of one of the six (6) counties within the jurisdiction of this Society and its duties shall be:

- (1) To study, evaluate and disseminate knowledge and information on dental practice, preventive dentistry and dental health to the public.
- (2) To confer and cooperate with other agencies having related programs to dental health education of the public, provided, that those programs conform to the principles and objectives of the Iowa Dental Association and the American Dental Association.
- (3) The Trustee of this Society shall nominate the chairperson of this committee to serve on the Council on Dental Health of the Iowa Dental Association.

D. ETHICS, INTRAPROFESSIONAL AND PATIENT RELATIONS COMMITTEE. The Ethics, Intraprofessional and Patient Relations Committee shall be composed of active, life, or retired members and its duties shall be:

- (1) The Council shall investigate all matters pertaining to the violation of the Principles of Ethics, Intraprofessional and Patient Relations concerns that may be referred to it by any member of this Society. The Iowa Dental Association Manual on Ethics, Intraprofessional and Patient Relations,

along with the Principles of Ethics, shall be used as specific guides for the functioning of this committee.

- (2) The Trustee of this Society shall nominate the chairperson of this committee to serve on the Council of Ethics, Intraprofessional and Patient Relations Committee of the Iowa Dental Association.

E. IOWA DENTAL JOURNAL COMMITTEE. The Iowa Dental Journal Committee shall consist of one (1) or more active, life, or retired members of this Society and its duties shall be:

- (1) Collect and edit news items pertaining to the members of the Society at the direction of the Executive Board.
- (2) The elected party shall become an Associate Editor of the Iowa Dental Journal and he/she shall submit reports as directed by the Editor of the Iowa Dental Association.
- (3) The term to be determined by the Board of Directors.

F. MEMBERSHIP COMMITTEE. The Membership Committee shall consist of three (3) active, life, retired, and one (1) from The University of Iowa College of Dentistry, all members of this Society, and its duties shall be:

- (1) To receive and review all applications for membership in this Society, the Iowa Dental Association and the American Dental Association.
- (2) To consider the eligibility of each applicant on the basis of specific recommendations, moral character and professional conduct and report its recommendations to the membership at a business meeting of any session of the Society.
- (3) To provide in conjunction with the Ethics, Intraprofessional and Patient Relations Committee a program of orientation to all newly elected active members at the earliest practicable time following their election of membership.
- (4) To conduct an ongoing study of membership problems and formulate plans for maintaining and increasing the membership for this Society.
- (5) To draft suitable resolutions upon the death of members of this Society and forward them to the Editor of the Iowa Dental Journal.
- (6) The Trustee of this Society shall nominate the chairperson of this committee to serve on the Council on Membership of the Iowa Dental Association.

G. NOMINATING COMMITTEE. The Nominating Committee shall be composed of the three (3) immediate past presidents and the senior member shall serve as chairperson and its duties shall be:

- (1) To call a meeting of the Committee at least thirty (30) days prior to the annual session of the Society for the purpose of selecting candidates. This committee annually shall present nominations for the office of President-Elect and Vice-President to the University District. Also the Secretary, the Treasurer, and the Trustee (every third year or to fill an unexpired three year term in case the office is vacated prior thereto) of the District will be presented. Delegates to the Iowa Dental Association shall be determined as presented in Chapter XI.
- (2) To invite the President to attend the meeting.

#### CHAPTER VIII - SPECIAL COMMITTEES

Special Committees of this Society may be created at any business meeting of the Society, or between sessions of the Society, by the Executive Board or the President, for the purpose of performing duties not otherwise assigned by these Bylaws. Such Special Committees may serve until adjournment sine die of the next annual session of the Society. The authority for the appointment of members of Special Committees and their members shall be set forth in the resolution creating such committee.

#### CHAPTER IX - SESSIONS

- Section 1. TIME AND PLACE: The Society shall hold two sessions annually, one in the fall of the year and one in the spring of the year. The Annual Session shall be held in the fall. The Executive Board shall have the power to set the date and place for convening each session of the Society.
- Section 2. MANAGEMENT AND GENERAL ARRANGEMENTS: The Executive Board shall be responsible for the management and general arrangements of each session. Arrangements for the scientific meeting of each session shall be delegated to the President-Elect who shall serve as chairperson for the scientific program. He/she may appoint other active, life, or retired members to assist him/her in securing and conducting the program. If table clinics are to be held as a part of the scientific program, the Vice-President will be in charge of securing this portion of the program.
- Section 3. BUSINESS MEETINGS: Business meetings shall be conducted during each session of the Society. Special business meetings of the Society may be called by the Executive Board or by written request of twenty-five (25) percent of the active, life, and retired members. In such instances, the President must call a special business meeting of the Society. The transactions of this Society shall be determined by majority of its members present.



Section 4. ANNUAL SESSION SUGGESTED ORDER OF BUSINESS: The following shall be the suggested order of business at the annual session of the Society:

- (1) Call to order by the President
- (2) Announcement of appointment of Parliamentarian
- (3) Reading and approval of minutes
- (4) Reports of Officers
- (5) Reports of Committees
  - A. Standing Committees
  - B. Special Committees
  - C. Other Reports
- (6) Unfinished business
- (7) New business
- (8) Nomination and election of officers, trustee, member of the Executive Board, delegates and alternate delegates.
- (9) Installation of new officers, Trustee, member of the Executive Board and delegates and alternate delegates.
- (10) Adjournment

Section 5. RULES OF ORDER: In those cases where the rules of order are not specified, Sturgis Standard Code of Parliamentary Procedure shall apply.

#### CHAPTER X - PRINCIPLES OF ETHICS AND JUDICIAL PROCEDURE

Section 1. The professional conduct of a member of this Society shall be governed by the principles of ethics of the Iowa Dental Association and the American Dental Association.

Section 2. DISCIPLINE OF MEMBERS:

- A. CONDUCT SUBJECT TO DISCIPLINE. A member may be disciplined by this Society for (1) have been found guilty of a felony, (2) having been found guilty of violating the dental practice act of this state, or (3) violating the Bylaws, the Principles of Ethics, or the codes of ethics of this Society.
- B. DISCIPLINARY PENALTIES. A member may be placed under a sentence of censure or suspension or may be expelled from membership for any of the offenses enumerated in paragraph A of this Section. Suspension or expulsion shall be by three-fourths (3/4) vote of the Executive Board of this Society.

Suspension means all membership privileges except continued entitlement to coverage under insurance programs are lost during the suspension period. Suspension shall be unconditional and for a specified period at the termination of which full membership privileges are automatically restored. A subsequent violation shall require a new disciplinary procedure before additional discipline may be imposed.

Expulsion is an absolute discipline and may not be imposed conditionally.

C. DISCIPLINARY PROCEDURES. Before a disciplinary penalty is invoked against a member the following procedures shall be followed by the Executive Board of this Society:

- (1) HEARING. The accused member shall be entitled to a hearing at which he/she shall be given the opportunity to present defense to all charges. The accused member may be represented by legal counsel.
- (2) NOTICE. The accused member shall be notified in writing of charges brought against him/her and of the time and place of the hearing, such notice to be sent by registered letter addressed to the last known address and mailed not less than twenty-one (21) days prior to the date set for the hearing. An accused member, upon request, shall be granted one postponement for a period not to exceed thirty (30) days.
- (3) CHARGES. The written charges shall include an officially certified copy of the alleged conviction or determination of guilt, or a specification of the Bylaw or ethical provisions alleged to have been violated, as the case may be, and a description of the conduct alleged to constitute each violation.
- (4) DECISION. Every decision which shall result in censure, probation, suspension, or expulsion shall be reduced to writing and shall specify the charges made against the member, the facts which substantiate any or all of the charges, the verdict rendered, the penalty imposed, and a notice shall be mailed to the accused member informing him/her of the right of appeal. Within ten (10) days of the date on which the decision is rendered a copy thereof shall be sent by registered mail to the last known address of each of the following parties: the accused member; the Secretary of the Society; the chairperson of the Council on Ethics, Intraprofessional and Patient Relations and the Executive Director of the Iowa Dental Association.

D. JURISDICTION. The Council on Ethics, Intraprofessional and Patient Relations of the Iowa Dental Association shall review the appeal to determine whether the evidence before the Society supports that decision or warrants the penalty imposed. The Council shall report its findings to the next session of the House of Delegates. The Council or the House of Delegates shall not be required to consider additional evidence unless there is a clear showing that either party to the appeal will be unreasonably harmed by failure to consider the additional evidence. The parties to an appeal are the accused member and the society which preferred charges. In appeals, the society which heard the first appeal may, at its option, participate in the appeal.

- E. APPEALS. An accused member who is aggrieved by sentence of censure, suspension, or expulsion shall have the right to appeal from a decision of the Society to the Iowa Dental Association by filing an appeal in affidavit form with the Executive Director thereof. An appeal shall be filed and processed in accordance with the procedure outlined in Chapter XI of the Bylaws of the Iowa Dental Association.

#### CHAPTER XI - DELEGATES TO THE IOWA DENTAL ASSOCIATION

- Section 1. Members of the Society's delegation to the House of Delegates of the Iowa Dental Association shall be the President, the President-Elect, the Vice-President, the Secretary and the immediate past President of the Society, plus those added delegates based on the formula set forth in the Bylaws of the Iowa Dental Association. The additional delegates shall be filled by selection from the members of the Executive Board of the Society based on seniority of service on the Executive Board. If additional delegates are required to fill the delegation they shall be selected for nomination by the Nominating Committee and elected at the annual session of the Society.
- Section 2. Alternate delegates shall be nominated in like number to the delegates by the Nominating Committee and elected at the annual session of the Society.
- Section 3. The Chairperson of the delegation shall be the Secretary of the Society and his/her duties shall be to coordinate activities of the delegation with the Trustee of the Society and the President of the Society in caucuses and on the floor of the House of Delegates of the Iowa Dental Association. The Chairperson shall also be responsible to see that the allotted number of delegates are seated in the House of Delegates at all times. If an elected delegate is to be absent at any time the Chairperson must arrange for an alternate delegate to be on hand ready to fill the vacancy. Alternate delegates must be prepared to fill vacancies at all times when the House of Delegates is in session.
- Section 4. The delegation of this Society to the House of Delegates of the Iowa Dental Association shall represent this Society in the deliberation of all business conducted by the House of Delegates and shall have full authority to act and represent this Society.

#### CHAPTER XII - AMENDMENTS

- Section 1. PROCEDURE: These Bylaws may be amended at any session of the Society by a two-thirds (2/3) vote of the members present and voting, providing the proposed amendment(s) shall have been presented in writing at a previous session of the Society.
- Section 2. AMENDMENT RELATING TO DUES: An amendment to these Bylaws affecting a change in the dues of members shall not be acted upon at the session at which introduced except by unanimous consent of the members present and voting.