



Incorporated April 7, 1868
A Component of the American Dental Association
and the New York State Dental Association

Constitution and Bylaws

Approved October 19, 2001
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THIRD DISTRICT DENTAL SOCIETY

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1 **CONSTITUTION AND BYLAWS**
2 **THIRD DISTRICT DENTAL SOCIETY**
3 Approved at the Annual Meeting October 1, 1999
4
5

6 **PREAMBLE**
7

8 Whereas, by an act passed April 7, 1868, the legislature of the State of New York did authorize the
9 formation of dental societies in the several judicial districts of the state with certain powers, privileges
10 and duties therein specified;
11

12 Whereas the dentists of the Third Judicial District did meet in Albany, New York on January 12, 1868
13 and then and there did organize the Third District Dental Society and
14

15 Whereas the Third District Dental Society which presently comprises the counties of Albany, Columbia,
16 Greene, Rensselaer, Sullivan and Ulster (sec. 1 Act of Incorporation)
17

18 Now therefore, this society ordains and declares for its government hereafter the following *Constitution*
19 *and Bylaws*
20

21 **CONSTITUTION**
22

23 **ARTICLE I - NAME**
24

25 The name of this organization shall be: "Third District Dental Society", hereinafter referred to as "The
26 Society" or "This Society" or "The Third District Dental Society", or the Third District.
27

28 **ARTICLE II - OBJECT**
29

30 The object of The Society shall be to cultivate and promote the art and science of dentistry and to improve
31 the oral and dental health of the public. The Society and its study groups and branch societies do not
32 discriminate in any of its functions on the basis of sex, sexual orientation, race, color, age, marital status,
33 veteran status, religion, national origin, disabilities, or handicapping conditions.
34

35 In each instance the word *he* is used, it is not meant to be gender specific.
36

37 **ARTICLE III. ORGANIZATION**
38

39 *Section 10. INCORPORATION* - The Society is a non-profit organization, incorporated in Albany, New
40 York on January 12, 1868 by dentists of the Third Judicial District and which presently comprises the
41 counties of Albany, Columbia, Greene, Rensselaer, Sullivan and Ulster.
42

43 *Section 20. MEMBERSHIP* - The membership of this society shall consist of dentists whose
44 qualifications and classifications shall be established in Chapter I of the *Bylaws*.
45

46 *Section 30. BRANCH SOCIETIES/STUDY GROUPS* - Branch societies and study groups may be
47 organized within the boundaries of the Society and shall be governed in conformity with Chapter II of the
48 *Bylaws*.
49

50 **ARTICLE IV - GOVERNMENT**
51
52

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

55
56 Policies passed by the Executive Committee that relate to the routine administration of our Society will be
57 kept in a manual known as “Executive Committee Administrative Policies” and maintained in the central
58 office.

59
60 The officers of this Society shall be the administrative body thereof, as provided in Chapter IV of the
61 *Bylaws*.

62
63 The most recent edition of Sturgis Standard Code of Parliamentary Procedure shall govern the
64 deliberations of this society.

65
66 **ARTICLE V - OFFICERS**

67
68 The elective officers of this Society shall be a president, a president-elect, a vice-president, a secretary
69 and a treasurer, each of whom shall be elected as provided in Chapter IV of the *Bylaws*.

70
71 **ARTICLE VI - MEETINGS**

72
73 *Section 10. ANNUAL MEETINGS* - The Society shall meet annually during the fall. A business meeting
74 must be a part of the annual meeting. Notice of such meeting shall be published at least four (4) weeks
75 prior to the annual meeting. Business meetings of the Society will be conducted by the officers of the
76 Society.

77
78 *Section 20. QUORUM* - Twenty (20) members of the Society shall constitute a quorum for the transaction
79 of business at the annual meeting.

80
81 *Section 30. SPECIAL MEETINGS* - Special meetings of the membership may be called by the president,
82 the Executive Committee, or at the written request of twenty active (20) members of the Society. A
83 quorum will be the same as for an Annual Meeting. Only business related to the purpose for having the
84 meeting can be discussed.

85
86 **ARTICLE VII - CODE OF ETHICS**

87
88 *Section 10.* Every member of this Society must follow a code of ethics as prescribed by The Third District
89 Dental Society, The New York State Dental Association and the American Dental Association. Violation
90 of the principles of these Codes would be determined by the Third District Committee on Ethics. If a
91 violation is found and cannot be resolved to the satisfaction of both parties involved, the matter will be
92 referred to the New York State Dental Association for further evaluation, hearings, appeals and any
93 necessary disciplinary action

94
95 **ARTICLE VIII - AMENDMENTS**

96
97 *Section 10. STANDARD METHOD* - The *Constitution* may be amended by two-thirds (2/3) affirmative
98 vote of the members of this Society present and voting at an annual meeting, provided such amendment is
99 published at least four (4) weeks prior to such annual meeting and read at a previous annual meeting of
100 the Society.

101
102 *Section 20. EMERGENCY METHOD* - The *Constitution* may also be amended at any annual meeting or
103 special meeting by a two-thirds (2/3) affirmative vote, if one-half (1/2) of the active membership of the
104 Dental Society is present for the vote.

105

106 *Section 30. MANDATORY CORRECTIONS* - In the event of amendments being required to the
107 *Constitution* due to changes in terminology or structure of the NYSDA or the ADA, the following
108 procedures will be used in order to facilitate a more speedy response:
109

110 1. Changes required in terminology will be considered editorial corrections and can be made by joint
111 agreement of the Chairman of the Constitution and *By laws* Committee and the Executive Secretary
112 of the Society.
113

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

CHAPTER I - MEMBERSHIP

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

160 ACTIVE
161 LIFE
162 HONORARY
163 ASSOCIATE
164 RETIRED
165 STUDENT
166

167 *Section 20. QUALIFICATIONS*

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

171
172 B. LIFE MEMBER - An active member of this Society for a total of thirty (30) consecutive years or forty
173 (40) non-consecutive years and having attained the age of sixty-five (65) years may make application for
174 life membership in writing to the Executive Director or Secretary of this Society. If the applicant is found
175 eligible, their name shall be presented for election at the next Executive Committee meeting of this
176 Society.

177
178 C. HONORARY MEMBERSHIP - Any individual who has contributed materially to the advancement of
179 dentistry may be elected by this Society as an honorary member of this Society. The names and
180 qualifications of candidates for honorary membership shall be submitted in writing to the Executive
181 Committee by at least two members of the Third District Dental Society who are in good standing in our
182 Society.

183
184 If the Executive Committee is in agreement they may then recommend nomination to the Society at the
185 next annual meeting where a two-thirds (2/3) favorable vote will elect the candidate to honorary
186 membership.

187
188 D. ASSOCIATE MEMBERSHIP - Associate members are active members of the American Dental
189 Association from this state or any state or possession of this country who are in good standing in the
190 district in which they maintain their primary practice and who wish to maintain an affiliation with the
191 Third District Dental Society.

192
193 An application for associate membership must be endorsed by the Executive Director of the component
194 society in which the applicant holds membership certifying they are in good standing.

195
196 Election to associate membership shall be made at Executive Committee meeting by a majority of those
197 present and voting provided the applicant has met the requirements of *Section 20*.

198
199 E. RETIRED MEMBERSHIP - Any member holding NYSDA membership for 25 years and who is no
200 longer earning income from the performance of services as a member of the faculty of a dental school, as
201 a dental administrator or consultant or as a practitioner of any activity for which a license to practice
202 dentistry is required is eligible for retired status.

203
204 Election to retired membership shall be at an Executive Committee meeting by a majority of those present
205 and voting provided the applicant is an active member of the District Society and is in good standing.
206 Payment of retired member's dues is due on January 1 of each year.

207 F. STUDENT MEMBERSHIP - A pre-doctoral student of a dental school accredited by the American
208 Dental Association who is an active member of the American Student Dental Association, and a student
209 member of the A.D.A., or any dentist eligible for membership who is engaged full time in (1) an
210 advanced training course of not less than one academic year's duration in an ADA accredited school or
211 (2) a internship or residency program approved by the Council on Hospital Dental Services, may be
212 classified as a student member of this Society. Requests for student membership must be made by

213 application to this Society. Student dues of this Society and evidence of membership in The New York
214 State Dental Association and the American Dental Association must accompany the application.
215

216 *Section 30. IN GOOD STANDING* - Any member of this Society who is not under sentence of
217 suspension or expulsion and whose dues for the current calendar year have been paid shall be considered
218 in good standing. Any member of the Society receiving assistance from the Relief Fund of this Society
219 shall be exempt from payment of dues and shall be considered in good standing.
220

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

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

239 *Section 60. PRIVILEGES*

240 A. ACTIVE MEMBERS

- 241 a. Active members, in good standing, shall receive annually a certificate of membership from the
242 A.D.A., the Journal of the A.D.A., and the Journal of The New York State Dental Association. The
243 member shall also be entitled to admission to any scientific session of the A.D.A., to any scientific or
244 general business meeting of the New York State Dental Association, to any meeting of this Society
245 and to such other services as are provided for active members of the A.D.A., the New York State
246 Dental Association and of this Society.
- 247 b. An active member in good standing shall be eligible for nomination as a delegate or alternate to the
248 House of Delegates of the A.D.A., as delegate or alternate to the House of Delegates of the New York
249 State Dental Association, and to membership on the Board of Trustees of the New York State Dental
250 Association and for election or appointment to any office, committee, council, or similar position in
251 the A.D.A., the New York State Dental Association and this Society
252

253 B. LIFE MEMBERS

- 254 a. A life member, in good standing, shall receive a certificate of life membership. Shall be entitled to all
255 privileges of an active member, except he or she shall not receive the Journal of the A.D.A., unless by
256 subscription.
- 257 b. A life member shall be exempt from the dues and assessments of this Society.
258

259 C. HONORARY MEMBERS

- 260 a. An honorary member shall not have the right to vote or hold office.
- 261 b. An honorary member shall receive a certificate of honorary membership. Shall be entitled to
262 admission to any scientific meeting of this Society.
- 263 c. An honorary member shall be exempt from the dues or assessments of this Society.
264

265 D. ASSOCIATE MEMBERS

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

269

270 E. RETIRED MEMBERS

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

274

275 F. STUDENT MEMBERS

276 a. A student member in good standing shall receive annually the publications of the Society. Shall be
277 entitled to admission to any scientific and business session of the Society and shall be entitled to such
278 other services as provided by the American Dental Association, NYSDA and this Society for active
279 members.

280 b. A student member shall not have the right to vote or hold office.

281 c. Years of student membership shall not be included as years of active membership for the purpose of
282 determining eligibility for life membership.

283

284 CHAPTER II - BRANCH SOCIETIES / STUDY GROUPS

285

286 Section 10. ORGANIZATION AND DUTIES

287 a. Branch societies / study groups may be organized within the boundaries of the Third District.

288 b. Each branch society/study group shall have the power to provide for its financial support and to make
289 laws, rules and regulations to govern its membership provided such laws, rules and regulations do not
290 conflict with the *Constitution and Bylaws* of this Society, the New York State Dental Association and
291 the American Dental Association

292 c. Each branch society or study group shall submit annually a list of the newly elected officers to the
293 Secretary of the District Society.

294 d. Each member of a branch society or study group must be a member of this Society.

295

296 CHAPTER III - EXECUTIVE COMMITTEE

297

298 Section 10. COMPOSITION

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

301 All Chairmen of Standing Committees of this Society

302 Delegates and Alternate Delegates to the American Dental Association,

303 Representatives from the Third District on the House of Delegates and Board of Trustees of the New
304 York State Dental Association

305 Members of the Third District on the State Board for Dentistry, four (4) members appointed by the

306 President, two (2) members appointed by the President-Elect, and four (4) members elected by this

307 Society at the annual meeting. Two members nominated by the nominating committee shall be appointed
308 each year for a term of two years, however no such member shall serve more than two (2) terms
309 consecutively.

310 All appointed positions are for one year. Officers and immediate past-presidents are members while in
311 their stated office. Past presidents and elected or appointed officers of the New York State Dental
312 Association, who are active or life members in good standing of this society shall be ex-officio members
313 of the Executive Committee. The editor of "The Mirror" and one representative of each of the official
314 branch societies or study groups are also members.

315

316 B. New members of the Executive Committee shall take office immediately following the meeting in
317 which they were elected.

318

319 *Section*20. POWERS and DUTIES

320 A. The Executive Committee shall be the legislative and governing body of this Society and shall
321 determine the policies of this Society in all activities.

322 B. It shall have charge of all business matters of this Society except those which must be considered at
323 annual meetings as provided for in other Sections of the *Bylaws*.

324 C. It shall have power to appoint special committees of the Society.

325 D. It shall be the duty of the Executive Committee to present a budget at the annual meeting for
326 adoption.

327

328 *Section*30. MEETINGS

329 A. The Executive Committee shall meet regularly on the first Monday of each month from September to
330 May inclusively. The President may change the monthly meeting to some other day within the month if it
331 becomes necessary.

332 B. Special meetings of the Executive Committee may be called by the President. Meetings of the
333 Executive Committee shall be open to all members of this Society, who shall have the privilege of
334 speaking but not voting.

335 C. Twelve members of the Executive Committee shall constitute a quorum.

336

337 *Section* 40. ORDER OF BUSINESS

338 a. Reading of the minutes unless accepted as published or corrected

339 b. Reports of Officials

340 c. Reports of Committees

341 d. Unfinished Business

342 e. New Business

343 f. Adjournment

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

346

347 **CHAPTER IV - OFFICERS**

348

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

352

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

355

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

359

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

363

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

367

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

370

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

- 372
373 *Section 80. VACANCIES* - In the event of a vacancy of an office of an elected officers, a replacement for
374 the remaining term of office shall be determined by a majority vote of the Executive Committee.
375
- 376 *Section 90. DUTIES* –
- 377 A. **PRESIDENT** - It shall be the duty of the President:
- 378 a. To preside at all annual and special meetings of this Society or whenever called to act in this capacity
379 for the Society.
- 380 b. To call special meetings of the Executive Committee as provided in Chapter III, Section 30A of the
381 Bylaws.
- 382 c. To appoint the chairperson and members of all committees not otherwise provided for in these
383 Bylaws.
- 384 d. To fill all vacancies that may occur not otherwise provided for in these Bylaws.
- 385 e. To submit a written report of the activities of his office at the annual meeting.
- 386 f. To attend the District Officers’ Conference.
- 387 g. To perform other such duties as may be stated in the Bylaws.
- 388 h. To direct the activities of the Executive Committee.
- 389 i. To represent the district at public functions and awards.
- 390 j. When requested by the executive committee, to act in this capacity for the Society.
391
- 392 B. **PRESIDENT-ELECT** - It shall be the duty of the President - Elect:
- 393 a. To assist the President as requested.
- 394 b. To preside at all meetings of the Executive Committee.
- 395 c. To act as Chairperson of the Clinic and Arrangements Committee.
- 396 d. To serve as a member of the Budget and Finance Committee.
- 397 e. To act as the non-voting chairperson at the Nominating Committee.
398
- 399 C. **VICE-PRESIDENT** - It shall be the duty of the Vice-President:
- 400 a. To assist the President and President –Elect as requested.
- 401 b. To act as vice-chairperson of the Clinic and Arrangement Committee.
- 402 k. To serve as ex-officio member of each standing committee.
403
- 404 D. **SECRETARY** - It shall be the duty of the Secretary:
- 405 a. To be the chief recording officer and custodian of the records of the Society unless these duties are
406 being a performed by employees who are assigned such duties.
- 407 b. To provide a necrology report to the Society.
- 408 c. To give due notice of the time and place of all meetings of the Society and of the Executive
409 Committee.
- 410 d. To notify all members of elections to office, membership, and appointments to committees.
- 411 e. To act as Chairperson of the Necrology Committee.
- 412 f. To attend all general membership, Executive Committee and officers’ meetings of the Society.
413
- 414 A. **TREASURER** - It shall be the duty of the Treasurer:
- 415 a. To keep a register of the members of the Society.
- 416 b. To collect and record dues and assessments from the membership of the Society.
- 417 c. To furnish bond at the expense of the Society, the amount to be determined by the Executive
418 Committee.
- 419 d. To submit a report of the financial condition of the Society for the fiscal year at the annual meeting
420 with a confirmation of accuracy from our current accountant.
- 421 e. To transfer all money in excess of that needed to maintain the monthly budget from the checking
422 account to a savings account.

- 423 f. To establish and maintain a continuing education account for the purpose of operating the continuing
424 education conferences in accordance with the rules and regulations formulated by the Committee on
425 Continuing Education and approved by the Executive Committee.
426 g. To sign checks prepared by the district office for operating expenses.

427

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

430

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

433 a. Any appointed officer may be removed, with or without cause, by the individual or body authorized to
434 make the appointment.

435 b. An officer elected by the membership may be removed, with or without cause, only by vote of the
436 membership. However, the officers authority to act may be suspended by the Executive Committee for
437 cause.

438 c. For members nominated by the Third District membership for a position to NYSDA which requires
439 election by the House of Delegates or Board of Trustees, the Executive Committee of this Society will
440 request the House of Delegates or Board of Trustees of NYSDA to remove the council member, delegate,
441 or alternate delegate from office.

442

443 *Section 120. EXECUTIVE DIRECTOR* - There may be an Executive Director employed by the Society
444 through action of the Executive Committee. The Executive Director shall have the following duties and
445 the performance of duties shall be subject to the approval of the Executive Committee. A yearly
446 evaluation of his/her performance will be presented by the officers of the Society for review by the
447 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 NYSDA House of Delegates meetings and reasonable expenses for attending these
460 meetings are to be paid by the District Society.

461 i. There may be an Executive Director Emeritus appointed by the Executive Committee without
462 financial compensation.

463 j. There may be an Assistant Executive Director whose salary will be determined by the Executive
464 Committee.

465

466 **CHAPTER V - ANNUAL MEETINGS**

467

468 *Section 10. ORDER OF BUSINESS*

469 A. Reading of minutes of previous meeting

470 B. Reports of officers

471 C. Reports of standing committees

472 D. Reports of Delegates to the American Dental Association

473 E. Reports of members of the NYSDA House of Delegates or Board of Trustees

474 F. Reports of members of State Councils

475 G. Report of new members elected since last meeting

- 476 H. Unfinished Business
- 477 I. New Business
- 478 J. Nomination to State Councils
- 479 K. Election to the NYSDA House of Delegates or Board of Trustees
- 480 L. Nomination of a delegate to the American Dental Association and of an alternate delegate
- 481 M. Election of new officers
- 482 N. Adjournment

483
 484 *Section 20. SUSPENSION OF ORDER OF BUSINESS* - The Order of Business may be changed by a
 485 majority vote of the qualified voting members of the Society who are present.

486
 487 **CHAPTER VI – CODE OF ETHICS** – See the Constitution of this Society, Article VIII.

488
 489 **CHAPTER VII - COMMITTEES AND APPOINTMENTS**

490
 491 *Section 10. NAME* - The standing committees of this Society shall be:

- 492 a. Committee on Budget, Finance and Audit
- 493 b. Committee on Clinic and Arrangements
- 494 c. Committee on Ethics
- 495 d. Committee on District Claims
- 496 e. Committee on Nominations
- 497 f. Committee on Relief
- 498 g. Committee on Membership and Communication
- 499 h. Committee on the New Dentist
- 500 i. Committee on Insurance
- 501 j. Committee on District Publications
- 502 k. Committee on Constitution and Bylaws
- 503 l. Committee on Continuing Education
- 504 m. Committee on Dental Health and Health Planning
- 505 n. Committee on Dental Practice
- 506 o. Committee on Governmental Affairs
- 507 p. Committee on Peer Review and Quality Assurance
- 508 q. Committee on Awards
- 509 r. Committee on Dental Benefit Programs
- 510 s. Committee on Planning
- 511 t. Committee on Chemical Dependency

512
 513 *Section 20. APPOINTMENTS* – All committees and Chairpersons unless otherwise provided for in these
 514 *Bylaws* shall be composed of active members in good standing appointed by the President. No member
 515 shall serve as chairperson of more than one committee, except that a previously designated chairperson
 516 may be appointed by the President of the Society to chair a “Special Committee” established for a specific
 517 duty.

518
 519 *Section 30. TERM OF OFFICE* – Unless specifically provided for in these *Bylaws*, The term of office of
 520 all members of committees shall be one (1) year. No chairperson shall serve more than five (5)
 521 consecutive years in this capacity. Exceptions can be made by unanimous consent of the Executive
 522 Committee. The vote shall be by closed ballot at a regular meeting of the Executive Committee.

523
 524 *Section 40. VACANCY* – In the event of a vacancy, the President shall appoint an active member, in
 525 good standing, of this Society to fill the vacancy for the unexpired term.

526
 527 *Section 50. COMMON DUTIES OF ALL COMMITTEES* – Each committee shall submit in writing to
 528 the Council on Budget, Finance and Audit a proposed budget of anticipated expenses for the ensuing

529 fiscal year. Such budget shall be submitted sixty (60) days in advance of the Annual meeting of the
530 Society.

531

532 *Section 60. SPECIFIC DUTIES OF EACH COMMITTEE -*

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

535 a. Prepare a tentative budget for submission to the Executive Committee meeting prior to the annual
536 meeting of the Society.

537 b. Evaluate all budget requests in excess of One Thousand Dollars (\$1,000.00) and make
538 recommendations for approval or disapproval to the Executive Committee.

539 c. This committee shall consist of seven (7) members: the five elected officers of the Society, and the
540 two immediate past presidents of the Society. In the event of a vacancy, the President shall appoint a
541 member of this Society, in good standing, who has previously served as President of the Society. The
542 President shall appoint a Chair of this Committee.

543

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

547

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

551

552 D. COMMITTEE ON DISTRICT CLAIMS - It shall be the duty of the Committee on District Claims to:

553 a. Examine all facts pertinent to malpractice claims against any member of this Society who is insured
554 by a malpractice carrier that has agreed to submit the claim to this Committee for review and to make
555 recommendations to the insurance company relative to the disposition of the case.

556 b. This committee shall be composed of three (3) members nominated and elected at the annual meeting.
557

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

559 a. Provide nominations for officers of the Third District Dental Society to the Executive Committee for
560 approval. They shall then present their report for publication to the membership at least thirty (30)
561 days prior to the annual meeting.

562 b. This committee shall consist of the chairperson and seven (7) other members. The President-elect of
563 this Society shall serve as chair; remaining members are to be selected as follows: three (3) most
564 recent Past Presidents that are available and one member elected by each branch society and/or study
565 group who are members in good standing of the Third District Dental Society.

566 c. In the event of a vacancy, The Executive Committee shall appoint a member, in good standing, of this
567 Society to fill the vacancy.

568

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

572

573 H. COMMITTEE ON MEMBERSHIP AND COMMUNICATION - It shall be the duty of the
574 Committee on Membership to:

575 a. Attempt to interest all dentists in the Third District to obtain membership in this Society and to
576 encourage them to maintain their membership in good standing.

577 b. Encourage attendance at all meetings of the Society.

578 c. Transmit urgent business to the membership by telephone when requested by the President.

579 d. To develop and maintain a public relations program for this Society, including the dissemination of
580 pertinent information to the public and the profession.

581

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

585
586 J. COMMITTEE ON INSURANCE – It shall be the duty of the Committee on Insurance to investigate,
587 consider, and recommend to this Society information relating to all insurance as it concerns this Society
588 and its members. This committee shall be composed of three (3) active members.

589
590 K. COMMITTEE ON DISTRICT PUBLICATIONS
591 a. This committee with the Editor as Chairperson, shall have charge of Third District official
592 publications.
593 b. It shall establish editorial policy in keeping with policies established by the Executive Committee.
594 c. This committee may appoint a business manager from the members of this Society, but such
595 appointment shall be confirmed by the Executive Committee.
596 d. This Committee shall be responsible for releases to the Journal of the New York State Dental
597 Association for the “District Reports” Section.

598
599 L. COMMITTEE ON CONSTITUTION AND BYLAWS - This committee shall be composed of three
600 (3) members of this Society. Duties of this committee shall be to see that the *Constitution and Bylaws* of
601 this Society are followed and adhered to and are maintained in order and in conformity with the
602 *Constitution and Bylaws* of the New York State Dental Association and the ADA. Proposals for change
603 shall be in accordance with Article VIII of the *Constitution* and Chapter XII of the *Bylaws*.

604
605 M. COMMITTEE ON CONTINUING EDUCATION - It shall be the duty of this committee to:
606 a. Formulate programs for the year.
607 b. Collect and disburse funds received from these programs and account to the Treasurer of this Society
608 for such funds. This committee shall be composed of a chairperson, vice chairperson, secretary,
609 registrar and as many committee members as necessary to carry out its functions with the agreement
610 of the Executive Committee.

611
612 N. COMMITTEE ON DENTAL HEALTH AND HEALTH PLANNING - It shall be the duty of this
613 committee to:
614 a. To aid in the development of plans and programs for adequate dental care for the public, and to
615 promote the dental health of the public within the framework of policies adopted by the House of
616 Delegates and Board of Trustees of the New York State Dental Association.
617 b. To establish, maintain and encourage relations with the State Department of Health, the State
618 Education Department and such private agencies that are interested in programs for the dental health
619 of the community.
620 c. To assist, when requested, in matters pertaining to hospital dentistry or other general facilities
621 offering dental care.

622
623 O. COMMITTEE ON DENTAL PRACTICE - The duties of this committee shall be:
624 a. To encourage and develop satisfactory relations with the various organizations representing the dental
625 trades and dental laboratories.
626 b. Cooperate with the Council on Dental Practice of the New York State Dental Association.

627
628 P. COMMITTEE ON GOVERNMENTAL RELATIONS - The duties of this committee shall be:
629 a. To evaluate government legislation and regulations that pertains to dentistry.
630 b. To keep the Executive Committee informed of legislative and regulatory issues.
631 c. To advise the Executive committee of recommended legislative actions to be taken to protect the
632 public and dental profession.

633
634 Q. COMMITTEE ON PEER REVIEW AND QUALITY ASSURANCE

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

649
650 R. COMMITTEE ON AWARDS - The following awards may be bestowed at the annual meeting.
651 Special Awards:

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

655
656 Feltman-Hunn Medal of Merit: this award is given to a member for recognition of exceptional
657 leadership and dedication to the perfection of the Art and Science of Dentistry.

658
659 William B. Smith Award: this award is given to a member who has displayed continued
660 involvement in organized dentistry and has displayed the highest ethical standards.

661
662 Presidents' Award: The President's Award is presented to the immediate past president at the
663 annual meeting in recognition of his or her dedicated service and leadership as President of the
664 Third District Dental Society.

665
666 It shall be the duty of this Committee:

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

671
672 S. COMMITTEE ON DENTAL BENEFITS PROGRAMS

673 a. To monitor the delivery of dental care provided by all alternative systems that deliver dental care,
674 where possible

675 b. To maintain liaison between the Society and agencies sponsoring, administering or implementing
676 government funded or privately funded dental care programs, and dental service corporations

677 c. To evaluate dental care programs that deliver dental care.

678 d. To initiate negotiations with and respond to any agency sponsoring, administering or implementing
679 dental care programs for the purpose of establishing acceptable conditions.

680
681 T. COMMITTEE ON PLANNING - It shall be the duty of this committee to meet at least yearly to
682 define and plan the future direction of the Society and report their suggestions to the Executive
683 Committee. Seven members will be selected by the vice-president who will chair the meeting.

684
685 V. COMMITTEE ON CHEMICAL DEPENDENCY - It shall be the duty of this committee to be a source
686 of information with regard to alcohol and chemical dependency programs for the dental profession. The

687 committee will also develop a confidential program which is non-judgmental, non-punitive, and
688 therapeutically oriented to help members who are alcohol chemically dependent.

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691

690 **CHAPTER VIII - FINANCES**

692 *Section 10. MEMBERSHIP DUES AND ASSESSMENTS*

693 A. ACTIVE MEMBERS - The dues for active members of this Society shall be One Hundred sixty-two
694 (\$162.00) dollars plus the annual dues of The New York State Dental Association, and the American
695 Dental Association

696

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

708 a. First year after completion: 20% of dues for active members.

709 b. Second Year 50% of dues for active members.

710 c. Third Year 100% of dues for active members.

711 d. Graduate Student members shall be Ten \$(10.00) dollars

712

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

718

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

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

723

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

727

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

731

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

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

735

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

738

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

741

742 *Section 40. ACCOUNTS*

- 743 a. All moneys of the Society shall be placed in a General Operating Account, Continuing Education
744 Account, Scholarship Account, Relief Account, Investment Accounts or Savings Account.
- 745 b. The General Operating Account shall consist of all moneys received other than those specifically
746 allocated to other accounts by these *Bylaws*. This account shall be used for defraying all expenses
747 incurred by the Society not otherwise provided for in these *Bylaws*.
- 748 c. All moneys received for relief purposes shall be deposited in the Relief Account.
- 749 d. No moneys may be transferred from the Investment Accounts without authorization of the Treasurer
750 and Chairperson of the Finance Committee.
- 751 e. Except as it may be noted elsewhere in the *Constitution and Bylaws*, no moneys of this Society may
752 be used for donations to charitable causes and/or events.
- 753 f. With approval of the Executive Committee money may be provided to the Scholarship Account for
754 Third District Dental Society approved dental hygiene or dental assisting educational student
755 programs.

756

757 **CHAPTER IX – DELEGATES, ALTERNATE DELEGATE and TRUSTEE TO THE NEW YORK**
758 **STATE DENTAL ASSOCIATION**

759 *Section 10. REPRESENTATION* – There shall be a Trustee who is a member of this Society elected to
760 represent this Society on the Board of Trustees to the New York State Dental Association. There shall be
761 the required number of Delegates and Alternate Delegates who are members of this Society elected to
762 represent the Third District Dental Society on the House of Delegates of the New York State Dental
763 Association. The exact number of Delegates is determined by proportional representation of members
764 practicing within a District and is subject to change without requiring an additional amendment to these
765 *Bylaws*.

766

767 *Section 20. TERM OF OFFICE* - Delegates, Alternate Delegates and the Trustee shall be elected each
768 year at the annual meeting to serve for the respective terms required under the *Bylaws* of the New York
769 State Dental Association. Vacancies shall be filled in accordance with the *Bylaws* of the New York State
770 Dental Association and with the advice and consent by the president and with the approval of the
771 executive committee of this Society.

772 **CHAPTER X - DELEGATES TO THE AMERICAN DENTAL ASSOCIATION**

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

779

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

783

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

787

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

789

790 *Section 10. COUNCILS*

791 A. At the annual meeting, the Society shall nominate one member to serve on the following councils of
792 the New York State Dental Association to serve for a respective term required under the Bylaws of the
793 New York State Dental Association:

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

808
809 B. The member nominated for the Council on Annual Sessions shall serve for a term of five (5) years.
810 The member shall serve no more than one (1) five (5) year period but may be re-nominated after a
811 lapse of one (1) term.

812
813 The member elected to the Council on Nominations shall serve for one (1) year.

814
815 C. Council members shall submit a written report of the Council's activities at the Annual Meeting. No
816 member of this Society shall be nominated to serve on a State Council unless they are present at the time
817 of nomination and agrees to serve, or has submitted a letter to the Secretary indicating that they are
818 willing to serve.

819
820 **CHAPTER XII - BYLAWS AMENDMENTS**

821
822 *Section 10. STANDARD METHOD* - These *Bylaws* may be amended by two-thirds (2/3) affirmative vote
823 of the members of this Society present and voting at an annual meeting, provided such amendment is
824 published at least four (4) weeks prior to such annual meeting and read at a previous annual meeting of
825 the Society.

826
827 *Section 20. EMERGENCY METHOD* - These *Bylaws* may also be amended at any annual meeting or
828 special meeting, by a two-thirds (2/3) affirmative vote, if one-half (1/2) of the active membership of the
829 Dental Society is present for the vote.

830
831 *Section 30. MANDATORY CORRECTIONS* - In the event of amendments being required to these
832 *Bylaws* due to changes in terminology or structure of the NYSDA or the ADA, the following procedures
833 will be used in order to facilitate a more speedy response:

834
835 1. Changes required in terminology will be considered editorial corrections and can be made
836 by joint agreement of the Chairman of the Constitution and *By laws* Committee and the
837 Executive Secretary of the Society.

838
839 2. Changes in substance that are required in order to be in conformity with NYSDA & ADA
840 can be made by a 2/3 majority of the Executive Committee of the Society.

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Changes made to this document after October 1, 1999

CONSTITUTION and BY LAWS

Editorial Changes to be in compliance with the NYSDA Constitution and By Laws

- ~~Dental Society of the State of New York - DSSNY~~
change to New York Dental Association - NYSDA

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

Editorial change to add a new paragraph:

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

Read and accepted as editorial changes by the Third District Dental Society Executive Committee February 12, 2001

per CHAPTER XII - BYLAWS AMENDMENTS, Section 30

BYLAWS

Chapter III - EXECUTIVE COMMITTEE

Section 10, page 6, line 308

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

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

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

895 **Chapter VII, Section 60: COMMITTEES AND APPOINTMENTS**

896 F. ~~COMMITTEE ON PUBLIC AND PROFESSIONAL RELATIONS~~—The duties of this committee shall
897 be to develop and maintain a public relations program for this Society, including the dissemination of
898 pertinent information to the public and the profession.

899 ***Proposed change:***

900 To be in compliance with the current NYSDA By Laws. Editorial change to remove this committee and
901 delete the text in the By-Laws. Therefore, the duties of this committee will be transferred to the Committee
902 on Membership

903
904 **Chapter VII, Section 60: COMMITTEE ON MEMBERSHIP** - It shall be the duty of the Committee on
905 Membership to:

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

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

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

910 ***Adopted additional subsection:***

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

913 Editorial change to be in compliance with NYSDA By Laws: Change ~~Committee on Membership~~ to
914 Committee on Membership and Communications.

915

916 **BYLAWS**

917 **Chapter VII, Section 60, R - COMMITTEES AND APPOINTMENTS,**

918 **COMMITTEE ON AWARDS**

919 To change the name of the Downes Achievement Award to be the Downes-Ripp Achievement Award this
920 award will be “given in recognition of a member’s untiring commitment to dentistry or accomplishments of
921 special note that contribute to the betterment of the profession of dentistry”.

922 *Adopted at the General Membership meeting October 19, 2001*

923 **CONSTITUTION:**

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

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

926 Delete Section 30 entirely.

927 Change Section 40 to be Section 30

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

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933

934 **BY LAWS:**

935 **Regarding Board of Governors**

936 **To be in compliance with the NYSDA Constitution and By-Laws** adopted November 2009; editorial changes
937 were made to all text “B

938 Board of Governors” to read “House of Delegates and/or Board of Trustees;

939 **Elimination of the text in By Laws :Chapter IX – District Governors to the New York State Dental**
940 **Association.** Replaced by text to be in compliance with the adopted House of Delegates and Board of
941 Trustees.

942 *Adopted: Third District Dental Society Executive Committee September 14, 2009 per CHAPTER XII -*
943 *BYLAWS AMENDMENTS, Section 30*

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