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CONSTITUTION AND BYLAWS
THIRD DISTRICT DENTAL SOCIETY
Approved at the Annual Meeting October 1, 1999

PREAMBLE

Whereas, by an act passed April 7, 1868, the legislature of the State of New York did authorize the formation of dental societies in the several judicial districts of the state with certain powers, privileges and duties therein specified;

Whereas the dentists of the Third Judicial District did meet in Albany, New York on January 12, 1868 and then and there did organize the Third District Dental Society and

Whereas the Third District Dental Society which presently comprises the counties of Albany, Columbia, Greene, Rensselaer, Sullivan and Ulster (sec. 1 Act of Incorporation)

Now therefore, this society ordains and declares for its government hereafter the following *Constitution and Bylaws*

CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be: "The Third District New York State Dental Association", hereinafter referred to as "The Society" or "This Society" or "The Third District Dental Society", or the Third District.

ARTICLE II - OBJECT

The object of The Society shall be to cultivate and promote the art and science of dentistry and to improve the oral and dental health of the public. The Society and its study groups and branch societies do not discriminate in any of its functions on the basis of sex, sexual orientation, race, color, age, marital status, veteran status, religion, national origin, disabilities, or handicapping conditions.

In each instance the word *he* is used, it is not meant to be gender specific.

ARTICLE III - ORGANIZATION

Section 10. INCORPORATION - The Society is a non-profit organization, incorporated in Albany, New York on January 12, 1868 by dentists of the Third Judicial District and which presently comprises the counties of Albany, Columbia, Greene, Rensselaer, Sullivan and Ulster.

51 *Section 20. MEMBERSHIP - The membership of this society shall consist of dentists whose qualifications*
52 *and classifications shall be established in Chapter I of the Bylaws.*

53
54 *Section 30. BRANCH SOCIETIES/STUDY GROUPS - Branch societies and study groups may be*
55 *organized within the boundaries of the Society and shall be governed in conformity with Chapter II of the*
56 *Bylaws.*

57
58 **ARTICLE IV - GOVERNMENT**

59
60 The Legislative and governing body of this Society shall be the Executive Committee as provided in
61 Chapter III of the *Bylaws*.

62
63 Policies passed by the Executive Committee that relate to the routine administration of our Society will be
64 kept in a manual known as “Executive Committee Administrative Policies” and maintained in the central
65 office.

66
67 The officers of this Society shall be the administrative body thereof, as provided in Chapter IV of the
68 *Bylaws*.

69
70 The most recent edition of Sturgis Standard Code of Parliamentary Procedure shall govern the deliberations
71 of this society.

72
73 **ARTICLE V - OFFICERS**

74
75 The elective officers of this Society shall be a president, a president-elect, a vice-president, a secretary and
76 a treasurer, each of whom shall be elected as provided in Chapter IV of the *Bylaws*.

77
78 **ARTICLE VI - MEETINGS**

79
80 *Section 10. ANNUAL MEETINGS - The Society shall meet annually during the fall. A business meeting*
81 *must be a part of the annual meeting. Notice of such meeting shall be published at least four (4) weeks*
82 *prior to the annual meeting. Business meetings of the Society will be conducted by the officers of the*
83 *Society.*

84
85 *Section 20. QUORUM - Twenty (20) members of the Society shall constitute a quorum for the*
86 *transaction of business at the annual meeting.*

87
88 *Section 30. SPECIAL MEETINGS - Special meetings of the membership may be called by the president,*
89 *the Executive Committee, or at the written request of twenty active (20) members of the Society. A quorum*
90 *will be the same as for an Annual Meeting. Only business related to the purpose for having the meeting can*
91 *be discussed.*

92
93 **ARTICLE VII - CODE OF ETHICS**

94
95 *Section 10. Every member of this Society must follow a code of ethics as prescribed by The Third District*
96 *Dental Society, The New York State Dental Association and the American Dental Association. Violation*
97 *of the principles of these Codes would be determined by the Third District Committee on Ethics. If a*
98 *violation is found and cannot be resolved to the satisfaction of both parties involved, the matter will be*
99 *referred to the New York State Dental Association for further evaluation, hearings, appeals and any*
100 *necessary disciplinary action*

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ARTICLE VIII - AMENDMENTS

Section 10. STANDARD METHOD - The *Constitution* may be amended by two-thirds (2/3) affirmative vote of the members of this Society present and voting at an annual meeting, provided such amendment is published at least four (4) weeks prior to such annual meeting and read at a previous annual meeting of the Society.

Section 20. EMERGENCY METHOD - The *Constitution* may also be amended at any annual meeting or special meeting by a two-thirds (2/3) affirmative vote, if one-half (1/2) of the active membership of the Dental Society is present for the vote.

Section 30. MANDATORY CORRECTIONS - In the event of amendments being required to the *Constitution* due to changes in terminology or structure of the NYSDA or the ADA, the following procedures will be used in order to facilitate a more speedy response:

1. Changes required in terminology will be considered editorial corrections and can be made by joint agreement of the Chairman of the Constitution and *By laws* Committee and the Executive Secretary of the Society.
2. Changes in substance that are required in order to be in conformity with NYSDA & ADA can be made by a 2/3 majority of the Executive Committee of the Society.

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BYLAWS

CHAPTER I - MEMBERSHIP

Section 10. CLASSIFICATION - The members of this Society shall classified as follows:

- ACTIVE
- LIFE
- HONORARY
- ASSOCIATE
- RETIRED
- STUDENT

Section 20. QUALIFICATIONS -

A. ACTIVE MEMBERS - Any dentist licensed to practice in the State of New York and who practices in the Third Judicial District and is a member in good standing (see *Section 30*) shall be classified as an active member.

B. LIFE MEMBER - An active member of this Society for a total of thirty (30) consecutive years or forty (40) non-consecutive years and having attained the age of sixty-five (65) years may make application for life membership in writing to the Executive Director or Secretary of this Society. If the applicant is found eligible, their name shall be presented for election at the next Executive Committee meeting of this Society.

C. HONORARY MEMBERSHIP - Any individual who has contributed materially to the advancement of dentistry may be elected by this Society as an honorary member of this Society. The names and qualifications of candidates for honorary membership shall be submitted in writing to the Executive Committee by at least two members of the Third District Dental Society who are in good standing in our Society.

If the Executive Committee is in agreement they may then recommend nomination to the Society at the next annual meeting where a two-thirds (2/3) favorable vote will elect the candidate to honorary membership.

D. ASSOCIATE MEMBERSHIP - Associate members are active members of the American Dental Association from this state or any state or possession of this country who are in good standing in the district in which they maintain their primary practice and who wish to maintain an affiliation with the Third District Dental Society.

An application for associate membership must be endorsed by the Executive Director of the component society in which the applicant holds membership certifying they are in good standing.

Election to associate membership shall be made at Executive Committee meeting by a majority of those present and voting provided the applicant has met the requirements of *Section 20*.

E. RETIRED MEMBERSHIP - Any member holding NYSDA membership for 25 years and who is no longer earning income from the performance of services as a member of the faculty of a dental school, as a

204 dental administrator or consultant or as a practitioner of any activity for which a license to practice
205 dentistry is required is eligible for retired status.

206

207 Election to retired membership shall be at an Executive Committee meeting by a majority of those present
208 and voting provided the applicant is an active member of the District Society and is in good standing.

209 Payment of retired member's dues is due on January 1 of each year.

210

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212 F. STUDENT MEMBERSHIP - A pre-doctoral student of a dental school accredited by the American
213 Dental Association who is an active member of the American Student Dental Association, and a student
214 member of the A.D.A., or any dentist eligible for membership who is engaged full time in (1) an advanced
215 training course of not less than one academic year's duration in an ADA accredited school or (2) a
216 internship or residency program approved by the Council on Hospital Dental Services, may be classified as
217 a student member of this Society. Requests for student membership must be made by application to this
218 Society. Student dues of this Society and evidence of membership in The New York State Dental
219 Association and the American Dental Association must accompany the application.

220

221 *Section 30. IN GOOD STANDING* - Any member of this Society who is not under sentence of suspension
222 or expulsion and whose dues for the current calendar year have been paid, shall be considered in good
223 standing. Any member of the Society receiving assistance from the Relief Fund of this Society shall be
224 exempt from payment of dues and shall be considered in good standing.

225

226 *Section 40. ELECTION TO MEMBERSHIP* – A completed application for membership in the Society
227 must include the amount of the current year's dues of this Society, the New York State Dental Association
228 and the A.D.A. All applications shall be reviewed as to eligibility status by the membership committee, and
229 if found eligible the committee will report their findings at the next meeting of the Executive Committee.
230 The Executive Committee will act upon the application at the same meeting. A two-thirds (2/3) affirmative
231 vote shall be required for election to membership. Once the Executive Committee has voted an applicant to
232 membership, he or she shall have all the privileges of such membership. The NYSDA shall be notified in
233 writing upon admission of an applicant to membership. Each newly certified member shall receive in
234 writing notice of his/her admission to the Society immediately upon election. The names and addresses of
235 those elected to membership shall be published in "The MIRROR" of the Third District Dental Society and
236 at the next general annual membership meeting.

237

238 *Section 50. TRANSFER OF MEMBERSHIP* - Application for transfer of membership to another District
239 Society shall be made to the Society to which the transfer is sought. The Society receiving such application
240 will be sent information (if requested) indicating whether the applicant is in good standing and whether or
241 not there are any formal charges pending against the transferee.

242

243 *Section 60 PRIVILEGES*

244 A. ACTIVE MEMBERS

245 a. Active members, in good standing, shall receive annually a certificate of membership from the A.D.A.,
246 the Journal of the A.D.A., and the Journal of The New York State Dental Association. The member
247 shall also be entitled to admission to any scientific session of the A.D.A., to any scientific or general
248 business meeting of the New York State Dental Association, to any meeting of this Society and to such
249 other services as are provided for active members of the A.D.A., the New York State Dental
250 Association and of this Society.

251 b. An active member in good standing shall be eligible for nomination as a delegate or alternate to the
252 House of Delegates of the A.D.A., to membership on the Board of Governors of the New York State
253 Dental Association and for election or appointment to any office, committee, council, or similar
254 position in the A.D.A., the New York State Dental Association and this Society

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B. LIFE MEMBERS

- a. A life member, in good standing, shall receive a certificate of life membership. Shall be entitled to all privileges of an active member, except he or she shall not receive the Journal of the A.D.A., unless by subscription.
- b. A life member shall be exempt from the dues and assessments of this Society.

C. HONORARY MEMBERS

- a. An honorary member shall not have the right to vote or hold office.
- b. An honorary member shall receive a certificate of honorary membership. Shall be entitled to admission to any scientific meeting of this Society.
- c. An honorary member shall be exempt from the dues or assessments of this Society.

D. ASSOCIATE MEMBERS

- a. An associate member shall have the privileges and responsibilities of membership in this Society, shall have the privilege of the floor but shall not have the right to vote or hold office.
- b. An associate member shall receive the official publications of this Society.

E. RETIRED MEMBERS

A retired member shall be entitled to all the privileges of an active member. The years of retired membership shall not be included as years of active membership for the purpose of determining eligibility for life membership.

F. STUDENT MEMBERS

- a. A student member in good standing shall receive annually the publications of the Society. Shall be entitled to admission to any scientific and business session of the Society and shall be entitled to such other services as provided by the American Dental Association, NYSDA and this Society for active members.
- b. A student member shall not have the right to vote or hold office.
- c. Years of student membership shall not be included as years of active membership for the purpose of determining eligibility for life membership.

CHAPTER II - BRANCH SOCIETIES / STUDY GROUPS

Section 10. ORGANIZATION AND DUTIES

- a. Branch societies / study groups may be organized within the boundaries of the Third District.
- b. Each branch society/study group shall have the power to provide for its financial support and to make laws, rules and regulations to govern its membership provided such laws, rules and regulations do not conflict with the *Constitution and Bylaws* of this Society, the New York State Dental Association and the American Dental Association
- c. Each branch society or study group shall submit annually a list of the newly elected officers to the Secretary of the District Society.
- d. Each member of a branch society or study group must be a member of this Society.

CHAPTER III - EXECUTIVE COMMITTEE

Section 10. COMPOSITION

A. The Executive Committee shall consist of the President, President-Elect, Vice-President, Secretary, Treasurer, and All Past-Presidents.

306
307 All Chairmen of Standing Committees of this Society
308 Delegates and Alternate Delegates to the American Dental Association,
309 Representatives from the Third District on the Board of Governors of the New York State Dental
310 Association
311 Members of the Third District on the State Board for Dentistry, four (4) members appointed by the
312 President, two (2) members appointed by the President-Elect, and four (4) members elected by this Society
313 at the annual meeting. Two members nominated by the nominating committee shall be appointed each year
314 for a term of two years, however no such member shall serve more than two (2) terms consecutively.
315 All appointed positions are for one year. Officers and immediate past-presidents are members while in
316 their stated office. Past presidents and elected or appointed officers of the New York State Dental
317 Association, who are active or life members in good standing of this society shall be ex-officio members of
318 the Executive Committee. The editor of "The Mirror" and one representative of each of the official branch
319 societies or study groups are also members.

320
321 B. New members of the Executive Committee shall take office immediately following the meeting in which
322 they were elected.

323
324 *Section 20. POWERS and DUTIES*
325 A. The Executive Committee shall be the legislative and governing body of this Society and shall determine
326 the policies of this Society in all activities.
327 B. It shall have charge of all business matters of this Society except those which must be considered at
328 annual meetings as provided for in other Sections of the *Bylaws*.
329 C. It shall have power to appoint special committees of the Society.
330 D. It shall be the duty of the Executive Committee to present a budget at the annual meeting for adoption.

331
332 *Section 30. MEETINGS*
333 A. The Executive Committee shall meet regularly on the first Monday of each month from September to
334 May inclusively. The President may change the monthly meeting to some other day within the month if it
335 becomes necessary.
336 B. Special meetings of the Executive Committee may be called by the President. Meetings of the Executive
337 Committee shall be open to all members of this Society, who shall have the privilege of speaking but not
338 voting.
339 C. Twelve members of the Executive Committee shall constitute a quorum.

340
341 *Section 40. ORDER OF BUSINESS*
342 A. Reading of the minutes unless accepted as published or corrected
343 B. Reports of Officials
344 C. Reports of Committees
345 D. Unfinished Business
346 E. New Business
347 F. Adjournment

348 This order of business may be suspended by a two-thirds (2/3) vote of the members of the Executive
349 Committee present.

350
351 **CHAPTER IV - OFFICERS**

352
353 *Section 10. NAME AND TITLE* - The elected officers of this Society shall be five (5) in number:
354 President, President-Elect, Vice President, Secretary and Treasurer as provided in Article V of the
355 Constitution.

356

357 *Section 20. ELIGIBILITY* - Only an active or life member in good standing of this Society shall be
358 eligible to serve as an elected officer.
359

360 *Section 30. NOMINATIONS* - At the fall meeting, nominations for the officers of President, President-
361 Elect, Vice President, Secretary and Treasurer shall be presented by the nominating committee as provided
362 in Chapter VII Section 60E, of the *Bylaws*.
363

364 *Section 40. ADDITIONAL NOMINATIONS* - Additional nominations may be made by petition signed
365 by at least five (5) members, in good standing, and presented to the Secretary of this Society at least fifteen
366 (15) days prior to the annual meeting.
367

368 *Section 50. ELECTIONS* - The election of officers of this Society shall be by a majority of members in
369 good standing, present and voting, provided a quorum is present. Elections take place at the Annual
370 Meeting.
371

372 *Section 60. TENURE OF OFFICE* - The officers shall serve for a term of one (1) year or until their
373 successors are elected and installed.
374

375 *Section 70. INSTALLATION* - The elected officers shall be installed at the annual meeting.
376

377 *Section 80. VACANCIES* - In the event of a vacancy of an office of an elected officers, a replacement
378 for the remaining term of office shall be determined by a majority vote of the Executive Committee.
379

380 *Section 90. DUTIES –*

381 A. **PRESIDENT** - It shall be the duty of the President:

382 a. To preside at all annual and special meetings of this Society or whenever called to act in this capacity
383 for the Society.

384 b. To call special meetings of the Executive Committee as provided in Chapter III, Section 30A of the
385 *Bylaws*.

386 c. To appoint the chairperson and members of all committees not otherwise provided for in these *Bylaws*.

387 d. To fill all vacancies that may occur not otherwise provided for in these *Bylaws*.

388 e. To submit a written report of the activities of his office at the annual meeting.

389 f. To attend the District Officers’ Conference.

390 g. To perform other such duties as may be stated in the *Bylaws*.

391 h. To direct the activities of the Executive Committee.

392 i. To represent the district at public functions and awards.

393 j. When requested by the executive committee, to act in this capacity for the Society.
394

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

396 a. To assist the President as requested.

397 b. To preside at all meetings of the Executive Committee.

398 c. To act as Chairperson of the Clinic and Arrangements Committee.

399 d. To serve as a member of the Budget and Finance Committee.

400 e. To act as the non-voting chairperson at the Nominating Committee.
401

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

403 a. To assist the President and President –Elect as requested.

404 b. To act as vice-chairperson of the Clinic and Arrangement Committee.

405 k. To serve as ex-officio member of each standing committee.
406

407 D. **SECRETARY** - It shall be the duty of the Secretary:

- 408 a. To be the chief recording officer and custodian of the records of the Society unless these duties are
- 409 being a performed by employees who are assigned such duties.
- 410 b. To provide a necrology report to the Society.
- 411 c. To give due notice of the time and place of all meetings of the Society and of the Executive Committee.
- 412 d. To notify all members of elections to office, membership, and appointments to committees.
- 413 e. To act as Chairperson of the Necrology Committee.
- 414 f. To attend all general membership, Executive Committee and officers' meetings of the Society.
- 415
- 416 A. TREASURER - It shall be the duty of the Treasurer:
- 417 a. To keep a register of the members of the Society.
- 418 b. To collect and record dues and assessments from the membership of the Society.
- 419 c. To furnish bond at the expense of the Society, the amount to be determined by the Executive
- 420 Committee.
- 421 d. To submit a report of the financial condition of the Society for the fiscal year at the annual meeting
- 422 with a confirmation of accuracy from our current accountant.
- 423 e. To transfer all money in excess of that needed to maintain the monthly budget from the checking
- 424 account to a savings account.
- 425 f. To establish and maintain a continuing education account for the purpose of operating the continuing
- 426 education conferences in accordance with the rules and regulations formulated by the Committee on
- 427 Continuing Education and approved by the Executive Committee.
- 428 g. To sign checks prepared by the district office for operating expenses.

429
430 *Section 100. RETIRING OFFICERS* - It shall be the duty of the retiring officers to turn over to their
431 incoming officers all records and papers pertaining to their office.

432
433 *Section 110. REMOVAL OF OFFICERS* – shall be in accordance with New York State Not for Profit
434 Law and Sturgis Standard Code of Parliamentary Procedure.

- 435 A. Any appointed officer may be removed, with or without cause, by the individual or body authorized to
- 436 make the appointment.
- 437 B. An officer elected by the membership may be removed, with or without cause, only by vote of the
- 438 membership. However, the officers authority to act may be suspended by the Executive Committee for
- 439 cause.
- 440 C. For members nominated by the Third District membership for a position to NYSDA which requires
- 441 election by the Board of Governors, the Executive Committee of this Society will request the Board of
- 442 Governors of NYSDA to remove the council member, delegate, or alternate delegate from office.

443
444 *Section 120. EXECUTIVE DIRECTOR* - There may be an Executive Director employed by the Society
445 through action of the Executive Committee. The Executive Director shall have the following duties and the
446 performance of duties shall be subject to the approval of the Executive Committee. A yearly evaluation of
447 his/her performance will be presented by the officers of the Society for review by the Executive Committee.

- 448 a. Shall aid and consult with the officers in the general administration of the Society. Shall aid in
- 449 performing the administrative duties attributed to the Secretary and Treasurer but will not have the
- 450 authority to sign checks or make withdrawals.
- 451 b. Shall assist the Editor in the publication of the Newsletter.
- 452 c. Shall coordinate and, where indicated, assist in the activities of the various committees. Will be the
- 453 Executive head of the Society's office and operate it within the budgetary limits set by the Society.
- 454 d. Shall report to the Executive Committee on the functioning of the Central Office at their regular
- 455 meetings.
- 456 e. Shall perform such duties as may be assigned by the Executive Committee.
- 457 f. Shall compile a manual describing the operations of the Society and keep it current.
- 458 g. Shall be directly responsible to the President and the Secretary and Treasurer of the Society.

- 459 h. Shall attend the Board of Governors meetings and reasonable expenses for attending these meetings are
460 to be paid by the District Society.
461 i. There may be an Executive Director Emeritus appointed by the Executive Committee without financial
462 compensation.
463 j. There may be an Assistant Executive Director whose salary will be determined by the Executive
464 Committee.

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469 **CHAPTER V - ANNUAL MEETINGS**

470

471 *Section 10. ORDER OF BUSINESS*

- 472 A. Reading of minutes of previous meeting
473 B. Reports of officers
474 C. Reports of standing committees
475 D. Reports of Delegates to the American Dental Association
476 E. Reports of members of the Board of Governors
477 F. Reports of members of State Councils
478 G. Report of new members elected since last meeting
479 H. Unfinished Business
480 I. New Business
481 J. Nomination to State Councils
482 K. Election to the Board of Governors
483 L. Nomination of a delegate to the American Dental Association and of an alternate delegate
484 M. Election of new officers
485 N. Adjournment

486

487 *Section 20. SUSPENSION OF ORDER OF BUSINESS - The Order of Business may be changed by a*
488 *majority vote of the qualified voting members of the Society who are present.*

489

490 **CHAPTER VI – CODE OF ETHICS – See the Constitution of this Society, Article VIII.**

491

492 **CHAPTER VII - COMMITTEES AND APPOINTMENTS**

493

494 *Section 10. NAME - The standing committees of this Society shall be:*

- 495 A. Committee on Budget, Finance and Audit
496 B. Committee on Clinic and Arrangements
497 C. Committee on Ethics
498 D. Committee on District Claims
499 E. Committee on Nominations
500 F. Committee on Relief
501 G. Committee on Membership and Communication
502 H. Committee on the New Dentist
503 I. Committee on Insurance
504 J. Committee on District Publications
505 K. Committee on Constitution and Bylaws
506 L. Committee on Continuing Education
507 M. Committee on Dental Health and Health Planning
508 N. Committee on Dental Practice
509 O. Committee on Governmental Affairs

- 510 P. Committee on Peer Review and Quality Assurance
- 511 Q. Committee on Awards
- 512 R. Committee on Dental Benefit Programs
- 513 S. Committee on Planning
- 514 T. Committee on Chemical Dependency

515
 516 *Section 20. APPOINTMENTS* – All committees and Chairpersons unless otherwise provided for in
 517 these *Bylaws* shall be composed of active members in good standing appointed by the President. No
 518 member shall serve as chairperson of more than one committee, except that a previously designated
 519 chairperson may be appointed by the President of the Society to chair a “Special Committee” established
 520 for a specific duty.

521
 522 *Section 30. TERM OF OFFICE* – Unless specifically provided for in these *Bylaws*, The term of office of
 523 all members of committees shall be one (1) year. No chairperson shall serve more than five (5) consecutive
 524 years in this capacity. Exceptions can be made by unanimous consent of the Executive Committee. The
 525 vote shall be by closed ballot at a regular meeting of the Executive Committee.

526
 527 *Section 40. VACANCY* – In the event of a vacancy, the President shall appoint an active member, in good
 528 standing, of this Society to fill the vacancy for the unexpired term.

529
 530 *Section 50. COMMON DUTIES OF ALL COMMITTEES* – Each committee shall submit in writing to
 531 the Council on Budget, Finance and Audit a proposed budget of anticipated expenses for the ensuing fiscal
 532 year. Such budget shall be submitted sixty (60) days in advance of the Annual meeting of the Society.

533
 534 *Section 60. SPECIFIC DUTIES OF EACH COMMITTEE* -

535 A. COMMITTEE ON BUDGET, FINANCE AND AUDIT – It shall be the duty of the Committee on
 536 Budget, Finance and Audit to:

- 537 a. Prepare a tentative budget for submission to the Executive Committee meeting prior to the annual
 538 meeting of the Society.
- 539 b. Evaluate all budget requests in excess of One Thousand Dollars (\$1,000.00) and make
 540 recommendations for approval or disapproval to the Executive Committee.
- 541 c. This committee shall consist of seven (7) members: the five elected officers of the Society, and the two
 542 immediate past presidents of the Society. In the event of a vacancy, the President shall appoint a
 543 member of this Society, in good standing, who has previously served as President of the Society. The
 544 President shall appoint a Chair of this Committee.

545
 546 B. COMMITTEE ON CLINICS AND ARRANGEMENTS – It shall be the duty of the Committee on
 547 Clinics and Arrangements to obtain clinicians, speakers or entertainment for all meetings of the Society and
 548 to arrange for a place for meetings.

549
 550 C. COMMITTEE ON ETHICS - It shall be the duty of the Committee on Ethics to follow the procedures
 551 in the “Manual of Ethics-Third District Dental Society”. Members of the Society are obliged to follow the
 552 principles as described in this Manual.

553
 554 D. COMMITTEE ON DISTRICT CLAIMS - It shall be the duty of the Committee on District Claims to:
 555 a. Examine all facts pertinent to malpractice claims against any member of this Society who is insured by
 556 a malpractice carrier that has agreed to submit the claim to this Committee for review and to make
 557 recommendations to the insurance company relative to the disposition of the case.

- 558 b. This committee shall be composed of three (3) members nominated and elected at the annual meeting.

559
 560 E. COMMITTEE ON NOMINATIONS - It shall be the duty of the Committee on Nominations to:

- 561 a. Provide nominations for officers of the Third District Dental Society to the Executive Committee for
562 approval. They shall then present their report for publication to the membership at least thirty (30)
563 days prior to the annual meeting.
- 564 b. This committee shall consist of the chairperson and seven (7) other members. The President-elect of
565 this Society shall serve as chair; remaining members are to be selected as follows: three (3) most recent
566 Past Presidents that are available and one member elected by each branch society and/or study group
567 who are members in good standing of the Third District Dental Society.
- 568 c. In the event of a vacancy, The Executive Committee shall appoint a member, in good standing, of this
569 Society to fill the vacancy.

570
571
572 G. COMMITTEE ON RELIEF - It shall be the duty of the Committee on Relief to examine the need for
573 relief of any member of this Society requesting financial aid and to make recommendations to the Executive
574 Committee. This committee shall be composed of three (3) members.

575
576 H. COMMITTEE ON MEMBERSHIP AND COMMUNICATION - It shall be the duty of the
577 Committee on Membership to:

- 578 a. Attempt to interest all dentists in the Third District to obtain membership in this Society and to
579 encourage them to maintain their membership in good standing.
- 580 b. Encourage attendance at all meetings of the Society.
- 581 c. Transmit urgent business to the membership by telephone when requested by the President.
- 582 d. To develop and maintain a public relations program for this Society, including the dissemination of
583 pertinent information to the public and the profession.

584
585 I. COMMITTEE ON THE NEW DENTIST - It shall be the duty of the Committee on the New Dentist to
586 identify, contact and support any “new dentist” member of our Society with information and guidance to
587 help aid their development and practice.

588
589 J. COMMITTEE ON INSURANCE – It shall be the duty of the Committee on Insurance to investigate,
590 consider, and recommend to this Society information relating to all insurance as it concerns this Society and
591 its members. This committee shall be composed of three (3) active members.

592
593 K. COMMITTEE ON DISTRICT PUBLICATIONS

- 594 a. This committee with the Editor as Chairperson, shall have charge of Third District official
595 publications.
- 596 b. It shall establish editorial policy in keeping with policies established by the Executive Committee.
- 597 c. This committee may appoint a business manager from the members of this Society, but such
598 appointment shall be confirmed by the Executive Committee.
- 599 d. This Committee shall be responsible for releases to the Journal of the New York State Dental
600 Association for the “District Reports” Section.

601
602 L. COMMITTEE ON CONSTITUTION AND BYLAWS - This committee shall be composed of three
603 (3) members of this Society. Duties of this committee shall be to see that the *Constitution and Bylaws* of
604 this Society are followed and adhered to and are maintained in order and in conformity with the
605 *Constitution and Bylaws* of the New York State Dental Association and the ADA. Proposals for change
606 shall be in accordance with Article VIII of the *Constitution* and Chapter XII of the *Bylaws*.

607
608 M. COMMITTEE ON CONTINUING EDUCATION - It shall be the duty of this committee to:

- 609 a. Formulate programs for the year.
- 610 b. Collect and disburse funds received from these programs and account to the Treasurer of this Society
611 for such funds. This committee shall be composed of a chairperson, vice chairperson, secretary,

612 registrar and as many committee members as necessary to carry out its functions with the agreement of
613 the Executive Committee.

614

615 N. COMMITTEE ON DENTAL HEALTH AND HEALTH PLANNING - It shall be the duty of this
616 committee to:

- 617 a. To aid in the development of plans and programs for adequate dental care for the public, and to
618 promote the dental health of the public within the framework of policies adopted by the Board of
619 Governors of the New York State Dental Association.
- 620 b. To establish, maintain and encourage relations with the State Department of Health, the State
621 Education Department and such private agencies that are interested in programs for the dental health of
622 the community.
- 623 c. To assist, when requested, in matters pertaining to hospital dentistry or other general facilities offering
624 dental care.

625

626 O. COMMITTEE ON DENTAL PRACTICE - The duties of this committee shall be:

- 627 a. To encourage and develop satisfactory relations with the various organizations representing the dental
628 trades and dental laboratories.
- 629 b. Cooperate with the Council on Dental Practice of the New York State Dental Association.

630

631 P. COMMITTEE ON GOVERNMENTAL RELATIONS - The duties of this committee shall be:

- 632 a. To evaluate government legislation and regulations that pertains to dentistry.
- 633 b. To keep the Executive Committee informed of legislative and regulatory issues.
- 634 c. To advise the Executive committee of recommended legislative actions to be taken to protect the public
635 and dental profession.

636

637 Q. COMMITTEE ON PEER REVIEW AND QUALITY ASSURANCE

- 638 a. The duties, composition and function of this committee shall conform to the Manual on Peer Review of
639 The New York State Dental Association.
- 640 b. There shall be three (3) sub-committees with appropriate chairpersons:
 - 641 1. Albany-Rensselaer area
 - 642 2. Troy-Latham-Cohoes area
 - 643 3. Kingston-Hudson-Catskill area
- 644 c. Within each sub-committee the terms of members are to be staggered.
- 645 d. Committee members must have a minimum of five (5) years of dental practice experience.
- 646 e. The committee will follow the procedures as described in the Peer Review manual published by the
647 New York State Dental Association.
- 648 f. Decisions of this Committee are subject to appeal to the New York State Dental Association.
- 649 g. It is mandatory for members to appear before the Peer Review Committee when requested and abide by
650 the findings of the Peer Review Committee, or their membership may be suspended or revoked, along
651 with a violation of ethics charge.

652

653 R. COMMITTEE ON AWARDS - The following awards may be bestowed at the annual meeting.

654 Special Awards:

655 Downes-Ripp Achievement Award: this award is given in recognition of a member's untiring
656 commitment to dentistry or accomplishments of special note that contribute to the betterment of
657 the profession of dentistry.

658

659 Feltman-Hunn Medal of Merit: this award is given to a member for recognition of exceptional
660 leadership and dedication to the perfection of the Art and Science of Dentistry.

661

662 William B. Smith Award: this award is given to a member who has displayed continued
663 involvement in organized dentistry and has displayed the highest ethical standards.

664
665 Presidents' Award: The President's Award is presented to the immediate past president at the
666 annual meeting in recognition of his or her dedicated service and leadership as President of the
667 Third District Dental Society.
668

669 It shall be the duty of this Committee:

- 670 a. To nominate candidates whose names shall be submitted to the Executive Committee for approval.
- 671 b. Nominations shall be submitted annually (if a selection is made).
- 672 c. The committee will be composed the three (3) immediate Past Presidents as well as the past 7th and 11th
673 Presidents of this Society if available. The senior member will preside as chairperson.

674
675 **S. COMMITTEE ON DENTAL BENEFITS PROGRAMS**

- 676 a. To monitor the delivery of dental care provided by all alternative systems that deliver dental care, where
677 possible
- 678 b. To maintain liaison between the Society and agencies sponsoring, administering or implementing
679 government funded or privately funded dental care programs, and dental service corporations
- 680 c. To evaluate dental care programs that deliver dental care.
- 681 d. To initiate negotiations with and respond to any agency sponsoring, administering or implementing
682 dental care programs for the purpose of establishing acceptable conditions.

683
684 **T. COMMITTEE ON PLANNING** - It shall be the duty of this committee to meet at least yearly to
685 define and plan the future direction of the Society and report their suggestions to the Executive Committee.
686 Seven members will be selected by the vice-president who will chair the meeting.

687
688 **V. COMMITTEE ON CHEMICAL DEPENDENCY** - It shall be the duty of this committee to be a
689 source of information with regard to alcohol and chemical dependency programs for the dental profession.
690 The committee will also develop a confidential program which is non-judgmental, non-punitive, and
691 therapeutically oriented to help members who are alcohol chemically dependent.

692
693 **CHAPTER VIII - FINANCES**

694
695 *Section 10. MEMBERSHIP DUES AND ASSESSMENTS*

696 **A. ACTIVE MEMBERS** - The dues for active members of this Society shall be One Hundred sixty-two
697 (\$162.00) dollars plus the annual dues of The New York State Dental Association, and the American
698 Dental Association

699
700 **B. STUDENT MEMBERS** - The dues for recent graduate members after application for active
701 membership shall be Fifteen (\$15.00) dollars plus the annual dues of the New York State Dental
702 Association and the American Dental Association for such membership. During the year of graduation,
703 this Societies' dues will not be required of recent student members. Any dentist shall be classified as a
704 recent graduate student member upon completion of a full time program in dental education or upon
705 completion of a full time internship, residency or post-graduate program providing that they have
706 maintained student membership in the American Dental Association during such period of education. The
707 payment of dues for the first year of active membership immediately following graduation from dental
708 school or completion of an advanced training course of not less than one academic year's duration or
709 residency program which was commenced upon graduation from dental school shall be as follows,
710 providing membership in the ADA was maintained:

- 711 a. First year after completion: 20% of dues for active members.
- 712 b. Second Year 50% of dues for active members.

- 713 c. Third Year 100% of dues for active members.
- 714 d. Graduate Student members shall be Ten \$(10.00) dollars

715

716 Eligibility for the foregoing schedule of reduced dues is based upon continuous membership. A dentist who
717 accepts classification as a student member while enrolled in an advanced training course of not less than
718 one year's duration or a residency program, after having previously paid dues as an active member shall
719 again commence payment of "active member" dues upon completion of such program. Student
720 membership ceases on December 31st after completion of the members dental program.

721

722 C. LIFE AND HONORARY MEMBERS - Life and honorary members shall be exempt from payment
723 of dues of this Society.

724

725 D. ASSOCIATE MEMBERS - An associate member shall pay the same dues as active members of the
726 Third District Dental Society, payable at the time of application and thereafter annually on January 1st.

727

728 E. RETIRED MEMBERS - A retired member shall pay dues of Fifteen (\$15.00) dollars plus the annual
729 dues of the New York State Dental Association and the American Dental Association for such membership,
730 payable at the time of application and thereafter annually on January 1st.

731

732 G. MEMBERS IN ARREARS – All members whose dues are not paid by March 31st of each year shall
733 be declared in arrears and their membership then ceases in this Society, The New York State Dental
734 Association and the American Dental Association.

735

736 Membership may be reinstated upon payment of the current year's dues.

737

738 G. MILITARY PERSONNEL ON ACTIVE DUTY - All members on full time active duty with the
739 armed forces shall be exempt from payment of dues during such duty.

740

741 *Section 20. ASSESSMENTS* - Any assessment of members of this Society will require the same
742 constitutional and voting requirements as a change in dues.

743

744 *Section 30. FISCAL YEAR* - The fiscal year of this Society shall begin on January first and end
745 December thirty-first of each year.

746

747 *Section 40. ACCOUNTS*

748 a. All moneys of the Society shall be placed in a General Operating Account, Continuing Education
749 Account, Scholarship Account, Relief Account, Investment Accounts or Savings Account.

750 b. The General Operating Account shall consist of all moneys received other than those specifically
751 allocated to other accounts by these *Bylaws*. This account shall be used for defraying all expenses
752 incurred by the Society not otherwise provided for in these *Bylaws*.

753 c. All moneys received for relief purposes shall be deposited in the Relief Account.

754 d. No moneys may be transferred from the Investment Accounts without authorization of the Treasurer
755 and Chairperson of the Finance Committee.

756 e. Except as it may be noted elsewhere in the *Constitution and Bylaws*, no moneys of this Society may be
757 used for donations to charitable causes and/or events.

758 f. With approval of the Executive Committee money may be provided to the Scholarship Account for
759 Third District Dental Society approved dental hygiene or dental assisting educational student programs.

760

761 **CHAPTER IX - DISTRICT GOVERNORS TO THE NEW YORK STATE DENTAL**
762 **ASSOCIATION**

763 *Section 10. REPRESENTATION* - There shall be two (2) members of this Society elected to represent the
764 Third District Dental Society on the Board of Governors to the New York State Dental Association. The
765 exact number of governors is determined by proportional representation of members practicing within a
766 District and is subject to change without requiring an additional amendment to these *Bylaws*. One member
767 shall be elected each year at the annual meeting to serve for a term of two (2) years.

768
769 *Section 20. TERM OF OFFICE* - New governors shall take office immediately following the next Board
770 of Governors meeting of the New York State Dental Association. Term of members on the Board of
771 Governors shall not exceed three (3) consecutive terms of two (2) years for a total of six (6) years. They
772 may be re-elected after a lapse of one (1) term. Vacancies may be filled by the president with the approval
773 of the executive committee.

774
775 **CHAPTER X - DELEGATES TO THE AMERICAN DENTAL ASSOCIATION**

776 *Section 10. REPRESENTATION* - There shall be two (2) members of this Society to serve as delegates
777 and two (2) members to serve as alternate delegates to represent the Third District Dental Society at the
778 meetings of the House of Delegates of the American Dental Association. One (1) delegate and one (1)
779 alternate delegate shall be nominated each year at the fall meeting to serve for a term of two years. The
780 exact number of delegates and alternate delegates is determined by A.D.A. members' proportional
781 representation and is subject to change without requiring an additional amendment to these *Bylaws*.

782
783 *Section 20. TERM OF OFFICE* - A.D.A. delegates may serve a maximum of three (3) consecutive terms
784 (six consecutive years). They may be re-nominated after a lapse of one (1) term. Vacancies may be filled
785 by the president with the approval the executive committee.

786
787 *Section 30. ELECTION* - The name(s) of the delegates and alternate delegates shall be submitted to the
788 Board of Governors for election by NYSDA as official representatives in the House of Delegates of the
789 American Dental Association.

790
791 **CHAPTER XI - NOMINATIONS TO THE NEW YORK STATE DENTAL ASSOCIATION**

792
793 *Section 10. COUNCILS* -

794 A. At the annual meeting, the Society shall nominate one member to serve on the following councils of the
795 New York State Dental Association for a term of three (3) years unless provided for in these *Bylaws* but for
796 not more than two (2) consecutive terms. The member may be re-nominated after a lapse of 1 year.

- 797 a. Council on Chemical Dependency
- 798 b. Council on Dental Benefit Programs
- 799 c. Council on Dental Health and Health Planning/Hospital Dentistry
- 800 d. Council on Dental Practice
- 801 e. Council on Education
- 802 f. Council on Ethics
- 803 g. Council on Governmental Affairs
- 804 h. Council on Insurance
- 805 i. Council on the New Dentist
- 806 j. Council on Nominations
- 807 k. Council on Peer Review and Quality Assurance
- 808 l. Council on Membership and Communications
- 809 m. Council on Publications
- 810 n. Council on Relief

812 B. The member nominated for the Council on Annual Sessions shall serve for a term of five (5) years.
813 The member shall serve no more than one (1) five (5) year period but may be re-nominated after a
814 lapse of one (1) term.
815

816 The member elected to the Council on Nominations shall serve for one (1) year.
817

818 C. Council members shall submit a written report of the Council's activities at the Annual Meeting. No
819 member of this Society shall be nominated to serve on a State Council unless they are present at the time of
820 nomination and agrees to serve, or has submitted a letter to the Secretary indicating that they are willing to
821 serve.
822

823 **CHAPTER XII - BYLAWS AMENDMENTS**

824

825 *Section 10. STANDARD METHOD* - These *Bylaws* may be amended by two-thirds (2/3) affirmative vote
826 of the members of this Society present and voting at an annual meeting, provided such amendment is
827 published at least four (4) weeks prior to such annual meeting and read at a previous annual meeting of the
828 Society.
829

830
831 *Section 20. EMERGENCY METHOD* - These *Bylaws* may also be amended at any annual meeting or
832 special meeting, by a two-thirds (2/3) affirmative vote, if one-half (1/2) of the active membership of the
833 Dental Society is present for the vote.
834

835 *Section 30. MANDATORY CORRECTIONS* - In the event of amendments being required to these
836 *Bylaws* due to changes in terminology or structure of the NYSDA or the ADA, the following procedures
837 will be used in order to facilitate a more speedy response:
838

839 1. Changes required in terminology will be considered editorial corrections and can be made by
840 joint agreement of the Chairman of the Constitution and *By laws* Committee and the Executive
841 Secretary of the Society.
842

843 2. Changes in substance that are required in order to be in conformity with NYSDA & ADA
844 can be made by a 2/3 majority of the Executive Committee of the Society.
845
846

847 The following changes were made to this document after October 1, 1999.
848

849 Read and accepted as editorial changes at the February 12, 2001 Executive Committee meeting

850 • ~~Dental Society of the State of New York - DSSNY~~
851 *change* to New York Dental Association - NYSDA

852 • ARTICLE II - OBJECT [page 1, line 43.]

853 *Editorial change to add a new paragraph:*

854 *In each instance the word he is used, it is not meant to be gender specific.*
855

856 • **By Laws, Chapter III - EXECUTIVE COMMITTEE**

857 **Section 10, page 6, line 308**

858 A. The Executive Committee shall consist of the President, President-Elect, Vice-President, Secretary,
859 Treasurer and ~~Immediate Past President~~.

860 *Proposed change:* Editorial correction to read **All Past Presidents** Proposed change

861 This will satisfy a change adopted in 1997 at the annual meeting.

- 862 • **By Laws, Chapter VII - COMMITTEES AND APPOINTMENTS Section 60**, page 11, line 578-580.
863 F. ~~COMMITTEE ON PUBLIC AND PROFESSIONAL RELATIONS—The duties of this committee~~
864 ~~shall be to develop and maintain a public relations program for this Society, including the dissemination~~
865 ~~of pertinent information to the public and the profession.~~

866 ***Proposed change:***

867 To be in compliance with the current NYSDA an editorial change is suggested to remove this committee
868 and delete the text in the By-Laws. Therefore, the duties of this committee will be transferred to the
869 Committee on Membership.
870

871 **By Laws, Section 60, page 12, line 586-590.**

872 I. COMMITTEE ON MEMBERSHIP - It shall be the duty of the Committee on Membership to:

873 e. Attempt to interest all dentists in the Third District to obtain membership in this Society and to
874 encourage them to maintain their membership in good standing.

875 f. Encourage attendance at all meetings of the Society.

876 g. Transmit urgent business to the membership by telephone when requested by the President.

877 ***Adopted additional subsection:***

878 h. *To develop and maintain a public relations program for this Society, including the*
879 *dissemination of pertinent information to the public and the profession.*

880 Editorial change to be in compliance with NYSDA: Change ~~Committee on Membership~~ to Committee
881 on Membership and Communications.
882

883 **By-Laws Chapter VII - COMMITTEES AND APPOINTMENTS, Section 60, R.**

884 **COMMITTEE ON AWARDS**

885 To change the name of the Downes Achievement Award to be the Downes-Ripp Achievement Award this
886 award will be “given in recognition of a member’s untiring commitment to dentistry or accomplishments
887 of special note that contribute to the betterment of the profession of dentistry”. *Adopted at the General*
888 *Membership meeting October 19, 2001*
889

890

891

892 **CONSTITUTION:**

893 **ARTICLE VI – MEETINGS, Section 30. LOCATION OF MEETINGS**, page 3, line 88

894 The annual meeting in the fall shall be held in Albany, New York.

895 Delete Section 30 entirely.

896 Change Section 40 to be Section 30

897 *Adopted at the General Membership meeting on October 4, 2002*
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