

BYLAWS OF THE WEST VIRGINIA DENTAL ASSOCIATION

Article I—Name

The name of this organization shall be the West Virginia Dental Association, a constituent of the American Dental Association, hereinafter referred to as "the Association" and "this Association".

Article II—Objects

The objects of this Association shall be to improve and protect the health of the public, to promote the art and science of dentistry, and to represent the interest of members of the dental profession and the public which it serves, and to encourage high standards in dental education and dental practice, to aid in the passage of just dental laws governing the practice of dentistry in the State of West Virginia, and may assist, when called upon, the State Board of Dental Examiners in its efforts to enforce fully the provisions of the State Dental Practice Act

Article III - Organization

- Section 1. This Association is a nonprofit corporation organized under the laws of the State of West Virginia.
Section 2. The registered office of this Association shall be known as the Central Office.
Section 3. This Association having been chartered by the American Dental Association, hereby declares its allegiance to the American Dental Association as a constituent society of that Association.

Article IV—Membership

- Section 1. Classification of members - The membership of the West Virginia Dental Association shall consist of six (6) classes:
1. Active Members
 2. Life Members
 3. Honorary Members
 4. Student Members
 5. Associate Members
 6. Affiliate Members
- Section 2. Active Members
- 2(a) The active membership shall consist of ethical dentists regularly licensed to practice dentistry in West Virginia, or graduate dentists holding rank as members of the faculty of a recognized dental school within the State, or graduate dentists serving on the staffs of regularly constituted government agencies in West Virginia and who are members in good standing of a component society holding a charter from this Association.
 - 2(b) Active members have the right to vote and to hold office. Active membership shall be indicated by a membership card to be issued annually through the American Dental Association.
 - 2(c) Active members having been members in good standing for twenty-five (25) consecutive years shall be eligible for a Silver Certificate and active members having been members in good standing for fifty (50) consecutive years shall be eligible for a Gold Certificate. The Executive Council shall make such designations and award suitable certificates. An annual review of the membership records by the Executive Secretary shall be the basis for such determination.
- Section 3. Life Members - A member of this Association who has been an active member of the American Dental Association for thirty-five(35) consecutive years or a total of forty (40) years of active membership, and having attained the age of sixty-five (65) years, may apply to his component society for life membership in this Association. A life member shall be entitled to all the privileges of an active member except that he shall not receive the Journal of the American Dental Association unless by subscription. Life members shall be exempt from the payment of all dues.
- Section 4. Honorary Members - Honorary membership may be conferred upon distinguished practitioners of dentistry who have honorably retired from practice, or distinguished persons who have contributed effectively to the advancement of the art and science of dentistry, and other persons whose interests in dentistry and efforts in its behalf have been of significant value to dental education and practice in West Virginia. No one eligible for active membership may be elected to honorary membership. Honorary members shall be exempt from payment of dues.

- Section 5. Student members - Student membership shall include those recent graduates of dental schools, or those who have completed a dental internship, residency, or graduate work, and who are student members of the American Dental Association when they begin the practice of dentistry in West Virginia.
- Section 6. Associate members - Dentists who are members in good standing of another constituent society of the American Dental Association but who have an interest in the activities of the West Virginia Dental Association may be admitted as associate members of this Association. An associate member in good standing shall be entitled to enjoy services provided by this Association for the benefit of its members, but shall not vote, be elected to office, appointed to any committee of this Association, or elected to the House of Delegates of the American Dental Association as a representative of the Association.
- Section 7. Affiliate members - Professionals who are not dentists but are in related areas of endeavor and who have a vested interest in the West Virginia Dental Association may be admitted as affiliate members of this Association. An affiliate member in good standing shall be entitled to enjoy any services provided by this Association for the benefit of its members, but shall not vote, be elected to any office, be appointed to any committee or similar position in the Association, or be elected to the House of Delegates of the American Dental Association.

Article V—In Good Standing

Any member of this Association is in good standing within the meaning of these bylaws:

- a. If his dues and assessments for the current year have been paid as provided for in these Bylaws;
- b. If he has not been suspended or expelled by his component society or by this Association; and
- c. If his license to practice in this state has not been revoked or suspended, or has been restored on appeal.

Article VI—Judicial Procedure, Charges and Appeals

- Section 1. Professional Conduct of members - The professional conduct of members of this Association shall be governed by the Principles of Ethics of the American Dental Association, the Code of Ethics of West Virginia Dental Association and the Code of Ethics of the component society within whose jurisdiction he practices, or conducts or participates in other professional dental activities.
- Section 2. Discipline of members by component societies.
- 2(a) Conduct subject to discipline - A member may be disciplined by his component society for (1) having been found guilty of a felony; (2) having been found guilty of violating the Dental Practice Act of West Virginia; or (3) violating the Bylaws of this Association or of his component society, the Principles of Ethics of the American Dental Association, the Code of Ethics of the West Virginia Dental Association or the Code of Ethics of the component society of which he is a member or within whose jurisdiction he practices, or conducts or participates in other professional dental activities.
 - 2(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 Section 2(a) of this article. 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 specific 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.
 - 2(c) Disciplinary proceedings - Before a disciplinary penalty is invoked against a member, the following procedure shall be followed by the component society wherein the charges are preferred:
 1. Charges. - Any person may bring a charge against a member of this Association by filing with the secretary of the component society of which he is a member, a written statement of the charges signed by the complainant. The secretary shall refer this statement to a committee appointed by the Executive Board of this component society which committee shall investigate the charges and report to the Executive Board of the component society in writing, together with their recommendations. If the Executive Board considers the report of the committee and such evidence as it may wish to consider sufficient to require disciplinary action, it shall call a special meeting to the members of the component society to hold a hearing to consider the charges.
 2. Notice - The board shall notify the accused member, in writing, of the charges brought against him and of the time and place of the hearing, such notice to be sent by registered mail, addressed to his last known address and mailed not less than twenty-one (21) days prior to the date set for the hearing. An accused member, upon his request, shall be granted

one postponement, for a period not to exceed thirty (30) days. The written charges shall include an official certified copy of the alleged conviction or determination of guilt, or a specification of the bylaws or ethical provisions alleged to constitute such violation.

3. Hearing - The Executive Board shall appoint a member of the component society to present the evidence at the special meeting of the membership. The accused member has the right to be heard at the special meeting and to present such evidence as he may desire and to be represented by legal counsel. When the component society hearing the charges does not provide for transcription of the hearing, the accused member, at his own expense, shall be entitled to arrange for the services of a court reporter to transcribe the hearing.
4. Decision - The component society, after hearing the evidence, may render any one of the following decisions:
 - a. It may censure
 - b. It may suspend
 - c. It may expel
 - d. It may exonerate

A majority vote of those present and voting at the meeting is required to censure, suspend or expel. If the component society fails to act on the evidence submitted or fails to censure, suspend, or expel, the accused member, he shall stand exonerated. Every decision which shall result in censure, suspension or expulsion shall be reduced to writing and shall specify the charges made against the member, the fact which substantiates any or all of the charges, the verdict rendered, the penalty imposed, and a notice shall be mailed to the accused member so informing him together with his right to appeal. Within ten (10) days of the date on which the decision is rendered, the secretary of the component society shall send a copy thereof by registered mail to the last known address of each of the following parties: the accused member, the secretary of the West Virginia Dental Association, the chairman of the Judicial Count of the American Dental Association, and the Executive Director of the American Dental Association.

- Section 3. Appeals from decision of the component society - An accused member under sentence of censure, suspension, or expulsion, shall have a right to appeal from a decision of his component society to the Executive Council of the West Virginia Dental Association by filing an appeal in an affidavit form with the secretary of the West Virginia Dental Association within thirty (30) days after such sentence has been rendered.

Every party to an appeal shall be entitled to submit a brief in support of his or its position. The accused member initiating the appeal shall submit his brief to the secretary of the West Virginia Dental Association within forty-five (45) days from the date upon which the decision appealed from was rendered.

If the accused member does not file an appeal with the West Virginia Dental Association within the thirty (30) day period allowed, the secretary of the West Virginia Dental Association shall notify all parties of the failure to file an appeal, and the sentence shall take effect as of the date of the notice.

- Section 4. Appeal proceedings by the Executive Council of the West Virginia Dental Association.

- 4(a) Hearing on appeals - An accused member shall be entitled to a hearing by the Executive Council of the West Virginia Dental Association provided that such appeal satisfied the requirements of Section 3 of this article, and shall be permitted to be represented by legal counsel. A party need not appear for his appeal to be heard by an appellant agency.
- 4(b) Notice of filing of appeal - The secretary of the West Virginia Dental Association, upon receipt of notice of appeal, shall immediately request the component society which preferred charges to furnish to the Executive Council which has received the appeal and to the accused member, a transcript of, or an officially certified copy of the minutes of the hearing accorded the accused member. The transcript or minutes shall be accompanied by certified copies of any affidavits or other documents submitted as evidence to support the charges against the accused member or submitted by the accused member as a part of his defense. Failure of the component society to furnish the transcript of minutes and certified copies of affidavits and documents within the thirty (30) days and request shall result in dismissal of the charges by the Executive Council.
- 4(c) Notice of hearing - The Executive Council of the West Virginia Dental Association, upon request of an appeal, shall notify the component society concerned and the accused member of the time and place of the hearing, such notice to be sent by registered mail to the last known address of the parties to the appeal and mailed not less than thirty (30) days prior to the date set for the hearing. Granting of continuances shall be at the option of the Executive Council hearing the appeal.
- 4(d) Appeals jurisdiction - The Executive Council shall be required to review the decision appealed from to determine whether the evidence before the component society which preferred charges against the accused member supports the decision of the component society

or warrants the penalty imposed. The Executive Council 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 accused member may elect to rely on the record and/or on an oral presentation and not file a brief.

- 4(e) Decisions on appeal. - Every decision on appeal shall be reduced to writing and shall state clearly the conclusion of the Executive Council and the reason for reaching that conclusion. The Executive Council shall have the discretion to (1) uphold the decision of the component society which preferred charges against the accused member; (2) reverse the decision of the component society which preferred charges and thereby exonerate the accused member; (3) deny an appeal which fails to satisfy the requirements of Section 3 of this article; (4) refer the case back to the component society which preferred charges for new proceedings, if the rights of the accused member under all applicable laws were not accorded him; or (5) to uphold the decision of the component society which preferred charges against the accused and reduce the penalty imposed.

Within ten (10) days of the date on which a decision on appeal 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 component society of which he is a member, the chairman of the Judicial Council of the American Dental Association and the Executive Director of the American Dental Association.

- Section 5. Appeals from decision of the Executive Council of the West Virginia Dental Association - Such an accused member of the component society concerned shall have the right to appeal from a decision of the Executive Council of the West Virginia Dental Association to the American Dental Association in accordance with the bylaws of the American Dental Association.
- Section 6. Final Appellant action - No disciplinary penalty may be invoked against a member until final appellate action has been taken or until the time within which appellate action may be taken has elapsed and no appeal has been taken.
- Section 7. Conformity to American Dental Association bylaws - Anything in this article to the contrary notwithstanding, all proceedings shall be in conformity with the bylaws of the American Dental Association as presently constituted or as may be amended.

Article VII—Indemnification of Officers and Executive Councilmen

This Association shall indemnify and hold harmless each Executive Council member and all officers, now or hereafter serving the Association, from and against all claims and liabilities to which he may be or become subject by reason of his now or hereafter being or having heretofore been a councilman and/or officer of the Association and/or by reason of his alleged acts or omissions as a councilman and/or officer as aforesaid and shall reimburse each councilman and each officer of the Association for all legal and other expenses reasonably incurred by him in connection with the defending against any such claims or liabilities provided, however, that no councilman or officer shall be indemnified against or be reimbursed for any expenses incurred in defending against any claim or liability arising out of his own negligence or willful misconduct. The foregoing rights of councilmen and officers shall not be exclusive of other rights to which they may be entitled lawfully.

Article VIII—Component Societies

- Section 1. Organization - Component societies may be organized in various areas of the State which shall include within their jurisdiction all practicing dentists within the specified territorial limits of each.
- Section 2. Charter: constitution and bylaws - Any local dental organization that shall adopt a constitution and bylaws acceptable to this Association shall, on application to, and approval by the Executive Council, receive a charter from and become a component part of this Association. Such constitution and bylaws shall not be in conflict with, or limit, the bylaws of the West Virginia Dental Association, and the component society shall file a copy thereof and any changes which may be made thereafter with the American Dental Association and this Association.
- Section 3. Membership in component society - Membership in a component society of this Association shall be a prerequisite to membership in the Association. The granting of membership to a person by a component society shall *ipso facto* qualify such person for membership in, and constitute him a member of this Association. The provisions of Article IV of these bylaws relating to classification of, and qualifications for, membership shall be applied by a component society in considering and in acting upon, an application for membership and shall be the only membership criteria imposed by the component society other than requirements relating to the applicant's residence or maintenance of a

place of practice within the society's geographical area and the payment of such fees and dues as shall properly have been made a membership prerequisite.

- Section 4. Prerequisite to membership in West Virginia Dental Association and American Dental Association - In order to become a member or retain membership in this Association and in the American Dental Association, dentists who are located within the jurisdiction of a component society must become members of said component society, unless granted waiver of jurisdiction.
- Section 5. Reinstatement of member - Application for reinstatement shall take the same course as the original application for membership and shall be accompanied by such fees as are applicable.
- Section 6. Membership in adjoining society - A dentist living near a boundary line between the two component societies may hold membership in the component society which is most convenient for him to attend, providing permission is given by the society in whose jurisdiction he resides.
- Section 7. Change in location of practice - A member of the West Virginia Dental Association who changes his location of practice from the jurisdiction of one component society to that of another may assume membership in the latter society upon approval of the component society with jurisdiction over his new location.
- Section 8. Dues - A component society may fix an amount of annual dues which it deems necessary to conduct effectively the affairs of the society.
- Section 9. Collection of dues; reports to central office; annual statements - The component society shall collect all component, state, and American Dental Association dues of component members; shall issue all membership cards; shall report the Central Office of this Association the names of members in good standing, names of delinquent members, and shall make a statement at the end of the fiscal year showing the general financial condition of the society, the number of meetings held during the previous year, and the number of members attending each meeting.
- Section 10. Notification of change in membership - Each component secretary shall notify the Central Office immediately of the death, resignation, expulsion, or change of address of any member of the society.
- Section 11. Code of ethics - Component societies shall adopt the Code of Ethics of the West Virginia Dental Association and of the American Dental Association.
- Section 12. West Virginia Dental Association and American Dental Association bylaw amendments - Any amendment to the bylaws of the West Virginia Dental Association or to the constitution and bylaws of the American Dental Association is binding on every component society.
- Section 13. Fiscal year; annual meeting; election of officers - Component societies shall operate in a fiscal year that conforms to the fiscal year of this Association and shall install newly elected officers at the annual meeting. Such annual meeting shall be held not later than thirty (30) days prior to the beginning of the fiscal year. The secretary of each component society shall certify to the Central Office of this Association the names and addresses of the officers not later than ten (10) days following their election.
- Section 14. Designation of component societies. - The following component societies are recognized as having been chartered by the West Virginia Dental Association:
1. Blennerhassett Dental Society
 2. Eastern Panhandle Dental Society
 3. Greenbrier Valley Dental Society
 4. Huntington Dental Society
 5. Kanawha Valley Dental Society
 6. Logan-Mingo Dental Society
 7. Marshall-Wetzel-Tyler Dental Society
 8. Mercer-McDowell Dental Society
 9. Monongahela Valley Dental Society
 10. New River Dental Society
 11. Potomac Valley Dental Society
 12. Wheeling District Dental Society
- Section 15. Geographic boundaries of component societies - The following West Virginia counties will be considered the geographic boundaries of the component societies:
1. Blennerhassett—Calhoun, Pleasants, Ritchie, Roane, Wirt and Wood
 2. Eastern Panhandle—Berkeley, Jefferson, and Morgan
 3. Greenbrier Valley—Greenbrier, Monroe, Pocahontas, and Summers
 4. Huntington—Cabell, Lincoln, Mason, and Wayne
 5. Kanawha Valley—Boone, Braxton, Clay, Jackson, Kanawha, Nicholas, and Putnam
 6. Logan-Mingo—Logan and Mingo
 7. Marshall-Wetzel-Tyler—Marshall, Tyler, and Wetzel
 8. Mercer-McDowell—McDowell and Mercer
 9. Monongahela Valley—Barbour, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Upshur, and Webster

10. New River—Fayette, Raleigh, and Wyoming
11. Potomac Valley—Grant, Hampshire, Hardy, Mineral, Pendleton, and Tucker
12. Wheeling District—Brooke, Hancock, and Ohio

- Section 16. Revocation of charter of component society - The charter of a component society may be revoked in, and only in, the manner set out in 28 subparagraphs (a) through (e) following, to-wit:
- (a) Upon the Executive Council having adopted a resolution determining to proceed to revoke the charter of a component society, specifying the reason or reasons therefor, and fixing a date for a hearing thereon, a notice of such determination, of the date of such hearing, and their right to be heard thereat, shall be mailed by the secretary to each member and officer of such component society at his office or residence address as shown on the records in the Central Office, to which notice there shall be attached a copy of such resolution. The date for such hearing shall be not sooner than 30 days or more than 60 days from the date of the mailing of the notice.
 - (b) At such hearing, each member and each officer of such component society shall have the right to be heard on the issue of such revocation and, if he shall so elect, may be represented by counsel.
 - (c) If, after such hearing, the Executive Council believes that one or more of the reasons for charter revocation set forth in the resolution mentioned in subsection (a) of this section has been established and that just cause exists for such charter revocation, it shall, by a three-fourths (3/4ths) vote of the entire number of the members of the Executive Council, adopt a resolution revoking such charter and reassigning the geographical area of such component society to one or more other component societies. Forthwith thereafter, a copy of such resolution of revocation shall be mailed by the secretary to each member of the component society whose charter was revoked and to the secretary of each component society to which any part of the reassigned area was assigned.
 - (d) The component society whose charter shall have been thus revoked and any member or members thereof shall have the same rights of appeal as are granted to individual members under the provisions of Sections 5 and 6 of Article VI of these bylaws. If, following appellate proceedings, the charter of such component society is reinstated, the Executive Council shall adopt an appropriate resolution reestablishing such component society, rescinding such previous re-assignment of geographical area, and reinstating all component members to membership therein.
 - (e) The revocation of the charter of a component society under the authority of this section shall in no way adversely affect the civil or contractual rights of any member in good standing of such component, and all such members in good standing shall be eligible for membership in the component society to which has been assigned the geographical area in which he maintains his practice or residence.

Article IX—Dues and Assessments

- Section 1. Active members - The dues for an active member shall be due January 1st of each year. Dues are payable to the secretary-treasurer of the component society who shall forward same to the treasurer of this Association. The annual dues for active members of this Association shall be an amount proposed by the Executive Council and approved by a vote of at least three-fourths (3/4ths) of the members of the Council present and voting in person or by proxy.
- Section 2. Recently graduated dentists. - Recently graduated dentists, licensed and practicing in West Virginia, who are student members of the American Dental Association, in good standing, shall be eligible for membership in the West Virginia Dental Association without further payment of dues until December 31 of the year in which they shall have graduated from dental school. Dues for the first calendar year after termination of student membership shall be determined by a vote of at least three-fourths (3/4ths) of the members of the Executive Council present and voting in person or by proxy plus such annual dues as may be established for former student members of the American Dental Association by that Association.
- Section 3. Associate and affiliate members. - The annual dues for associate and affiliate members of this Association shall be an amount decided upon by three-fourths (3/4ths) vote of the Executive Council.
- Section 4. Member receiving assistance - A member of the Association, while receiving assistance from the Relief Fund of this Association, shall be exempt from payment of dues and shall be considered to be in good standing during the period of such assistance.
- Section 5. Member in arrears - Any member who may be in arrears for his current year's dues as of March 1 of that year shall be informed by mail by the secretary of his component that his membership will terminate March 31st unless his dues are received by that date. Any member so dropped may regain his membership within the calendar year by the payment of the current year's dues and a penalty fee of \$5.00 to be paid to the component society to which he must apply for reinstatement.

- Section 6. Members in armed service - The constituent and component society dues of an active member, in good standing, who has entered the armed services as a non-career officer shall be waived during the period of such service.
- Section 7. Member returning from federal dental service - Any graduate dentist from an accredited school of dentistry who holds membership in the American Dental Association on a national-direct basis, may upon his return to practice in West Virginia after release from active duty federal dental service, be accorded good standing in a component society and in the constituent society by the payment of such component and constituent fees, and/or assessments, as may be due, computed on a pro-rated basis from the time of his return to practice and the end of the fiscal year. Such member, while in the federal dental service, shall not be included in the tally of the membership of the component society for the purpose of determining such society's representation on the Executive Council under the provisions of Article XII, Section 2 of these
- Section 8. Assessments. - No assessment may be levied against the members of this Association except by means of an amendment to these bylaws.

Article X—Officers and Their Duties

- Section 1. Elective officers and representatives -
- 1(a) Designation - The elective officers of this Association shall be a president, a vice-president, a president-elect, a secretary, and a treasurer, all of whom shall be active members of this Association. The following respective positions shall also be filled by election: delegates and alternates to the American Dental Association; candidates for the West Virginia Board of Dental Examiners.
 - 1(b) Election - Elective officers shall be elected and installed at the regular semi-annual session of the General Assembly held on July 9 of each year. Delegates and alternates to the American Dental Association shall also be elected at such session.
 - 1(c) Voting at elections - Elections shall be conducted by written secret ballot.
 - 1(d) Terms of office. - Each elective officer and representative of the Association designated in Section I(a) of this article, other than delegates to the American Dental Association and members of the West Virginia Board of Dental Examiners, shall be elected for a term of one (1) year, which term shall coincide with the fiscal year of the Association next following his election.
 - 1(e) Vacancies in elected offices. - Vacancies in elected offices or representative positions designated in Section I(a) of this article other than that of a member of the Board of Dental Examiners shall be filled for the unexpired term by a majority vote of the Executive Council. A vacancy in the office of president shall be filled without election by the president-elect who shall serve the unexpired term plus the next regular term. In the event the office of president elect becomes vacant, the office of president for the ensuing year shall be filled at the next regular meeting of the General Assembly in the same manner as that provided for the nomination and election of elective officers, except that the ballot shall read "President for the ensuing year."
 - 1(f) Restriction on making agreements. - No elective or appointive officer or group of elective or appointive officers shall make or execute any contract, agreement, lease, or any other document which is binding upon this Association without prior majority approval of the members of the Executive Council in a regular, or special meeting called for this purpose, and in no event shall any such document be completed prior to review by the Association's legal counsel.
- Section 2. President -
- 2(a) It shall be the duty of the president to serve as the official representative of this Association in its contacts with governmental, business and professional organizations for the purpose of advancing the objectives and policies of the Association.
 - 2(b) The president shall preside at all meetings of the General Assembly and of the Executive Council.
 - 2(c) The president shall cast the deciding vote in all cases of a tie; he shall call special meetings of the Executive Council upon the written request of the majority of the members of that body; and he shall perform such other duties as may from time to time become the responsibility of a president.
 - 2(d) The president shall appoint all committees not otherwise provided for, and shall be an ex-officio member of all standing committees.
- Section 3. President-elect - in the absence of the president, the president-elect shall preside at the meetings of the General Assembly and of the Executive Council, and shall perform all other duties incumbent upon the president. He shall attend the Annual State Society Officers Conference conducted by the American Dental Association. The Executive Council shall include an appropriation in the budget toward paying the expenses incurred by him in attending the conference. The president-elect shall succeed to the presidency without election.

Section 4. Vice-presidents - In the absence of both president and president-elect, the vice-president shall preside at the meetings of the General Assembly and of the Executive Council, and shall perform all other duties pertaining to the office of president.

Section 5. Secretary -

- 5(a) The secretary shall keep an accurate record of the proceedings of all meetings of the General Assembly and of the Executive Council and shall issue announcements and calls for all meetings, regular and special. He shall have charge of and sign all official notices and official correspondence. He shall be the custodian of the seal of the Association and of all official papers, documents and insignia, and of all papers presented to or read before the Association at its annual meeting. He shall notify all officers of their election and all committee members of their appointments. He shall file in the Central Office of the Association, the original minutes taken at each regular or special session of the General Assembly and shall retain a copy thereof in a secure place for at least five (5) years, and for as much longer as, in his opinion, such copy may be needed for reference purposes.
- 5(b) The secretary shall assemble and forward to the chairman of the History Committee data including the original minutes of the meetings, all reports not a part of the minutes, and all such correspondence as may possibly be of scientific value in the future and scientific papers read before the Association.
- 5(c) The secretary shall be elected annually and may not serve more than ~~eight~~ **four (4)** consecutive terms.

Section 6. Treasurer -

- 6(a) The treasurer shall be the custodian of all monies and securities belonging to the Association and shall hold the same subject to their disposal by the direction of the Executive Council.
- 6(b) The treasurer shall receive state constituent and American Dental Association dues of members of component societies, and shall remit to the Executive Director of the American Dental Association such annual dues as may be assessed by the American Dental Association.
- 6(c) The treasurer shall receive all other monies that may accrue to the Association from commercial exhibits and other remunerative activities engaged in by the Association or by any of its committees.
- 6(d) The treasurer shall collect all monies due the account of the West Virginia Dental Journal and shall pay all bills incurred in editing and publishing the Journal when properly certified by the editor or the secretary of the Association.
- 6(e) The treasurer shall pay out money in his custody only on the order of the president countersigned by the secretary. He shall pay all bills officially incurred by the officers of the Association and by those standing and other committees authorized to act for the Association.
- 6(f) The treasurer shall set upon his books various funds to be designed as the General Fund, the Journal Fund, and the Relief fund and such other special funds as may be approved by the Executive Council.
- 6(g) The treasurer shall keep a record of all receipts, and of all expenditures, relating to the various funds, shall retain the vouchers thereof, and shall present them to the accounting firm making the annual audit, and the annual audit report shall be distributed to all Executive Council Members, and only the balance sheet shall be published annually in the W. Va. Dental Journal immediately following the receiving of such audit by the Executive Council.
- 6(h) The treasurer shall be bonded in an amount to be fixed by the Executive Council, the premium on the bond to be paid by this Association.
- 6(I) The treasurer may not serve more than four consecutive terms.

Section 7. Delegates to the American Dental Association -

- 7(a) The delegates to the American Dental Association in such numbers as may be established by the total membership of this Association in the American Dental Association shall be elected for a three-year term. A delegate may serve for consecutive terms. Alternates equal in number to the delegates shall be elected annually. **The President-Elect of this Association shall automatically be elected and designated an alternate delegate.** At least one delegate shall be elected each year. In the event of a vacancy in the office of delegates, a delegate shall be elected to fill the unexpired term.
- 7(b) The delegates to the American Dental Association shall be the official representatives of this Association in the House of Delegates of the American Dental Association. They shall at all times endeavor to fulfill their duties as prescribed by the constitution of the American Dental Association in such manner as will best promote the welfare of the American Dental Association and the interests of this Association. In the absence of one or more of the delegates, the duly

accredited alternate or alternates will serve with the same powers and duties as the delegates and be seated according to rules and procedures of the American Dental Association.

Section 8. ~~Recommendations for State Board appointment—For each vacancy on the State Board of Dental Examiners occurring by reason of the expiration of the term of a member of such board, each component society of the West Virginia Dental Association shall elect one nominee, and, at least sixty days prior to the regular semi-annual session of the General Assembly next preceding the date on which the nomination must be submitted to the Governor shall notify the Central Office thereof. In the event any such person so nominated is unwilling or, for any reason, is unable to serve as such board members or to be a nominee therefor, the component society by whom such person was elected may, at any time prior to the action of the General Assembly mentioned in the next succeeding sentence hereof, elect a replacement nominee and notify the Central Office or the executive secretary thereof. From the nominees so designated, the General Assembly, at such regular semi-annual session, shall elect three nominees whose names shall, prior to the first day of the succeeding November, be submitted in writing to the Governor of West Virginia as a panel of nominees from whom appointment by him to fill such vacancy shall be made.~~

Recommendations for State Board appointment - For each vacancy on the State Board of Dental Examiners occurring by reason of the expiration of the term of a member of such board, each component society of the West Virginia Dental Association shall elect one nominee, and, at least ninety days prior to the regular semi-annual session of the General Assembly next preceding the date on which the nomination must be submitted to the Governor shall notify the Nominations Committee thereof. From the nominees so designated, the Membership, in the manner designated in Article XIII, Section 15 (b) , shall elect three nominees whose names shall, prior to the first day of the succeeding November, be submitted in writing to the Governor of West Virginia as a panel of nominees from whom appointment by him to fill such vacancy shall be made.

For each vacancy in an unexpired term of a member of the State Board of Dental Examiners, the secretary shall, upon receipt by the president of the Association of a request from the Governor, for nominations from which to fill such vacancy, forthwith notify each component society of the West Virginia Dental Association, of such request, and advise each such component society of a date (which shall not be later than ten (10) days from the receipt by the president of such request from the Governor) within which the names of nominees shall be received by the executive secretary. Each component society shall elect one nominee for such vacancy, and, on or before the date so specified, shall notify the Central Office thereof. Within ten days following the date specified for the receipt by the Central Office of nominations, the Executive Council, either by meeting or by mail vote, shall elect from the nominees so designated three nominees whose names shall be forthwith submitted to the Governor as a panel from which appointment by him to fill such vacancy shall be made.

Article XI—Appointive Officers

Section 1. The Executive Secretary -

- 1(a) There shall be an executive secretary who shall be employed and compensated at the will and discretion of the Executive Council. He shall assist all elected officers and ADA delegates of this Association. He shall give bond in an amount required by the Executive Council and perform such other duties as are prescribed by the Executive Council or by these bylaws. The Executive Secretary shall work under the supervision of the elected secretary.
- 1(b) The educational and experience qualification required for appointment to this position shall be such as to guarantee the satisfactory discharge of the duties involved. Formal college education is desirable: business education and experience are essential: Qualities of leadership are necessary; public relations aptitudes are important, ability to do constructive work in terms of office policy is a basic qualification.

Section 2. Editor -

- 2(a) An editor for the West Virginia Dental Journal shall be appointed annually by the Executive Council, and upon appointment become a bona fide voting member of the Executive Council with full privileges of an Executive Council member. He shall assume the responsibility of collecting the editing copy to be published in the Journal, and shall solicit advertisements personally or shall delegate the responsibility of securing advertisements to a special agent under conditions approved by the Executive Council.

- 2(b) The Journal shall be published quarterly in the months of January, April, July, and October. All copy properly edited and carefully assembled in a manner easily followed by the printer shall be submitted to the Central Office conveniently in advance of one official date of contemplated issue, for publication and distribution by the Central Office.
- 2(c) All income on the Journal account of any sort shall accrue to the treasurer of this Association and shall be paid to the treasurer of the Association to be deposited to the credit of the Journal account.

Article XII—The Executive Council

- Section 1. Creation and composition - There shall be an Executive Council which shall consist of the two living immediate past presidents, the president, president-elect, vice-president, secretary, and the treasurer of this Association; the editor of the West Virginia Dental Journal; a senior delegate to the American Dental Association; and delegates from each component society duly elected as provided in Section 2 of this Article and one student member of the American Dental Association who is an officially certified delegate from the West Virginia University Dental School Chapter of The American Student Dental Association. This student delegate shall be a voting member of the Executive Council and shall be permitted to enter into discussions during council meeting, and also serve on committees of this Association. The school chapter shall also certify an alternate delegate to the Executive Council to represent the student chapter in the event the certified delegate is unable to attend an Executive Council meeting. This alternate delegate shall be permitted to observe Executive Council meetings and speak on issues only after obtaining permission from the chair. This alternate delegate may also serve on the committees of this Association. The student chapter must certify to the Executive Director of this Association in writing before January 1 of each year the student member that will be certified delegate and the student member that will serve as the alternate delegate.
- Section 2. Representation by component societies - Each component society shall elect one delegate for the first forty members or fraction thereof, and one delegate for each additional forty members or major fraction thereof, as determined by the secretary's roster on December 31 of the previous year. A corresponding number of alternates shall be elected each year by each component society. In the event of the inability of a delegate to attend a meeting of the Executive Council, his alternate may attend in his stead. In the event of the inability of both the delegate and his alternate to attend, the delegate may be represented at such Executive Council meeting by a member of the Association authorized to do so by written proxy, signed by the delegate. The alternate or proxy, as the case may be, shall have the same right to participate in, and vote at, such meeting as would the delegate if personally present.
- Section 3. Proxies - other than as specifically authorized under the provisions of Section 2 of this article, a member of the Executive Council may not attend and vote at a meeting of the Council by proxy.
- Section 4. Meetings; notice - The Executive Council shall meet in a regular session in conjunction with but preceding the commencement of each regular semiannual session of the General Assembly. It shall meet in a special session on one or more other occasions during the fiscal year upon call by resolution adopted by the Executive Council; upon call of the president, joined by at least one other elective officer of the Association; or upon call signed by a majority of the members of the Executive Council. A written notice of each regular or special meeting of the Executive Council, showing the time and place of the meeting, shall be mailed by the secretary to each Council member at least 30 days prior to the meeting: Provided, that if, in the opinion of the president and one other elective officer of the Association, an emergency exists which justifies such action, the written notice may be mailed such period of time prior to the meeting as shall be feasible. A written agenda of the meeting shall be mailed to each member by the secretary prior to the meeting.
- Section 5. Powers - It shall be the duty of the Executive Council to transact and manage the business and other affairs of the Association. It shall exercise all powers, and perform all duties, of the Association not otherwise vested by the article of incorporation, by the bylaws, or by the laws of the State of West Virginia or of the United States in the members of the Association or in an officer or in a statutory committee of the Association
- Section 6. Annual report - The Executive Council Shall through the president make an annual report to the General Assembly.

Article XIII - Committees

- Section 1. Classification of committees - Four kinds of committees are hereby created to carry out the objectives of this Association: statutory committees, standing committees, task force committees, and convention committees.

Section 2. Finance and Budget Committee - The Finance and Budget Committee is created as a statutory committee of this Association and shall conform to the requirements of the West Virginia statutory code applicable to committees of non-profit corporation, and with the provisions of sub. sections 2(a) and 2(b) of this section.

2(a) Composition - The committee shall be composed of the president-elect, the treasurer, the secretary and two members of the Executive Council chosen by resolution of the Executive Council adopted by a majority of the Council members in office. The Executive Secretary shall be an ex-officio member without voting privileges. The treasurer shall act as the chairperson of this committee.

2(b) Duties - The duties and authority of this committee shall be the following:

1. To prepare an annual budget for the following fiscal year which is to be submitted at the regular meeting of the Executive Council immediately preceding the commencement of each fiscal year of the Association. The proposed budget will be submitted to the Executive Council thirty days (30) prior to the meeting.
2. This committee shall also have the authority to act on and approve specific requests for funds during the interim between meetings of the Executive Council limited to the appropriate category of the budget previously approved by the Executive Council.

Amendment to remove section 3 through section 20 and replace with the following sections:

Section 3. Standing Committees

3(a) Designation. The standing committees of this Association shall function on approval of the Executive Council and under the authority of these bylaws and are designed as follows:

Legislation and Bylaws Committee (Section 4)

Dental Education and Public Relations Committee (Section 5)

Dental Care Programs Committee (Section 6)

History and Necrology Committee (Section 7)

Hospital Dental Service Committee (Section 8)

Insurance and Membership Benefits Committee (Section 9)

Laboratory and Trade Relations Committee (Section 10)

Nominations Committee (Section 11)

Peer Review and Patients Relations Committee (Section 12)

Professional Relations (Ethics) and Relief Assistance Committee (Section 13)

Task Force Committees (Section 14)

3(b) Composition. The composition of all standing committees shall be specified in the appropriate subsections of this article captioned "Composition."

3(c) Appointment. All appointments to membership on standing committees shall be made by the Executive Council at its regular meeting next immediately preceding the commencement of each fiscal year of the Association upon nomination for such appointment made by the President. Appointments shall be for the respective terms designated in the subsections of this article captioned "Composition." Each committee appointee shall be notified in writing by the Central Office of his appointment, of the full committee membership and of the duties of the committee. Each appointee shall promptly notify the Central Office of his acceptance or rejection of the appointment. In the event the Executive Council declines to appoint a nominee of the President and for that reason is unable to make an appointment, or in the event an appointee rejects the appointment, then, in either such event, the Executive Council shall thereafter make the appointment upon further nomination or nominations therefore by the President. Where applicable, committee members who have demonstrated superior interests in the activities of a specific committee, should be considered for renomination and reappointment thereto.

3(d) Chairperson and vice-chairperson. The President shall recommend a chairperson and vice-chairperson to the Executive Council unless otherwise designated in the appropriate subsection of this article captioned "Composition." Selection of the chairperson and vice-chairperson shall be made by the Executive Council, consideration in that regard being given to the recommendations of the President. Those individuals selected shall be notified in writing of their respective positions by the Central Office. Each chairperson and vice-chairperson shall notify the Central Office in writing of his acceptance or rejection. A chairperson may not succeed himself in such position for the next following fiscal year unless so permitted in the appropriate subsection of this article captioned "Composition."

3(e) Duties of chairperson and vice-chairperson. It shall be the duty of the chairperson of each standing committee to:

1. Submit to the budget and finance committee for its consideration a proposed budget for his committee for the ensuing fiscal year to be incorporated within the Association budget for such fiscal year, such submission to be made at least 90 days prior to the commencement of each fiscal year.

2. Make a report of any and all receipts and expenditures for the next immediately preceding fiscal year to the Executive Council at its first regular meeting following the end of such preceding fiscal year.

3. Submit a fiscal year-end report to cover the number of meetings held, items of business covered, members in attendance, and recommend to the President those committee persons who are worthy of reappointment.

4. The vice-chairperson shall assume the duties of the chairperson during his or her absence.

Section 4. Legislation and Bylaws Committee

4(a) Composition. The Legislation and Bylaws Committee shall consist of five (5) active or life members. All elected officers and the Executive Director shall be ex-officio members. The members of this committee shall serve for a three (3) year term.

4(b) Duties

1. To protect and further the interests of the public and the dental profession in matters of legislation and regulations of any department board, or agency of the State of West Virginia.
2. To keep informed on all bills presented to the State Legislature that pertain to dentistry or health laws of this State.
3. To inform the membership on issues and actions related to enactment and enforcement of legislation affecting dental health and the practice of dentistry.
4. To represent the dental profession during sessions of the State Legislature or to aid the Executive Council in arranging for such representation.
5. To study the State Dental Practices Act and Regulations of the Board of Dental Examiners and recommend appropriate changes for the continued good health and welfare of the people.
6. To maintain liaison with the Council on Legislation of the American Dental Association, the secretary of the State Board of Dental Examiners, and legislative agencies of the allied health groups.
 - (a) To maintain liaison with the Auxiliaries to this Association so all may be informed on issues and actions affecting dental health and the practice of dentistry
7. To become experts on the contents of the bylaws so that during the session of the Executive Council, the committee members may be called upon to assist in the proper interpretation of the bylaws of the Association.

8. To annually review the bylaws to be consistent with current attitudes of the dental profession and the activities of the American Dental Association.

9. To prepare or to assist in the preparation of proposed amendments to the bylaws and articles of incorporation of this Association.

Section 5. Dental Education and Public Relations Committee

5(a) Composition. The Dental Education and Public Relations Committee shall consist of seven (7) active or life members. The President-Elect shall serve as chairperson of this Committee, The President-Elect of the Auxiliary to this Association may be an ex-officio member of this Committee if the auxiliary so chooses.

5(b) Duties

1. To provide the state leadership and develop the state plan for National Children's Dental Health Month, and coordinate the activities of the component societies and the auxiliaries to the West Virginia Dental Association during this specific month.
2. To devise and promote plans that will serve to educate the public to the importance of oral health and about the activities of this Association.
3. To become knowledgeable Of the activities of the American Dental Association,
 4. To develop, implement, and maintain a program of continuing education for dentists, dental auxiliary and technicians of certified dental laboratories of the State.
 5. To meet with the director of continuing education of the School of Dentistry in order to assist with the committee's implementation of continuing education programs.
 6. To serve as a liaison between the Association and its component societies in matters of continuing education.
 7. To determine the availability of assessment programs and report such information to the members of the Association.
 8. To become informed of the curriculum research activities of the School of Dentistry by meeting annually with the dean and the administrative staff.
 9. To consider matters pertaining to duties, training programs and curricula of dental auxiliaries.
 10. To advise and make recommendations to the educational agencies and to the State Board of Dental Examiners of West Virginia in matters concerning dental and dental auxiliary education.
 11. To utilize the officers, or cooperating committees from auxiliary organizations, as necessary for consultation.

Section 6. Dental Care Programs

6(a) Composition. The Dental Care Programs Committee shall consist of the President Elect and five (5) active or life members of this Association selected annually. The Vice-President shall serve as chairperson.

6(b) Duties

1. To provide liaison with insurance carriers and local, state and federal agencies which provide, or seek to provide, dental health service with private or public funds.
2. To study the socio-economic status and trends of dentistry in relation to the dental health of, and provided for the public; and to consider related problems as directed by the Executive Council.

Section 7. History and Necrology Committee

7(a) Composition. The History and Necrology Committee shall consist of five (5) active or life members. The chairperson of this committee shall serve for a period of two (2) years.

7(b) Duties

1. To gather and organize material relating to the history of dentistry in West Virginia, in accordance with a plan approved by the Executive Council.
2. To determine a proper storage place for all historical property items and maintain an inventory of these items.
3. To collect and preserve rare old instruments and equipment that have museum value.
4. To develop a collection of pictures distinguished dentists of the State, including all past presidents of the Association.
5. Periodically to prepare a display of materials at such of the regular semi-annual meetings at the General Assembly as shall be appropriated.
6. To prepare a formal report on members that have died in the previous year and read this report at the annual session so it will become a part of the Association's permanent record.

Section 8. Hospital Dental Service Committee

8(a) Composition. The Hospital Dental Service Committee shall consist of seven (7) active or life members selected annually.

8(b) Duties

1. To consider matters pertaining to dentistry in the hospitals of this State.
2. To encourage hospital administrators in the importance of attention to the dental health needs of the community.
3. To provide assistance in the improvement of hospital dental services.
4. To act as an advisory board to the hospital administration in any problems related to dentistry.

Section 9. Insurance and Membership Benefits Committee

9(a) Composition. The Insurance and Membership Benefits Committee shall consist of twelve (12) active or life members, one of whom shall be selected annually from each component society. The Executive Director and the student delegate to the Executive Council shall serve as ex-officio members.

9(b) Duties

1. To consider the problem of insuring the members of this Association in any manner whatsoever.
2. To investigate all insurance programs sponsored by, or proposed to this Association and the American Dental Association annually and report their findings and recommendations to the Executive Council.
3. To publish annually in the *Journal* of the West Virginia Dental Association information relative to insurance programs and any other programs that benefit the membership and are available to the membership by this Association and/or the American Dental Association.
4. To develop a membership packet and informational program or benefits and the insurance programs of the West Virginia and American Dental Associations available to members.
5. To make this packet available to all new and prospective members of this Association.

Section 10. Laboratory and Trade Relations Committee

10(a) Composition. The Laboratory and Trade Relations Committee shall consist of seven (7) active or life members selected annually.

10(b) Duties

1. To encourage and develop satisfactory relations with the various organizations representing the dental trades and the dental laboratories.

2. To formulate plans for establishing and maintaining the greatest efficiency of the dental trades and laboratories in these plans to the Executive Council.

3. To consult with the co-committee of the West Virginia Certified Dental Laboratory Association.

Section 11 . Nominations Committee

11(a) Composition; quorum. The Nominations Committee shall be composed of one (1) Executive Council member from each component society who has been elected by his society to serve in this position. Those committee members in attendance at their annual meeting shall elect a chairperson from their members. There shall be seven (7) members in attendance to constitute a quorum.

11(b) Duties

1. The committee shall meet at least once each year in conjunction with a regular or special meeting of the Executive Council, but no later than three months preceding the regular semi-annual meeting of the General Assembly at which officers are to be elected.
2. Each committee member shall represent his component society and present its nominees for the:
 - a. elective offices of the West Virginia Dental Association.
 - b. delegates and alternates to the American Dental Association.
 - c. candidates for the nominee to the State Board of Dental Examiners.
3. The committee shall select at least one (1) candidate for each of the elective positions. It will mail a list of these candidates to all members of the Association at least ninety (90) days preceding the regular semi-annual meeting of the Association at which officers are to be elected. It will receive all other nominations for these positions which are embodied in petitions signed by at least fifteen (15) members of the Association. All petitioned nominations must be received by the Central Office no later than thirty (30) days following the first mailing of candidates by the committee. Notwithstanding any other provision of this subparagraph (subparagraph 3) to the contrary, nominations for nominee to the Board of Dental Examiners shall only be nominated in the manner prescribed in Article X, Section 8.
4. The committee will mail an official list of candidates to all members of the Association no later than thirty (30) days prior to the regular semi-annual meeting of the Association at which officers are to be elected. This mailing shall include all candidates selected by the committee, all candidates entered by petition, a request form to obtain an absentee ballot, and professional resumes of all candidates for Vice-President of the Association.

5. Each active or life member of the Association shall have the opportunity to cast a ballot. Those members of the Association who are physically present at the meeting shall cast their ballot on the first official day of the meeting at the designated balloting area. Those members not present on the first official day of the meeting shall remit the request form for an absentee ballot to the Central Office. The absentee ballot must be returned to the Central Office prior to the first official day of the meeting.

6. All absentee ballots must be properly identified. The absentee ballot must be sealed in the provided envelope with the members signature and ADA number on the outer face of the envelope. The sealed ballot is then placed in an envelope addressed to the Central Office.

7. An official ballot ledger of the current roster of active and life members shall be used to verify each ballot.

8. The committee shall tally the ballots and the chairperson will present a report of the election at the meeting of the General Assembly on the last official day of the meeting.

Section 12. Peer Review and Patient Relations Committee

12(a) Composition. The Peer Review and Patient Relations Committee shall consist of the chairpersons of the twelve (12) component society peer review committees.

12(b) Duties

1. To carry out the policies and procedures of peer review established by this Association's Peer Review Manual.
2. To foster cordial relations between the public and members of the dental profession and to create a better understanding of the mutual rights and obligations involved in dental care.

3. To serve as counselors to the members and to their patients in misunderstandings and to alleviate any resulting strained relations between patient and dentist.
4. To impress members of the dental profession with their moral and legal responsibilities toward their patients and their obligation to this Association.
5. To review reasonable differences of opinion between third party agencies and dentists. (Peer Review)

6. To provide assurance of quality of care rendered in prepayment programs.
7. To determine the relevancy of the usual, customary and reasonable fees and treatment procedures to the terms of the contract.

Section 13. Professional Relations (Ethics) and Relief Assistance Committee

13(a) Composition, The Professional Relations (Ethics) and, Relief Assistance Committee shall consist of seven (7) active or life members.

13(b) Duties

1. To receive complaints regarding manner of practice, morals, or incompetency of any member of this Association.
2. To set up rules of procedure for arbitration or adjudication of complaints subject to the approval of the Executive Council.
3. To report the activities of this committee to the Executive Council.
4. To investigate all claims made on the relief fund and render such aid to needy members of this Association as may be indicated by the facts. The total amount to be expended by the Association for relief in any one fiscal year shall not exceed the total income of the relief fund or the immediately preceding fiscal year.
5. To assist the dentist's immediate survivors in disposing of the practice at a fair price.
6. To insure that patients with uncompleted work are cared for as soon as possible.

Section 14. Task Force Committee. Task Force Committees may be created at any meeting of this Association, or in the interim between Association meetings, at any meeting of the Executive Council, for the purpose of performing any duties assigned to it which are not otherwise provided for in these bylaws. Any such task force committee shall serve until the adjournment of the next regular semi-annual session of the Association or until its specific problem or charge shall have been solved or properly disposed of.

The duties of each task force committee shall be prescribed in the resolution creating it. A written report from the task force committee chairperson must be submitted in writing setting forth the task force resolutions or recommendations when its work is complete. Preliminary reports should also be submitted when requested by the President.

~~Section 3. Standing Committees—~~

- ~~3(a) Designation— The Standing Committees of Association shall function on approval of the Executive Council and under the authority of these bylaws and are designed as follows:~~
- ~~Bylaws Committee (Section 4)~~
 - ~~Committee on Committees (Section 5)~~
 - ~~Continuing Education Committee (Section 6)~~
 - ~~Dental Education Committee (Section 7)~~
 - ~~Dental Care Programs and Public Relations Committee (Section 8)~~
 - ~~Publication Committee (Section 9)~~
 - ~~History Committee (Section 10)~~
 - ~~Hospital Dental Service Committee (Section 11)~~
 - ~~Insurance Committee (Section 12)~~
 - ~~Legislation Committee (Section 13)~~
 - ~~Laboratory and Trade Relations Committee (Section 14)~~
 - ~~Nominations Committee (Section 15)~~
 - ~~Peer Review and Patient Relations Committee (Section 16)~~
 - ~~Professional Relations (Ethics) Committee (Section 17)~~
 - ~~Relief and Survivors Assistance Committee (Section 18)~~

~~Administrative Affairs Committee (Section 19)~~

- ~~3(b) Composition—The composition of all standing committees shall be specified in the appropriate subsections of this article captioned "Composition,"~~
- ~~3(c) Appointment—Except as otherwise provided in Subsection 19(a) of this article with reference to the administrative affairs committee, all appointments to membership on standing committees shall be made by the Executive Council at its regular meeting next immediately preceding the commencement of each fiscal year of the Association upon nomination for such appointment made by the committee on committees. Appointments shall be for the respective terms designated in the subsections of this article captioned "Composition." Each committee appointee shall be notified in writing by the Central Office of his appointment, of the full committee membership and of the duties of the committee. Each appointee shall promptly notify the Central Office of his acceptance or rejection of the appointment. In the event the Executive Council declines to appoint a nominee of the Committee on Committees and for that reason is unable to make an appointment, or in the event an appointee rejects the appointment, then, in either such event, the Executive Council shall thereafter make the appointment upon further nomination or nominations therefor by the committee on committees. Where applicable committee members who have demonstrated superior interests in the activities of a specific committee, should be considered for renomination and reappointment thereto.~~
- ~~3(d) Chairperson and vice chairperson—The committee on committees shall recommend a chairperson and vice chairperson to the Executive Council unless otherwise designated in the appropriate subsection of this article captioned "Composition." Selection of the chairperson and vice chairperson shall be made by the Executive Council, consideration in that regard being given to the recommendations of the committee on committees. Those individuals selected shall be notified in writing of their respective positions by the Central Office. Each chairperson and vice chairperson shall notify the Central Office in writing of his acceptance or rejection. A chairperson may not succeed himself in such position for the next following fiscal year unless so permitted in the appropriate subsection of this article captioned "Composition."~~
- ~~3(e) Duties of chairperson and vice chairperson—It shall be the duty of the chairperson of each standing committee to:~~
- ~~1. Submit to the budget and finance committee for its consideration a proposed budget for his committee for the ensuing fiscal year to be incorporated within the Association budget for such fiscal year, such submission to be made at least 90 days prior to the commencement of each fiscal year.~~
 - ~~2. Make a report of any and all receipts and expenditures for the next immediately preceding fiscal year to the Executive Council at its first regular meeting following the end of such preceding fiscal year.~~
 - ~~3. Submit a fiscal year end report to cover the number of meetings held, items of business covered, members in attendance and recommend to the Committee on Committees those committee persons who are worthy of reappointment.~~
 - ~~4. The vice chairman shall assume the duties of the chairperson during his or her absence.~~

~~Section 4. Bylaws Committee.~~

- ~~4(a) Composition—The bylaws committee shall consist of three (3) members selected, each of whom shall serve for a three year term, and each of whom, at the time of his selection, shall be a member of the Executive Council. One annual appointment shall come from the roster of the newly elected Executive Council members,~~
- ~~4(b) Duties:~~
- ~~1. To become experts on the contents of the bylaws so that during the session of the Executive Council, the committee members may be called upon to assist in the proper interpretation of the bylaws of the Association.~~
 - ~~2. To annually review the bylaws to be consistent with current attitudes of the dental profession and the activities of the American Dental Association.~~
 - ~~3. To prepare or to assist in the preparation of proposed amendments to the bylaws and articles of incorporation of this Association.~~

~~Section 5. Committee on Committees—The Committee on Committees is created to provide the Association with committee members who are sincere, dedicated and attentive of the duties of their respective committee assignments.~~

- ~~5(a) Composition; quorum—The Committee on Committees shall consist of the president elect and six (6) members appointed annually by the president. Of the six members appointed, three (3) shall be from among the members of the Executive Council and the remaining three (3) from the active or life members who are not members of the Executive Council. The president elect shall act as~~

~~chairperson of the Committee on Committees. There shall be five (5) members in attendance to constitute a quorum.~~

~~5(b) Duties The duties of the Committee on Committees shall be as follows:~~

- ~~1. To nominate to serve on all standing committees and to recommend chairpersons and vice-chairpersons for such committees to the Executive Council.~~
- ~~2. To take into consideration the recommendations provided by the committee chairpersons in their annual report concerning the activities and interest of the members of their respective committees.~~
- ~~3. To survey the membership annually to determine those members of this Association interested in serving on standing committees, and shall, so far as feasible, endeavor to recruit committee members from all component societies who are able and willing to serve this Association.~~
- ~~4. To arrange for the entire listing of committees annually in the Journal of the West Virginia Dental Association.~~

~~Section 6. Continuing Education Committee The Continuing Education Committee shall make every effort to provide the Dental Health Profession of the State with adequate, properly credited continuing education courses:~~

~~6(a) Composition The Continuing Education Committee shall consist of seven (7) active or life members. The president, president elect, and secretary shall be ex officio members.~~

~~6(b) Duties The duties of the Continuing Education Committee shall be as follows:~~

- ~~1. To develop, implement and maintain a program of continuing education for dentists, dental auxiliary and technicians of certified dental laboratories of the State.~~
- ~~2. To meet with the director of continuing education of the School of Dentistry in order to assist with the committee's implementation of continuing education programs.~~
- ~~3. To serve as a liaison between the State Association and its component societies in matters of continuing education.~~
- ~~4. To determine the availability of self-assessment programs and report such information to the members of the Association.~~

~~Section 7. Dental Education Committee The Dental Education Committee shall serve as liaison and advisory committee of this Association and dental auxiliary education in this State.~~

~~7(a) Composition This committee shall consist of seven (7) active or life members. The president, president elect, and secretary shall be ex officio members.~~

~~7(b) Duties The duties of the Dental Education Committee shall be as follows:~~

- ~~1. To become informed of the curriculum and research activities of the School of Dentistry by meeting annually with the dean and the administrative staff.~~
- ~~2. To consider matters pertaining to duties, training programs and curricula of dental auxiliaries.~~
- ~~3. To advise and make recommendations to the educational agencies and to the State Board of Dental Examiners of West Virginia in matters concerning dental and dental auxiliary education.~~
- ~~4. To utilize the officers, or cooperating committees from auxiliary organizations, as necessary for consultation.~~

~~Section 8. Dental Care Programs and Public Relations Committee~~

~~8(a) Composition The dental care programs and public relations committee shall consist of the president elect, the vice president and five (5) active or life members of this Association selected annually. The president elect shall serve as chairperson and the vice president as vice-chairperson.~~

~~8(b) Duties The duties of the dental health and public relations committee shall be as follows:~~

- ~~1. To provide liaison with insurance carriers and local, state and federal agencies which provide, or seek to provide, dental health service with private or public funds.~~
- ~~2. To study the socio-economic status and trends of dentistry in relation to the dental health of, and care provided for the public; and to consider related problems as directed by the Executive Council.~~
- ~~3. To devise and promote plans that will serve to educate the public to the importance of oral health and about the activities of this Association.~~
- ~~4. To become knowledgeable of the activities of the dental health and public information committees of the American Dental Association.~~

~~Section 9. Publication Committee~~

~~9(a) Composition The publication committee shall consist of twelve (12) active or life members, one of whom shall be selected annually from each component society.~~

~~9(b) Duties The duties of the publication committee shall be as follows:~~

- ~~1. To serve as co editors with the editor of the Journal of the West Virginia Dental Association.~~
- ~~2. To establish and review editorial policy.~~
- ~~3. To have copyrighted the official publication of the West Virginia Dental Association.~~

~~Section 10. History Committee—~~

~~10(a) Composition—The history committee shall consist of five (5) active or life members.
The chairperson of this committee shall serve for a period of five (5) years.~~

~~10(b) Duties—The duties of the history committee shall be as follows:~~

- ~~1. To gather and organize material relating to the history of dentistry in West Virginia, in accordance with a plan approved by the Executive Council.~~
- ~~2. To determine a proper storage place for all historical property items and maintain an inventory of these items.~~
- ~~3. To collect and preserve rare old instruments and equipment that have museum value.~~
- ~~4. To develop a collection of pictures of distinguished dentists of the State, including all past presidents of the Association.~~
- ~~5. Periodically to prepare a display of materials at such of the regular semi-annual meetings at the General Assembly as shall be appropriated.~~

~~Section 11. Hospital Dental Service Committee—~~

~~11(a) Composition—The hospital dental service committee shall consist of seven (7) active or life members selected annually.~~

~~11(b) Duties—The duties of the hospital dental service committee shall be as follows:~~

- ~~1. To consider matters pertaining to dentistry in the hospitals of this State.~~
- ~~2. To encourage hospital administrators in the importance of attention to the dental health needs of the community~~
- ~~3. To provide assistance in the improvement of hospital dental services.~~
- ~~4. To act as an advisory board to the hospital administration in any problems related to dentistry.~~

~~Section 12. Insurance Committee—~~

~~12(a) Composition.—The insurance committee shall consist of twelve (12) active or life members, one of whom shall be selected annually from each component society. The executive secretary shall serve as an ex-officio member.~~

~~12(b) Duties—The duties of the insurance committee shall be as follows:~~

- ~~1. To consider the problem of insuring the members of this Association in any manner whatsoever.~~
- ~~2. To investigate all insurance programs sponsored by, or proposed to this Association and the American Dental Association annually and report their findings and recommendations to the Executive Council.~~
- ~~3. To publish annually in the Journal of the West Virginia Dental Association information relative to insurance programs that are available to the membership by this Association and the American Dental Association.~~

~~Section 13. Legislation Committee—~~

~~13(a) Composition—The legislation committee shall consist of seven (7) active or life members.
All elected officers and executive secretaries shall be ex-officio members.~~

~~13(b) Duties—The duties of the legislation committee shall be as follows:~~

- ~~1. To protect and further the interests of the public and the dental profession in matters of legislation and regulations of any department, board, or agency of the State of West Virginia.~~
- ~~2. To keep informed on all bills presented to the State Legislature that pertain to dentistry or health laws of the State.~~
- ~~3. To inform the membership on issues and actions related to enactment and enforcement of legislation affecting dental health and the practice of dentistry.~~
- ~~4. To represent the dental profession during sessions of the State Legislature or to aid the Executive Council in arranging for such representation.~~
- ~~5. To study the State Dental Practices Act and Regulations of the Board of Dental Examiners and recommend appropriate changes for the continued good health and welfare of the people.~~
- ~~6. To maintain liaison with the Council on legislation of the American Dental Association, the secretary of the State Board of Dental Examiners, and legislative agencies of the allied health groups.~~

~~Section 14. Laboratory and Trade Relations Committee—~~

~~14(a) Composition—The Laboratory and Trade Relations Committee shall consist of seven (7) active or life members selected annually.~~

~~14(b) Duties—The duties of the Laboratory and Trade Relations Committee shall be as follows:~~

- ~~1. To encourage and develop satisfactory relations with the various organizations representing the dental trades and the dental laboratories.~~
- ~~2. To formulate plans for establishing and maintaining the greatest efficiency of the dental trades and laboratories in their relations with the dental profession and submit these plans to the Executive Council.~~
- ~~3. To consult with the co-committee of the West Virginia Certified Dental Laboratory Association.~~

~~Section 15. Nominations Committee—~~

~~15(a) Composition; quorum—The Nominations Committee shall be composed of one (1) Executive Council member from each component society who has been elected by his society to serve in this position. Those committee members in attendance at their annual meeting shall elect a chairperson from their members. There shall be seven (7) members in attendance to constitute a quorum.~~

~~15(b) Duties—The duties of the Nominations Committee shall be as follows:~~

- ~~1. The committee shall meet at least once each year in conjunction with a regular or special meeting of the Executive Council, but no later than three months preceding the regular semi-annual meeting of the General Assembly at which officers are to be elected.~~
- ~~2. Each committee member shall represent his component society and present its nominees for the: (a) elective offices of the West Virginia Dental Association; (b) delegates and alternates to the American Dental Association.~~
- ~~3. The Committee shall select at least one (1) candidate for each of the elective positions. It will mail a list of these candidates to all members of the Association at least ninety (90) days preceding the regular semi-annual meeting of the Association at which officers are to be elected. It will receive all other nominations for these positions which are embodied in petitions signed by at least fifteen (15) members of the Association. All petitioned nominations must be received by the Central Office no later than thirty (30) days following the first mailing of candidates by the committee.~~
- ~~4. The committee will mail an official list of candidates to all members of the Association no later than thirty (30) days prior to the regular semi-annual meeting of the Association at which officers are to be elected. This mailing shall include all candidates selected by the committee, all candidates entered by petition, a request form to obtain an absentee ballot, and professional resumes of all candidates for vice president of the Association.~~
- ~~5. Each active or life member of the Association shall have the opportunity to cast a ballot. Those members of the Association who are physically present at the meeting shall cast their ballot on the first official day of the meeting at the designated balloting area. Those members not present on the first official day of the meeting shall remit the request form for an absentee ballot to the Central Office. The absentee ballot must be returned to the Central Office prior to the first official day of the meeting.~~
- ~~6. All absentee ballots must be properly identified. The absentee ballot must be sealed in the provided envelope with the members signature and ADA number on the outer face of the envelope. The sealed ballot is then placed in an envelope addressed to the Central Office.~~
- ~~7. An official ballot ledger of the current roster of active and life members will be used to verify each ballot.~~
- ~~8. The committee shall tally the ballots and the chairperson will present a report of the election at the meeting of the general assembly on the last official day of the meeting.~~

~~Section 16. Peer Review and Patient Relations Committee—~~

~~16(a) Composition—The Peer Review and Patient Relations Committee shall consist of the chairpersons of the twelve (12) component society peer review committees.~~

~~16(b) Duties.—The duties of the Peer Review and Patient Relations Committee shall be as follows:~~

- ~~1. To carry out the policies and procedures of peer review established by this Association's Peer Review Manual.~~
- ~~2. To foster cordial relations between the public and members of the dental profession and to create a better understanding of the mutual rights and obligations involved in dental care.~~
- ~~3. To serve as counselors to the members and to their patients in misunderstandings and to alleviate any resulting strained relations between patient and dentist.~~
- ~~4. To impress members of the dental profession with their moral and legal responsibilities toward their patients and their obligation to this Association.~~
- ~~5. To review reasonable differences of opinion between third party agencies and dentists. (Peer Review)~~
- ~~6. To provide assurance of quality of care rendered in prepayment programs.~~
- ~~7. To determine the relevancy of the usual, customary and reasonable fees and treatment procedures to the terms of the contract.~~

~~Section 17. Professional Relations (Ethics) Committee.—~~

- ~~17(a) Composition— The Professional Relations (Ethics) Committee shall consist of seven (7) active or life members.~~
- ~~17(b) Duties— The duties of the Professional Relations (Ethics) Committee shall be as follows:~~
- ~~1. To receive complaints regarding manner of practice, morals, or incompetency of any member of this Association.~~
 - ~~2. To set up rules of procedure for arbitration or adjudication of complaints subject to the approval of the Executive Council.~~
 - ~~3. To report the activities of this committee to the Executive Council.~~

~~Section 18. Relief and Survivors Assistance Committee—~~

- ~~18(a) Composition.— The Relief and Survivors Assistance Committee shall consist of five (5) active or life members.~~
- ~~18(b) Duties.— The duties of the Relief and Survivors Assistance Committee shall be as follows:~~
- ~~1. To investigate all claims made on the relief fund and render such aid to needy members of this Association as may be indicated by the facts. The total amount to be expended by the Association for relief in any one fiscal year shall not exceed the total income of the relief fund for the immediately preceding fiscal year.~~
 - ~~2. To assist the dentist's immediate survivors in disposing of the practice at a fair price.~~
 - ~~3. To insure that patients with uncompleted work are cared for as soon as possible.~~

~~Section 19. Administrative Affairs Committee.—~~

- ~~19(a) Composition.— The administrative affairs committee shall be composed of the president, the immediate past president, the secretary, the treasurer, the executive secretary, and three (3) members of the Executive Council elected by the Executive Council at its regular meeting next immediately preceding the commencement of each fiscal year of the Association. The executive secretary shall not vote upon any matter pending before the committee.~~
- ~~19(b) Duties.— The duties of the administrative affairs committee shall be to provide guidelines in the supervision of the Central Office "by means of appropriate recommendations made by it to the Executive Council."~~

~~Section 20. Task Force Committee.— Task Force Committees may be created at any meeting of this Association, or in the interim between Association meetings, at any meeting of the Executive Council, for the purpose of performing any duties assigned to it which are not otherwise provided for in these bylaws. Any such task force committee shall serve until the adjournment of the next regular semi annual session of the Association or until its specific problem or charge shall have been solved or properly disposed of. The duties of each task force committee shall be prescribed in the resolution creating it. A written report from the task force committee chairperson must be submitted in writing setting forth the task force resolutions or recommendations when its work is complete. Preliminary reports should also be submitted when requested by the president.~~

Article XIV—General Assembly

- Section 1. General Assembly designated - The members of the Association assembled in meeting as provided in this article shall be known as the General Assembly.
- Section 2. Meetings; notice; business to be conducted - Regular meetings of the General Assembly shall be held semi-annually, one of which shall be held annually in the month of July. Special meetings may be held from time to time. A meeting may be recessed to a subsequent day by resolution adopted at such meeting specifying the time and place of the recessed meeting and the item or items of business to be conducted thereat. With regard to the item or items of business so specified in such resolution, the recessed meeting shall be a continuation of the meeting at which the resolution was adopted. Every regular meeting of the General Assembly shall be devoted in part to scientific programs. Otherwise, the time and place of every regular or special meeting of the General Assembly and the business to be transacted and events to be conducted thereat shall be determined by the Executive Council: Provided, that the election of an elective officers and elective representatives of the Association shall be conducted at the regular semi-annual session of the General Assembly held in the month of July. A written notice of every meeting of the General Assembly shall be mailed by the secretary to each member of the Association, except as shall otherwise be necessary to meet the requirements of Section 2(b) of Article XVI of these bylaws relating to emergency amendment procedures, notices of meetings of the General Assembly shall be given at least the following periods of time prior to the meeting date: 60 days prior to a regular meeting; 30 days prior to a special meeting; and, where feasible, 10 days prior to a recessed meeting. Each member of the Association entitled to vote at such meeting shall vote in person. Voting by proxy at any such meeting shall not be permitted.

Amendment to remove section 3 through section 9 and replace with the following sections:

Section 3. Chairpersons for semi-annual sessions. There shall be six (6) semi-annual session chairpersons as follows:

1. Chairperson on Arrangements
2. Chairperson on Program
3. Chairperson on Exhibits
4. Chairperson on Table Clinics
5. Chairperson on Sports Activities
6. Chairperson on Registration

The President shall appoint each of the Chairpersons annually. The appointees shall be active or life members of the Association, and shall serve as consultants to the President as he plans the semi-annual sessions he is responsible for. The appointees shall serve at the discretion of the President. Each chairperson may appoint up to five (5) active or life members to assist them in formulating plans and carrying out the responsibilities delegated to them as regards the semi-annual session.

Section 4. Chairperson on Arrangements. This individual shall have charge of all local arrangements for the semi-annual sessions of the General Assembly. He/she will assist and cooperate with other chairpersons and the officers of the Association in arranging details and making provisions for the scientific and clinical features and the entertainment activities planned for semi-annual sessions and shall work within the prescribed budget of the session.

Section 5. Chairperson on Program. This individual shall secure the speakers and clinicians for the semiannual sessions of the General Assembly. He/she shall arrange in orderly manner the schedule of events to be presented and business to be transacted at the meeting and shall submit a copy of planned programs and clinicians at least six (6) months before the date set for the meeting.

Section 6. Chairperson on Exhibits. This individual shall have the responsibility of contracting dental trade organizations and dental laboratories with the express purpose of exhibiting at any semi-annual sessions of the General Assembly at which exhibits are to be presented. He/she shall also assist the exhibitors when problems or questions arise on the exhibition floor.

Section 7. Chairperson on Table Clinics. This individual shall have the responsibility of contacting practitioners, auxiliaries and appropriate students for the purpose of presenting table clinics of interest to members of the Association at any semi-annual session of the General Assembly at which table clinics are to be conducted. He/she shall also obtain scientific exhibits related to dentistry and the basic sciences for exhibition at such sessions.

Section 8. Chairperson on Sports Activities. This individual shall have the responsibility of formulating sporting events, for any semi-annual session of the General Assembly at which sporting events are to be held, where sufficient interest exists in such events. (Golf tournaments, skeet, tennis, etc.) He/she shall also establish the rules of participation in these events and the prizes to be awarded.

Section 9. Chairperson on Registration. This individual shall have the responsibility of supervising registration of all participants and guests at the semi-annual sessions of the General Assembly. This individual's rulings and decisions, in consultation with the Executive Director of this Association, will be considered final where registration problems occur, except that the amount of registration fees must be recommended to the Executive Council for final determination.

~~Section 3. Committees for semi-annual sessions; designation; number of members; appointment. There shall be six (6) semi-annual session committees as follows:~~

- ~~1. Committee on Arrangements~~
- ~~2. Committee on Program~~
- ~~3. Committee on Exhibits~~
- ~~4. Committee on Table Clinics~~
- ~~5. Committee on Sports Activities~~
- ~~6. Committee on Registration~~

~~Each such committee shall consist of five (5) active or life members of the Association unless the Executive Council shall, in any case, designate a larger number, and shall be appointed annually in the manner provided in Section 3, subsection (c) of Article XIII of these bylaws.~~

- ~~Section 4. Committee on Arrangements—The committee on arrangements shall have charge of all local arrangements for the semi-annual sessions of the General Assembly. It shall cooperate with and assist other committees and the officers of the Association in arranging details and making provisions for the scientific and clinical features and the entertainment activities planned for semi-annual sessions, and shall work within the prescribed budget of the session.~~
- ~~Section 5. Committee on Program—The committee on program shall secure the speakers and clinicians for the semi-annual sessions of the General Assembly. It shall arrange in orderly manner the schedule of events to be presented and business to be transacted at the meeting and shall submit a copy of planned programs and clinicians at least six (6) months before the date set for the meeting.~~
- ~~Section 6. Committee on Exhibits—The committee on exhibits shall have the responsibility of contracting dental trade organizations and dental laboratories with the express purpose of exhibiting at any semi-annual sessions of the General Assembly at which exhibits are to be presented. It shall also assist the exhibitors when problems or questions arise on the exhibition floor.~~
- ~~Section 7. Committee on Table Clinics—The committee on table clinics shall have the responsibility of contacting practitioners, auxiliaries, and appropriate students for the purpose of presenting table clinics of interest to members of the Association at any semi-annual session of the General Assembly at which table clinics are to be conducted. It shall also obtain scientific exhibits related to dentistry and the basic sciences for exhibition at such sessions.~~
- ~~Section 8. Committee on Sports Activities—The committee on sports activities shall have the responsibility of formulating sporting events, for any semi-annual session of the General Assembly at which sporting events are to be held, where sufficient interest exists in such events. (Golf tournaments, skeet, tennis, etc.) It shall also establish the rules of participation in these events and the prizes to be awarded.~~
- ~~Section 9. Committee on Registration—The committee on registration shall have the responsibility of supervising registration of all participants and guests at the semi-annual sessions of the General Assembly. Its rulings and decisions will be considered final where registration problems occur, except that the amount of registration fees must be recommended to the Executive Council for final determination.~~

Article XV—Rules of Order

The following rules of order shall apply at all sessions of the General Assembly and at all meetings of the Executive Council.

- Section 1. No one shall be permitted to address the Association until he has been recognized by the chair and his name pronounced, nor shall anyone speak more than twice on any subject, nor longer than five minutes in all unless by consent of a majority.
- Section 2. Any member called to order while speaking shall take his seat, and the debate be suspended until the point of order is decided by the president.
- Section 3. All questions of order shall be decided by the chair, subject to an appeal, which shall be determined by a majority vote without debate.
- Section 4. All resolutions and amendments shall be offered in writing.
- Section 5. All papers presented to and read before the Association shall become the property of this Association. The Secretary shall be the responsible custodian thereof.
- Section 6. Any member may call for a division of a question when the sense will admit it.
- Section 7. All questions not provided for by the rules shall be determined by the parliamentary usage, as set forth in the most recent edition of Robert's Rules of Order.

Article XVI—Amendment of Bylaws

These bylaws may be amended in, and only in, the methods set out respectively in Section 1 and Section 2 of this article, to-wit:

- Section 1. General procedure for amendment -
- 1(a) At a regular or special session of the Executive Council a resolution embodying a proposed amendment to these bylaws signed by at least five active members of this Association and introduced at such meeting, may be adopted by a vote of two-thirds of members of the Executive Council present and voting at such meeting, either in person or by proxy granted in accordance with the provisions of Section 2 of Article XII of these bylaws. The resolution so adopted shall, hereinafter in Section 1 of this article, be referred to as the "resolution of amendment."
 - 1(b) Thereafter, a written notice of the adoption of resolution of amendment to which shall be attached a copy of the resolution shall be mailed by the secretary to the president of each component society of this Association.

- 1(c) The resolution of amendment shall be published in the next issue of the West Virginia Dental Journal following the Executive Council meeting mentioned in subsection I(a) of this article.
- 1(d) At the next regular or special session of the General Assembly held subsequent to the giving of the notice and making of the publication mentioned respectively in subsections 1(b) and 1(c) of this article, the General Assembly may entertain the introduction of one or more resolutions, each signed by at least five active members of this Association, repealing or changing the amendment embodied in the resolution of amendment. The resolution mentioned in this subsection and the resolution repeal or change mentioned in subsection 1(e) of this article shall be hereinafter in Section of this article referred to as the "modification resolution."
- 1(e) Additionally, resolutions, each signed by at least five active members of this Association, to repeal or change the resolution of amendment may be filed with the Central Office at any time within days following the session of the General Assembly mentioned in subsection I(d) of this article.
- 1(f) A copy of each modification resolution, or a reasonably complete digest thereof, shall be carried in the earliest feasible edition of the West Virginia Dental Journal published following the resolution's introduction or filing.
- 1(g) If, at the expiration of 60 days following the session of the General Assembly mentioned in subsection 1(d) of this article, no modification resolution shall have been introduced or filed in accordance with the provisions of subsection 1(d) or 1(e) of this article, the action of the Executive Council in adopting the resolution of amendment shall be deemed affirmed and these bylaws shall thereupon become amended accordingly.
- 1(h) A vote upon a modification resolution shall not be taken until the session of the General Assembly mentioned in subsection 1(i) of this article.
- 1(i) The General Assembly, at a regular or special session thereof held at least 30 days after the publication mentioned in subsection 1(f) of this article and not sooner than one year following the meeting of the Executive Council mentioned in subsection 1(a) of this article, may act upon the modification resolution or resolutions. If any such modification resolution be adopted by a vote of two-thirds of the members present and voting at such meeting, the resolution of amendment shall, (i) if the modification resolution so adopted be to repeal, by thereby repealed and of no further force and effect, or (ii) if the modification resolution so adopted be to change, be thereby modified and, as so modified, shall thereupon be to change, by thereby modified and, as so modified, shall thereupon become effective and these bylaws shall thereupon become amended accordingly. If, at such General Assembly session, a vote be taken upon the modification resolution or resolutions and none thereof be adopted by an affirmative vote of two-thirds of the members present and voting, then the action of the Executive Council in adopting the resolution of amendment shall be deemed affirmed and these bylaws shall thereupon become amended accordingly. If a modification resolution shall have been introduced or filed, the resolution of amendment shall, in no event, become effective until a vote shall have been taken upon the modification resolution in accordance with the provisions of this subsection. The notice of the first regular or special session of the General Assembly to be held at least 30 days after the publication mentioned in subsection of this article and not sooner than one year following the meeting of the Executive Council mentioned in subsection I(a) of this article shall advise members of the pendency for action of the modification resolution or resolutions.
- 1(j) No resolution of amendment shall be repealed or changed except by resolution introduced or filed in accordance with the provisions of subsections 1(d) and 1(e) of this article.

Section 2. Emergency procedure - In the event of an emergency declared in the manner described in subsection 2(a) of this article, but only in the event of such an emergency, these bylaws may be amended in the manner set out in subsections 2(a) through 2(c) of this article, to-wit:

- 2(a) If the Executive Council, by resolution adopted by a three-fourths vote of the entire number of the members of the Executive Council, voting either in person or by proxy in accordance with the provisions' of Section 2 of Article XII of these bylaws, declare that an emergency exists for the amendment of these bylaws in the manner permitted under the provisions of section 2 of this article, it may, by the same resolution, adopt such an amendment or amendments as may be necessitated by such emergency, including an amendment imposing a special assessment in accordance with the provisions of Section 8 of Article IX of these bylaws, which resolution shall set forth verbatim the amendment or amendments, and shall specify a time and place for a session of the General Assembly at which final action on the amendment shall be taken, which date shall be not less than thirty days from the date of the Executive Council meeting mentioned in this subsection.
- 2(b) As soon as feasible following the adoption of the resolution mentioned in subsection 2(a) of this article, and in no event later than one week from the adoption thereof, a written notice of the

adoption of such resolution, to which a copy of the resolution shall be attached, specifying the time and place of the session of the General Assembly at which action thereon is to be taken, shall be mailed by the secretary to each member of the Association.

- 2(c) At a session of the General Assembly, regular or special, held at the time and place specified in the resolution mentioned in subsection 2(a) of this article, the General Assembly, by two-thirds vote of the members present and voting, may repeal, change, or affirm the action taken by the Executive Council and set forth in the resolution mentioned in subsection 2(a) of this article. If the General Assembly, at such session fail to act upon such resolution of amendment, it shall, for the purpose of this article, be deemed that it acted to affirm the action of the Executive Council in amending these bylaws under the authority of subsection 2(a) of this article. Upon the General Assembly thus acting to affirm or change the action of the Executive Council as set forth in its resolution mentioned in subsection 2(a) of this article, or upon the General Assembly, at such session, failing to take action thereon, then, in any such event, these bylaws shall be considered amended in accordance with the resolution of the Executive Council mentioned in subsection 2(a) of this article, as the same may have been changed by the General Assembly in accordance with the provisions of this subsection, effective forthwith.

Article XVII—Principles of Ethics

The principles of ethics of this Association shall be those defined by the Code of Ethics of the American Dental Association, and those approved by this Association, and they shall be binding on all the members of this Association.

Article XVIII—Fiscal Year

The fiscal year of this Association shall coincide with the calendar year, each such fiscal year commencing on January 1 and ending on December 31 of a calendar year,

Section 8

Recommendations for State Board appointment - For each vacancy on the State Board of Dental Examiners occurring by reason of the expiration of the term of a member of such board, each component society of the West Virginia Dental Association shall elect one nominee, and, at least ninety days prior to the regular semi-annual session of the General Assembly next preceding the date on which the nomination must be submitted to the Governor shall notify the Nominations Committee thereof. From the nominees so designated, the Membership, in the manner designated in Article XIII, Section 15 (b) , shall elect three nominees whose names shall, prior to the first day of the succeeding November, be submitted in writing to the Governor of West Virginia as a panel of nominees from whom appointment by him to fill such vacancy shall be made.

Resolutions of Amendments to bylaws pending

During the regular scheduled meeting of the WVDA Executive Council on July 14, 1983, at 'The Greenbrier Hotel in White Sulphur Springs, WV, the following 'Resolutions of Amendments' were adopted by a vote of 27 to 0 of the members of Council present. Each resolution embodying the proposed amendments were signed by Dr. Frank H. Stevens, Dr. Edwin H. Warfield, Dr. James J. Caveney, Dr. H. Richard Marshall, Jr., and Dr. John E. Glover, active members of the Association.

A Copy of each "Resolution of Amendment" has been mailed by the secretary of the WVDA to each component society president and is published in this issue of the *Journal* for review by each member of the WVDA in accordance with the provisions of the bylaws.

At the next regular session of the General Assembly, scheduled for 8:30 a.m., Dec. 3, 1983, at Lakeview in Morgantown, the General Assembly may entertain the introduction of one or more resolutions, each signed by at least five active members of this Association, repealing or changing the amendment embodied in each "Resolution of Amendment. "

Provisions for amendment of the bylaws of the WVDA are contained in Article XVI, a copy of which was printed in the April 1978 issue of the *West Virginia Dental Journal* and may be obtained from the WVDA Central Office.

Following are the "Resolutions of Amendments" adopted by the Executive Council.

Article X

Section 7 subsection 7(a)

On line 1 page 12 at the end of the sentence ending "elected annually" add the following:

The President-Elect of this Association shall automatically be elected and designated an alternate delegate.

Article X

Section 5 subsection 5 (c)

"The Secretary shall be elected annually and may not serve more than four (4) consecutive terms. "

Article XII

Section 1

Add the following at the end of the sentence on page 13 line 29, ending, "of this article:"

"and one student member of the American Dental Association who is an officially certified delegate from the West Virginia University Dental School Chapter of The American Student Dental Association. This student delegate shall be a voting member of the Executive Council and shall be permitted to enter into discussions during council meetings, and also serve on committees of this Association. The school chapter shall also certify an alternate delegate to the Executive Council to represent the student chapter in the event the certified delegate is unable to attend an Executive Council meeting. This alternate delegate shall be permitted to observe Executive Council meetings and speak on issues only after obtaining permission from the chair. This alternate delegate may also serve on the committees of this Association. The student chapter must certify to the Executive Director of this Association in writing before January 1 of each year the student member that will be the certified delegate and the student member that will serve as the alternate delegate.

Article XIII Committees

Amend Section 3 through Section 20 Standing Committees by deletion of these entire sections and substitute the following in its entirety.

Section 3. Standing Committees

3(a) Designation. The standing committees of this Association shall function on approval of the Executive Council and under the authority of these bylaws and are designed as follows:

Legislation and Bylaws Committee (Section 4)

Dental Education and Public Relations Committee (Section 5)

Dental Care Programs Committee (Section 6)

History and Necrology Committee (Section 7)

Hospital Dental Service Committee (Section 8)

Insurance and Membership Benefits Committee (Section 9)

Laboratory and Trade Relations Committee (Section 10)

Nominations Committee (Section 11)

Peer Review and Patients Relations Committee (Section 12)

Professional Relations (Ethics) and Relief Assistance Committee (Section 13)

Task Force Committees (Section 14)

- 3(b) Composition. The composition of all standing committees shall be specified in the appropriate subsections of this article captioned "Composition. "
- 3(c) Appointment. All appointments to membership on standing committees shall be made by the Executive Council at its regular meeting next immediately preceding the commencement of each fiscal year of the Association upon nomination for such appointment made by the President. Appointments shall be for the respective terms designated in the subsections of this article captioned "Composition," Each committee appointee shall be notified in writing by the Central Office of his appointment, of the full committee membership and or the duties of the committee. Each appointee shall promptly notify the Central Office of his acceptance or rejection of the appointment. In the event the Executive Council declines to appoint a nominee of the President and for that reason is unable to make an appointment, or in the event an appointee rejects the appointment, then, in either such event, the Executive Council shall thereafter make the appointment upon further nomination or nominations therefore by the President. Where applicable, committee members who have demonstrated superior interests in the activities of a specific committee, should be considered for renomination and reappointment thereto.
- 3(d) Chairperson and vice-chairperson. The President shall recommend a chairperson and vice-chairperson to the Executive Council unless otherwise designated in the appropriate subsection of this article captioned "Composition." Selection of the chairperson and vice-chairperson shall be made by the Executive Council, consideration in that regard being given to the recommendations of the President. Those individuals selected shall be notified in writing of their respective positions by the Central Office. Each chairperson and vice-chairperson shall notify the Central Office in writing of his acceptance or rejection, A chairperson may not succeed himself in such position for the next following fiscal year unless so permitted in the appropriate subsection of this article captioned "Composition."
- 3(e) Duties -of chairperson and vice-chairperson. It shall be the duty of the chairperson of each standing committee to:
1. Submit to the budget and finance committee for its consideration a proposed budget for his committee for the ensuing fiscal year to be incorporated within the Association budget for such fiscal year, such submission to be made at least 90 days prior to the commencement of each fiscal year.
 2. Make a report of any and all receipts and expenditures for the next immediately preceding fiscal year to the Executive Council at its first regular meeting following the end of such preceding fiscal year.
 3. Submit a fiscal year-end report to cover the number of meetings held, items of business covered, members in attendance, and recommend to the President those committee persons who are worthy of reappointment.
 4. The vice-chairperson shall assume the duties of the chairperson during his or her absence.

Section 4. Legislation and Bylaws Committee

- 4(a) Composition. The Legislation and Bylaws Committee shall consist of five (5) active or life members. All elected officers and the Executive Director shall be ex-officio members. The members of this committee shall serve for a three (3) year term.
- 4(b) Duties
1. To protect and further the interests of the public and the dental profession in matters of legislation and regulations of any department board, or agency of the State of West Virginia.
 2. To keep informed on all bills presented to the State Legislature that pertain to dentistry or health laws of this State.
 3. To inform the membership on issues and actions related to enactment and enforcement of legislation affecting dental health and the practice of dentistry.
 4. To represent the dental profession during sessions of the State Legislature or to aid the Executive Council in arranging for such representation.
 5. To study the State Dental Practices Act and Regulations of the Board of Dental Examiners and recommend appropriate changes for the continued good health and welfare of the people.
 6. To maintain liaison with the Council on Legislation of the American Dental Association, the secretary of the State Board of Dental Examiners, and legislative agencies of the allied health groups.
 - (a) To maintain liaison with the Auxiliaries to this Association so all may be informed on issues and actions affecting dental health and the practice of dentistry
 7. To become experts on the contents of the bylaws so that during the session of the Executive Council, the committee members may be called upon to assist in the proper interpretation of the bylaws of the Association.
 8. To annually review the bylaws to be consistent with current attitudes of the dental profession and the activities of the American Dental Association.
 9. To prepare or to assist in the preparation of proposed amendments to the bylaws and articles of incorporation of this Association.

Section 5. Dental Education and Public Relations Committee

5(a) Composition. The Dental Education and Public Relations Committee shall consist of seven (7) active or life members. The President-Elect shall serve as chairperson of this Committee, The President-Elect of the Auxiliary to this Association may be an ex-officio member of this Committee if the auxiliary so chooses.

5(b) Duties

1. To provide the state leadership and develop the state plan for National Children's Dental Health Month, and coordinate the activities of the component societies and the auxiliaries to the West Virginia Dental Association during this specific month.
2. To devise and promote plans that will serve to educate the public to the importance of oral health and about the activities of this Association.
3. To become knowledgeable Of the activities of the American Dental Association,
4. To develop, implement, and maintain a program of continuing education for dentists, dental auxiliary and technicians of certified dental laboratories of the State.
5. To meet with the director of continuing education of the School of Dentistry in order to assist with the committee's implementation of continuing education programs.
6. To serve as a liaison between the Association and its component societies in matters continuing education.
7. To determine the availability of assessment programs and report such information to the members of the Association.
8. To become informed of the curriculum research activities of the School of Dentistry by meeting annually with the dean and the administrative staff.
9. To consider matters pertaining to duties, training programs and curricula of dental auxiliaries.
10. To advise and make recommendations to the educational agencies and to the State Board of Dental Examiners of West Virginia in matters concerning dental and dental auxiliary education.
11. To utilize the officers, or cooperating committees from auxiliary organizations, as necessary for consultation.

Section 6. Dental Care Programs

6(a) Composition. The Dental Care Programs Committee shall consist of the President Elect and five (5) active or life members of this Association selected annually. The Vice-President shall serve as chairperson.

6(b) Duties

1. To provide liaison with insurance carriers and local, state and federal agencies which provide, or seek to provide, dental health service with private or public funds.
2. To study the socio-economic status and trends of dentistry in relation to the dental health of, and provided for the public; and to consider related problems as directed by the Executive Council.

Section 7. History and Necrology Committee

7(a) Composition. The History and Necrology Committee shall consist of five (5) active or life members. The chairperson of this committee shall serve for a period of two (2) years.

7(b) Duties

1. To gather and organize material relating to the history of dentistry in West Virginia, in accordance with a plan approved by the Executive Council.
2. To determine a proper storage place for all historical property items and maintain an inventory of these items.
3. To collect and preserve rare old instruments and equipment that have museum value.
4. To develop a collection of pictures distinguished dentists of the State, including all past presidents of the Association.
5. Periodically to prepare a display of materials at such of the regular semi-annual meetings at the General Assembly as shall be appropriated.
6. To prepare a formal report on members that have died in the previous year and read this report at the annual session so it will become a part of the Association's permanent record.

Section 8. Hospital Dental Service Committee

8(a) Composition. The Hospital Dental Service Committee shall consist of seven (7) active or life members selected annually.

8(b) Duties

1. To consider matters pertaining to dentistry in the hospitals of this State,
2. To encourage hospital administrators in the importance of attention to the dental health needs of the community.
3. To provide assistance in the improvement of hospital dental services.
4. To act as an advisory board to the hospital administration in any problems related to dentistry.

Section 9. Insurance and Membership Benefits Committee

- 9(a) Composition. The Insurance and Membership Benefits Committee shall consist of twelve (12) active or life members, one of whom shall be selected annually from each component society. The Executive Director and the student delegate to the Executive Council shall serve as ex-officio members.
- 9(b) Duties
1. To consider the problem of insuring the members of this Association in any manner whatsoever.
 2. To investigate all insurance programs sponsored by, or proposed to this Association and the American Dental Association annually and report their findings and recommendations to the Executive Council.
 3. To publish annually in the Journal of the West Virginia Dental Association information relative to insurance programs and any other programs that benefit the membership and are available to the membership by this Association and/or the American Dental Association.
 4. To develop a membership packet and informational program or benefits and the insurance programs of the West Virginia and American Dental Associations available to members.
 5. To make this packet available to all new and prospective members of this Association.

Section 10. Laboratory and Trade Relations Committee

- 10(a) Composition. The Laboratory and Trade Relations Committee shall consist of seven (7) active or life members selected annually.
- 10(b) Duties
1. To encourage and develop satisfactory relations with the various organizations representing the dental trades and the dental laboratories.
 2. To formulate plans for establishing and maintaining the greatest efficiency of the dental trades and laboratories in these plans to the Executive Council.
 3. To consult with the co-committee of the West Virginia Certified Dental Laboratory Association.

Section 11. Nominations Committee

- 11(a) Composition; quorum. The Nominations Committee shall be composed of one (1) Executive Council member from each component society who has been elected by his society to serve in this position. Those committee members in attendance at their annual meeting shall elect a chairperson from their members. There shall be seven (7) members in attendance to constitute a quorum.
- 11(b) Duties
1. The committee shall meet at least once each year in conjunction with a regular or special meeting of the Executive Council, but no later than three months preceding the regular semi-annual meeting of the General Assembly at which officers are to be elected.
 2. Each committee member shall represent his component society and present its nominees for the:
 - a. elective offices of the West Virginia Dental Association.
 - b. delegates and alternates to the American Dental Association.
 - c. candidates for the nominee to the State Board of Dental Examiners.
 3. The committee shall select at least one (1) candidate for each of the elective positions. It will mail a list of these candidates to all members of the Association at least ninety (90) days preceding the regular semi-annual meeting of the Association at which officers are to be elected. It will receive all other nominations for these positions which are embodied in petitions signed by at least fifteen (15) members of the Association. All petitioned nominations must be received by the Central Office no later than thirty (30) days following the first mailing of candidates by the committee. Notwithstanding any other provision of this subparagraph (subparagraph 3) to the contrary, nominations for nominee to the Board of Dental Examiners shall only be nominated in the manner prescribed in Article X, Section 8.
 4. The committee will mail an official list of candidates to all members of the Association no later than thirty (30) days prior to the regular semi-annual meeting of the Association at which officers are to be elected. This mailing shall include all candidates selected by the committee, all candidates entered by petition, a request form to obtain an absentee ballot, and professional resumes of all candidates for Vice-President of the Association.
 5. Each active or life member of the Association shall have the opportunity to cast a ballot. Those members of the Association who are physically present at the meeting shall cast their ballot on the first official day of the meeting at the designated balloting area. Those members not present on the first official day of the meeting shall remit the request form for

an absentee ballot to the Central Office. The absentee ballot must be returned to the Central Office prior to the first official day of the meeting.

6. All absentee ballots must be properly identified. The absentee ballot must be sealed in the provided envelope with the members signature and ADA number on the outer face of the envelope. The sealed ballot is then placed in an envelope addressed to the Central Office.
7. An official ballot ledger of the current roster of active and life members shall be used to verify each ballot.
8. The committee shall tally the ballots and the chairperson will present a report of the election at the meeting of the General Assembly on the last official day of the meeting.

Section 12. Peer Review and Patient Relations Committee

12(a) Composition. The Peer Review and Patient Relations Committee shall consist of the chairpersons of the twelve (12) component society peer review committees.

12(b) Duties

1. To carry out the policies and procedures of peer review established by this Association's Peer Review Manual.
2. To foster cordial relations between the public and members of the dental profession and to create a better understanding of the mutual rights and obligations involved in dental care.
3. To serve as counselors to the members and to their patients in misunderstandings and to alleviate any resulting strained relations between patient and dentist.
4. To impress members of the dental profession with their moral and legal responsibilities toward their patients and their obligation to this Association.
5. To review reasonable differences of opinion between third party agencies and dentists. (Peer Review)
6. To provide assurance of quality of care rendered in prepayment programs.
7. To determine the relevancy of the usual, customary and reasonable fees and treatment procedures to the terms of the contract.

Section 13. Professional Relations (Ethics) and Relief Assistance Committee

13(a) Composition, The Professional Relations (Ethics) and, Relief Assistance Committee shall consist of seven (7) active or life members.

13(b) Duties

1. To receive complaints regarding manner of practice, morals, or incompetency of any member of this Association.
2. To set up rules of procedure for arbitration or adjudication of complaints subject to the approval of the Executive Council.
3. To report the activities of this committee to the Executive Council.
4. To investigate all claims made on the relief fund and render such aid to needy members of this Association as may be indicated by the facts. The total amount to be expended by the Association for relief in any one fiscal year shall not exceed the total income of the relief fund or the immediately preceding fiscal year.
5. To assist the dentist's immediate survivors in disposing of the practice at a fair price.
6. To insure that patients with uncompleted work are cared for as soon as possible.

Section 14. Task . Force Committee. Task Force Committees may be created at any meeting of this Association, or in the interim between Association meetings, at any meeting of the Executive Council, for the purpose of performing any duties assigned to it which are not otherwise provided for in these bylaws. Any such task force committee shall serve until the adjournment of the next regular semi-annual session of the Association or until its specific problem or charge shall have been solved or properly disposed of.

The duties of each task force committee shall be prescribed in the resolution creating it. A written report from the task force committee chairperson must be submitted in writing setting forth the task force resolutions or recommendations when its work is complete. Preliminary reports should also be submitted when requested by the President.

Article XIV General Assembly

Amend: Section 3 line 26, page 21 through Section 9 line 12, page 22 by deletion and substitution of the following in its entirety.

Section 3. Chairpersons for semi-annual sessions. There shall be six (6) semi-annual session chairpersons as follows:

1. Chairperson on Arrangements
2. Chairperson on Program
3. Chairperson on Exhibits

4. Chairperson on Table Clinics
5. Chairperson on Sports Activities
6. Chairperson on Registration

The President shall appoint each of the Chairpersons annually. The appointees shall be active or life members of the Association, and shall serve as consultants to the President as he plans the semi-annual sessions he is responsible for. The appointees shall serve at the discretion of the President. Each chairperson may appoint up to five (5) active or life members to assist them in formulating plans and carrying out the responsibilities delegated to them as regards the semi-annual session.

Section 4. Chairperson on Arrangements. This individual shall have charge of all local arrangements for the semi-annual sessions of the General Assembly. He/she will assist and cooperate with other chairpersons and the officers of the Association in arranging details and making provisions for the scientific and clinical features and the entertainment activities planned for semi-annual sessions and shall work within the prescribed budget of the session.

Section 5. Chairperson on Program. This individual shall secure the speakers and clinicians for the semiannual sessions of the General Assembly. He/she shall arrange in orderly manner the schedule of events to be presented and business to be transacted at the meeting and shall submit a copy of planned programs and clinicians at least six (6) months before the date set for the meeting.

Section 6. Chairperson on Exhibits. This individual shall have the responsibility of contracting dental trade organizations and dental laboratories with the express purpose of exhibiting at any semi-annual sessions of the General Assembly at which exhibits are to be presented. He/she shall also assist the exhibitors when problems or questions arise on the exhibition floor.



Section 7. Chairperson on Table Clinics.

This individual shall have the responsibility of contacting practitioners, auxiliaries and appropriate students for the purpose of presenting table clinics of interest to members of the Association at any semi-annual session of the General Assembly at which table clinics are to be conducted. He/she shall also obtain scientific exhibits related to dentistry and the basic sciences for exhibition at such sessions.

Section 8. Chairperson on Sports Activities. This individual shall have the responsibility of formulating sporting events, for any semi-annual session of the General Assembly at which sporting events are to be held, where sufficient interest exists in such events. (Golf tournaments, skeet, tennis, etc.) He/she shall also establish the rules of participation in these events and the prizes to be awarded.

Section 9. Chairperson on Registration. This individual shall have the responsibility of supervising registration of all participants and guests at the semi-annual sessions of the General Assembly. This individual's rulings and decisions, in consultation with the Executive Director of this Association, will be considered final where registration problems occur, except that the amount of registration fees must be recommended to the Executive Council for final determination.