

# WATERLOO DISTRICT DENTAL SOCIETY

## WATERLOO DISTRICT DENTAL SOCIETY

BY-LAWS (September 22, 1982)

### Chapter I Name

This Society shall be called the Waterloo District Dental Society.

### Chapter II Aims and Objectives

The aims and objectives of this Society shall be the same as the objects and purposes of the Iowa Dental Association, as specified in its Articles of Incorporation.

#### Sec. 1. Membership Defined

Members of this Society shall be dentists who are legally and ethically practicing their profession in the State of Iowa and who shall have been admitted to membership pursuant to the By-Laws of this Society duly adopted.

Explanatory Note: A Dentist who has retired from active practice or who is engaged in activities furthering the objectives of this Society may be considered to be practicing Dentistry in Iowa within the meaning of this section.

#### Sec. 2 Classification

They shall consist of Active, Junior, Honorary, and Life Members as defined by the Constitution and By-Laws of the Iowa Dental Association. Junior, Honorary, and Life Members shall enjoy all privileges of this Society in all respects as provided by the By-Laws of the Iowa Dental Association.

#### Sec. 3 Application of Membership

Candidates for membership shall make application in writing and shall state place and date of graduation and date of registration of license. Each application must be endorsed by two members of the Society and accompanied by the dues. All applicants shall be approved by the Membership Committee and subject to the approval of the District Society.

#### Sec. 4 Change of Membership

Any member of any District Society may change his membership from the District in which he practices or in which he is a member to any other district upon receiving permission by a majority vote from the district of which he is a member at their regular meeting and by making application on a

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## Change of Membership, continued

prescribed form to and being accepted by the district to which his membership is to be changed and thereafter the member shall pay dues to the District Society to which his membership has been changed; provided, however, that any dentist practicing within the jurisdiction of a District Society on becoming a member of the Iowa Dental Association must first become a member through the District Society in the District in which he practices before becoming eligible to change membership to another District Society as herein provided. But application to another district does not deprive him, or her, of membership in his, or her, original District until the membership is accepted by the District of which application has been made.

## Sec. 5 Breach of Ethics

Any member of this Society who violates the Code of Ethics may be reported in writing to the Ethics, Intraprofessional, and Patient Relations Committee by any five (5) members in good standing and, upon receiving the report of the Committee, the Society may exonerate, suspend, or expel such member by a 2/3 vote of the members present at the annual meeting, or any special meeting called for that purpose. Such member shall have served upon him by the Secretary, at least thirty (30) days previous to the time of the meeting at which said complaint is to be acted upon, copy of the specific charges against him.

## Sec. 6 Appeal to House of Delegates of the Iowa Dental Association

Any dentist who may feel aggrieved at the action of the Society toward him shall have the right to appeal in writing to the House of Delegates of the Iowa Dental Association, through the State Secretary.

## Sec. 7 Resignation

Any member may resign, except in cases where charges which may lead to his suspension or expulsion have been brought against him, provided all arrears due this Society have been paid.

## Chapter III

## Sec. 1 Officers

The officers of the society shall be President, President-Elect, Vice-President, Secretary-Treasurer, and three elected Directors. With the exception of the Secretary-Treasurer, these offices shall succeed each other

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## Officers, continued

to the office of President, with the senior member of the Directors moving up to the Vice-President. The vacancy of the Directors shall be filled by ballot at the annual meeting. The nominating committee shall present two candidates for the office. The candidate elected shall become the junior member of the Directors.

The Secretary-Treasurer shall be elected annually and may serve more than one term in succession.

## Sec. 2 Trustee

A trustee to serve on the Board of Trustees of the Iowa Dental Association, shall be elected by ballot for a term of three years. The nominating committee shall submit two candidates for this election. A trustee shall not be elected for more than two terms in succession.

## Sec. 3 Delegates

The delegates shall consist of the Secretary-Treasurer, who shall act as chairman, the President, President-elect, and three other members, each elected for a two year term replacing the oldest in tenure of office. The Vice-President shall automatically be the first alternate delegate. Five additional members shall be alternate delegates, each elected for a two year term. The oldest members in tenure of office shall be retired each year and replacement alternates shall be elected. The nominating committee shall submit two candidates for each office. These delegates and alternates shall serve in the House of Delegates of the Iowa Dental Association.

## Chapter IV

### Duties of Officers, Delegates, and Trustee

## Sec. 1. Duties of the President

The President shall preside at all meetings of the Society and shall perform all the duties usually devolving on a presiding officer. He shall be a member ex-officio of all Committees. He shall appoint a nominating committee of five men who shall be notified 30 days in advance of the annual meeting. The president shall appoint one new member to each of the standing committees upon taking office. He shall be the presiding officer of the Executive Committee. The president shall make an annual report to the Society and a written copy of this report will be kept on file. He may require written reports from all officers and committee chairman.



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Duties, continued

### Sec. 2. Duties of the President-Elect

The President-Elect shall assist the President and become an ex-officio member of all committees. At the installation of officers at the next annual meeting following that at which he was elected, he shall become President of this Society. He shall act as Superintendent of Clinics and shall serve as an Assistant to the Superintendent of Clinics of the State Association and shall co-operate in arranging the clinical program of the annual meeting of the State Association.

### Sec. 3. Duties of the Vice-President

The Vice-President shall take the place of the President in his absence and shall perform such other duties as normally pertain to this office. He shall serve as program chairman for the Society meetings held during his year in office.

### Sec. 4. Duties of the Secretary-Treasurer

The Secretary-Treasurer shall perform all the duties usually involving such an officer. In connection with the President he shall certify to all official acts of the Society. He shall keep a record of the members of this District Society. He shall promptly make such reports as the Executive Director or Officers and Trustees of the State Association may request. The Secretary-Treasurer shall provide each Delegate to the House of Delegates of the Iowa Dental Association with proper credentials and thirty (30) days prior to the annual meeting of the Iowa Dental Association he shall notify and certify to the Executive Director of the Iowa Dental Association the names and chairman of the official delegates duly elected from said District Society and attending the House of Delegates of the Iowa Dental Association.

He shall receive all moneys collected, pay all orders authorized by the Executive Committee, and submit a complete report at each annual meeting. Appropriations for other than the legitimate expenses of the Society shall not be paid out of the treasury.

### Sec. 5. Duties of the Trustee to the Board of Trustees

The Trustee shall be the official representative of this Society in the management of the Iowa Dental Association. He shall present to the State Association such business as this Society may direct. He shall make all necessary reports to this Society at its next regular or special meeting after the adjournment of the Iowa Dental Association. He shall call a meeting of the delegates prior

## WATERLOO DISTRICT DENTAL SOCIETY

Duties, continued

to the first meeting of the House of Delegates of the State Association.

### Sec. 6. Duties of Delegates

Delegates shall represent the District Society in the deliberations of the House of Delegates of the Iowa Dental Association and shall have full authority to act for and represent the District Society.

The chairman shall see that the delegation is in attendance at the meetings of the House of Delegates of the Iowa Dental Association and to see that the full representation of this Society is provided for in accordance with the By-Laws of the Iowa Dental Association.

### Sec. 7. Duties of Directors

The Directors shall serve on the Executive Committee and shall each have one vote on that Committee. They shall supervise all standing and special committees by the direction of the President.

## Chapter V Resignations of Officers

Any officer who must resign during his elected term of office shall notify the President in writing of his resignation. In the event of the resignation of the President, Vice-President and the Secretary-Treasurer shall be notified in writing, and the Vice-President shall assume the office for the remainder of that term of office.

Other vacancies created by resignation during a term of office shall be filled as follows.

- 1) A vacancy in any of the offices that succeed to the Presidency, except for the President, shall be filled by each officer advancing to the next higher office and the vacancy created in the Directors by so doing shall be filled by election at the next annual meeting, with the nominating committee presenting two candidates for the office and the candidate being elected being senior to the Director elected annually as described elsewhere herein.
- 2) A vacancy in the offices of Trustee or Secretary-Treasurer shall be filled by appointment of the Executive Committee. The appointed officer shall serve out the remainder of the unexpired term.



# WATERLOO DISTRICT DENTAL SOCIETY

## Chapter VI Committees

The following shall be standing committees: Executive Committee; Peer Review Committee; Membership Committee; Ethics, Intraprofessional, and Patient Relations Committee; Dental Health Committee; Auditing & Budgeting Committee.

Once the original committee has been established, one member shall be appointed annually by the President, each to a term of three (3) years and until a successor is appointed. The senior member of each committee shall be its chairman, or by Presidential appointment in the case of a newly formed committee.

## Chapter VII Duties of Committees

### Sec. 1. Executive Committee

The Executive Committee shall consist of the following nine (9) members: President; President-Elect; Vice-President; Secretary-Treasurer; Trustee; the three (3) Directors; and the Immediate Past President.

The duties of the committee shall be the Formation and Execution of the policy of the District Society. It shall be responsible for making all arrangements, not otherwise herein provided for, for holding all meetings of the Society.

The President shall be the presiding officer and all members shall have one vote with the exception of the President who shall vote only in the case of a tie vote. Matters not otherwise herein provided for shall require a majority vote of members present. A quorum of the Executive Committee shall be five (5) members.

The committee shall meet at least once annually, and the President may call the committee to meet as he feels necessary to conduct the business of the Society.

No members of the Society may obligate funds of the Society without the approval of the Executive Committee, and the Executive Committee may not enter into any contractual agreement for the expenditure of more than 50% of the Societies funds without the approval of the general membership. A report of policy making by the Executive Committee must be presented to the general membership for approval before execution of policy may be carried out by committees, delegates, or officers.

# WATERLOO DISTRICT DENTAL SOCIETY

## Committees, continued

### Sec. 2 Peer Review Committee

The Peer Review Committee shall function in regard to prepaid dentistry and shall upon request by the third party or the dentist, determine the relevancy of the usual, customary, and reasonable charges of treatment procedures to the terms of the contract, and may include an assessment of the quality of the procedure or services rendered.

The Peer Review Committee shall be appointed by the President with the approval of the Executive Committee.

### Sec. 3 Membership Committee

The Membership Committee shall consist of three active members who shall endeavor to secure as members every reputable practitioner of dentistry within the jurisdiction of this District.

### Sec. 4 Dental Health Committee

This committee is connected to the Iowa Dental Association by the Council on Dental Health and is headed by the District Representative on that Council. The District Representative is appointed by the President with the approval of the Executive Committee for a three-year term. The remainder of the Committee consists of a County Dental Health Representative from each of the counties in the District. It shall be the responsibility of this committee to carry out the policies and programs of the Council on Dental Health Week and to support National Dental Health Week.

### Sec. 5 Auditing and Budgeting Committee

The Auditing and Budgeting Committee shall prepare and present to the District membership a budget for the coming fiscal year. Approval of this budget will permit the Executive Committee to perform its afore mentioned functions. This committee shall also audit the books and accounts of the Society of the past fiscal year and make a report of that audit at the annual meeting of the Society.

### Sec. 6 Ethics, Intraprofessional, and Patient Relations Committee

The district level function is to serve as an arbitrating committee for inquiries from members of the general public who have a concern with dental treatment. In the event a grievance is in evidence, under certain conditions, the aggrieved party may apply for arbitrations.

# WATERLOO DISTRICT DENTAL SOCIETY

## Committees, continued

The committee attempts to arbitrate grievances arising between members of the society, between dental hygienists and dentists, and between other dental auxiliaries and dentists.

In addition, the committee has the responsibility of general supervision to see that members of the society conform to the "Principles of Ethics" and the Iowa Dental Practice Act.

Comments made by dentists, auxiliaries, and patients on cases heard by the committee shall be kept strictly confidential.

The full and specific responsibilities of the EIPR shall be as delineated in the Iowa Dental Association "EIPR Procedure Manual".

The EIPR committee shall be appointed by the President with the approval of the Executive Committee.

## Sec. 7 Other Committees

Additional committees necessary to conduct the business of the Society may be appointed by the President with the approval of a majority of the Executive Committee present. Any special committee may be disbanded if a majority of the Executive Committee present approves, and if it can be demonstrated that the need for that committee no longer exists.

## Chapter VIII Government

All Provisions in the Articles of Incorporation and By-Laws of the Iowa Dental Association which apply directly to the District Societies shall be considered a part of the government of this society.

## Chapter IX Meeting

### Sec. 1 Annual Meeting

This Society shall hold an annual meeting each year between the annual meeting of the Iowa Dental Association and December 31 following.

### Sec. 2 Special Meetings

Special meetings may be arranged for during the annual meeting or shall be called by the President at a request of twenty-five percent (25%) of the District Membership.



# WATERLOO DISTRICT DENTAL SOCIETY

Meetings, continued

## Sec. 3 Quorum

Fifteen (15) members shall constitute a quorum of the general membership for the transaction of business.

## Sec. 4 Rules of Order

Roberts Rules of Order shall be authority on all points of Order not mentioned in the Constitution or By-Laws.

## Chapter X Dues--Suspension--Reinstatement

### Sec. 1 Dues

The annual dues of this District Society shall be not less than twenty-five dollars (\$25.00), plus the prevailing annual per capita dues of the American Dental Association and the Iowa Dental Association. Upon receiving notification from the Executive Director of the Iowa Dental Association of the payment of said annual dues, the Secretary-Treasurer will record full membership in this District Society, the Iowa Dental Association, and the American Dental Association.

Such dues shall be payable annually by each member, except honorary members, and life members of the State Association shall be exempt from payment of District and State dues after reaching the age of sixty-five (65) years and 35 years of membership in good standing as provided in Chapter XI, Sec. 4 of the By-Laws of the Iowa Dental Association.

### Sec. 2 Junior Members

Student members of the American Dental Association shall, upon filing a regular application, be admitted to membership without the payment of dues for the remainder of the calendar year in which they complete their studies. The following year they shall be required to pay only the prevailing A.D.A. dues; thereafter, they shall pay the regular per capita dues of the District, State, and American Dental Association.

### Sec. 3 Suspension and Reinstatement

An active member whose dues for the current year have not been paid by March 31 may be reinstated to membership by paying his arrears not later than the next annual session of his district society. Thereafter, such person may be reinstated to membership by making application therefor and by paying to the district secretary in full the then current

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Dues, Suspension, and Reinstatement, continued

District, State, and American Dental Association dues, plus a reinstatement fee of \$5.00, said reinstatement fee to be divided equally between the Iowa Dental Association and the District society of the district in which he is practicing at the time of his application for reinstatement.

### Chapter XI Principle of Ethics

The Principle of Ethics of the American Dental Association and of the Iowa Dental Association shall be the Principle of Ethics of this Society.

### Chapter XII Amendments

These By-Laws may be amended at any meeting of the Society by a two-thirds (2/3) vote of the members present, provided the amendment has been submitted to the general membership in writing at any previous meeting but at least 90 days prior to the meeting at which a vote is taken.

### Chapter XIII Installation of Officers

The installation of officers shall take place just before adjournment of the annual meeting.