

## **Executive Committee Administrative Code of the Third District Dental Society**

### **Executive Committee Administrative Policy(SOP)**

Procedures are voted on or changed by a majority vote of the Executive Committee.

### **FINANCE**

#### **Expenditure Request**

ADOPTED April 6, 1992

Any expenditure request brought to the Executive Committee that is in excess of One Thousand (\$1,000) dollars must be voted to be referred to the Committee on Budget and Finance for an advisory opinion.

#### **Investment Decisions**

ADOPTED June 22, 1999

Finance Committee grants allowance to Officers of the Executive Committee to make investment decisions to benefit the Third District Dental Society.

#### **Charity Donations**

ADOPTED January 4, 1993

That it will be standard operating procedure that this society does not financially support individual charitable causes or events. Upon receipt of a request for endorsement the executive committee will evaluate the request and if approved will notify the membership thru the Mirror to request individual membership donations directly to that charity, cause, or event.

#### **Reimbursement for Meeting and Travel Expenses For Officers and District Staff**

ADOPTED: February 3, 1992

Meeting and travel expenses have been approved for the:

- (1) President and President Elect - Annual NYSDA meeting
- (2) President or President Elect - Semi-Annual NYSDA meeting
- (3) Executive Director or Secretary – Semi-Annual and Annual NYSDA meeting.
- (4) Executive Director or Secretary – Annual NYSDA Administrative meeting.

All other meeting and travel requests must receive prior evaluation from the Committee on Budget and Finance.

#### **One Day Meetings:**

- a. Actual travel expenses (air travel, economy class), plus
- b. Hotel single room charges not to exceed NYSDA negotiated rate (when overnight stay is necessary), plus
- c. Dinner expense up to \$25.00 where overnight stay is necessary
- d. Lunch expenses up to \$15.00 where necessary
- e. Breakfast expenses up to \$10.00 where necessary.

**Multi-Day Meetings in New York State:**

- a. Actual travel expenses (air travel, economy class), plus
- b. Hotel room charges not to exceed NYSDA negotiated rate, plus
- c. Meal expenses up to \$50.00 per day.

**Multi-Day Meetings out of New York State:**

- a. Actual travel expenses (air travel, economy class), plus
- b. Hotel room charges not to exceed NYSDA negotiated rate.
- c. Meal expenses up to \$50.00 per day.

**Committee on Budget and Finance Meetings**

ADOPTED:

The committee on Budget and Finance will meet at least quarterly to:

1. Review the appropriately detailed, written, monthly financial status reports that are prepared by the treasurer and presented to the Executive Committee.
2. Review, as necessary, all financial records, copies of all records and investment certificates of the Third District that are compiled and maintained by the Treasurer and other authorized individuals. These records will be stored at the District Office or in the district safe deposit box
3. Evaluate and oversee placement of the Third District's monetary reserves, to maintain at minimum, Two Hundred Forty Eight Thousand (\$240,000.00) dollars, in suitably insured investments, and to inform the Executive Committee, by progress reports, at regular intervals.
4. Prepare and submit to the Executive Committee for approval, a printed line item comparative budget, at an interval established in the Constitution and Bylaws. Committee Chairpersons will submit a proposed yearly budget for their committee by January 30<sup>th</sup> of each year following fiscal year.
5. Establish the amount of the Treasurers and Executive Directors Bond, consistent with current needs.
6. Solicit and review bids for the certified audit of the Third District's financial records, which is to be conducted annually or at some other interval established by the Executive Committee. If the year-end tax reports are not prepared by the auditor, bids will be obtained for these reports as well. Appropriate recommendations and copies of audits are to be conveyed to the Executive Committee.

## **MEETINGS**

### **Alcoholic Beverages:**

ADOPTED: October 15, 1992

At any function sponsored or supported by this society at which alcoholic beverages are served, the expense of such beverages shall be on a financially sustaining basis (such as a “cash bar”) and no money from the society shall in any way be used for the purchase of alcoholic beverages.

### **New Member Discount at Annual Meeting**

ADOPTED May 3, 1999

The Third District will offer new members a financial incentive to attend the annual meeting. The amount of the incentive will be subject to what appears feasible as plans and sponsors for the annual meeting become more definitive.

## **EXECUTIVE COMMITTEE**

### **Certificate of Appreciation**

ADOPTED March 1995

A certificate of appreciation is to be given to members of the Executive Committee of the Third District Dental Society upon their retirement from the committee. The certificate should state the positions held while on the committee, and years of service.

### **Directory mailing to Retired Members**

ADOPTED April 7, 1997

The directories will no longer be mailed to retired or disabled members unless specifically requested.

### **Membership Application**

ADOPTED November 2000

That candidates for membership in The Third District Dental Society be informally interviewed by members of the membership, new dentist committee or other members of the executive committee, and the interviewer will sign the members application.

### **Member Lists**

ADOPTED April 7, 1997

Commercial organizations can be sent a member list with names and addresses only, no phone numbers for \$25.00

### **Memorial for Deceased Members:**

ADOPTED: February 2, 1998

When a member of the Third District Dental Society passes away, a sympathy card with a note of contribution of thirty-five (\$35) dollars in the members name is made to the Scholarship Fund.

### **New Business**

ADOPTED December 4, 1995

Any member who wish to bring up new business at the executive committee meeting should inform him in advance so that he may place it in order of business in appropriate priority.

### **Newsletter Advertising**

ADOPTED October 5, 1992

Non-members may place classified advertisements in the (newsletter) The Mirror, subject to the editor's discretion, at a charge of \$25.00 per column inch.

ADOPTED February 1, 1999

That "The Mirror" does not accept advertisements but instead concentrate on generating advertisements for the Phone Directory.

### **Newsletter Frequency**

ADOPTED April 4, 1994

That "The Mirror" newsletter be published at least bimonthly.

**Non-Smoking Rule**

ADOPTED October 1992

All meetings of the Society and its committees shall be non-smoking.

**Removal from Appointed Positions**

ADOPTED February 2, 1998

That the President has the authority to remove any appointed member of a committee

**OSHA Complaints:**

ADOPTED October 16, 1991:

That DSSNY introduce a resolution to the American Dental Association that would direct the ADA to attempt to establish dialogue with OSHA proposing that local OSHA offices, upon receiving a complaint about a dentist or dental office, inform the complainant that they might first consider contacting the local dental society, so that the complaint can be directed through the Dental Peer Review.

## **ADA DELEGATES AND ALTERNATES, NYSDA GOVERNORS NYSDA VICE PRESIDENTS**

### **ADA Alternate Delegate Reimbursement**

ADOPTED January 6, 2003

Resolved: That the Third District Dental Society provide reimbursement for travel, lodging and per diem expenses for one or more alternate delegate to the Annual Session of the ADA House of Delegates meeting; and be it further

Resolved: That the amount of reimbursement be established at a minimum of \$500 per alternate delegate funded; and be it further

Resolved: That the amount of reimbursement be established annually at the September meetings of the Third District's Executive Committee and Budget and Finance Committee preceding the ADA annual session and be it further

Resolved: That only alternate delegates that attend Second Trustee District Caucus meetings, appropriate reference committees and the sessions of the House of Delegates will be eligible for reimbursement.

### **Nomination Procedure for NYSDA Vice-President**

Note DSSNY name change effective 2000 to NYSDA

ADOPTED June 1, 1987

That the president of the Third District Dental Society appoint a committee to work out the details of the selection process for the nomination of a vice-president of NYSDA in 1988. This committee will present its recommendations to the Executive Committee for its approval at the next meeting.

The committee recommends that:

1. As we did in the previous election in 1976, a notice be placed in the Mirror asking those who are interested and feel they are qualified, send a curriculum vitae to the Executive Committee.
2. That the Executive Committee, determine which of the applicants are best qualified.
3. That those selected as most qualified, be asked to write their ideas to how they would seek to handle some of the problems facing dentistry, not only vital problems of today, but problems they foresee that may arise down the road and that their dissertation be mailed to the membership prior to the general membership meeting.
4. That an evening dinner meeting be held in Albany in April 1988. At this meeting each candidate will be allowed to make an oral presentation to the membership of not more than ten (ten) minutes.
5. After the oral presentations, questions from the floor will be accepted and each candidate will answer the same questions and the order in which the candidates answer, will be determined by a drawing.

6. A general membership vote will be held. If no candidate received a majority vote, the candidate with the lowest number of votes will be dropped until one (1) candidate has a majority vote.

Amended August 17, 2001:

ADOPTED for the 2004 Presidential Campaign

The above procedure was changed as follows:

1. Added: A contact list and mailing labels of the entire membership is given to each candidate for their use to campaign.  
A special edition of "The Mirror" is devoted to the campaign. Candidates CV's and essays are printed and distributed to the membership.
2. Remove number 2 and replace with:  
The candidates and nominating committee presented at 2 evening meetings, one in Kingston and one in Albany. Votes from the attendees were taken at both meetings. The votes from the first meeting were sealed in an envelope and signed by each candidate. The envelope was verified by each candidate at the second meeting and opened and counted all together.

## **ENDORSEMENTS**

### **Continuing Education Online Course**

ADOPTED May 7, 2001

DenTrek will be in affiliation with the Third District to provide online CE courses for our members. They would give a 15% return to the district on tuition payments.

### **Credit Card**

ADOPTED: September 11, 1995

The Third District endorse the M.B.N.A. credit card

### **Dental Supply Endorsement:**

ADOPTED August 1998

**AccuBite Dental Supply** will give members a ten percent (10%)

Discount on orders. The Society will receive a three percent (3%) rebate on all gross purchases.

### **Direct Reimbursement Endorsement**

ADOPTED March 1998

Rob Rosen accepted as T.P.R. for all District Reimbursement (DR) policies of the district.

### **Malpractice Endorsement**

ADOPTED June 22, 1998:

Frontier Insurance through Blanksteen Companies and Medical Liability Mutual Insurance Company.

### **Health Insurance Endorsement**

ADOPTED December 4, 2000

Richard Pauli and Tim Clain (Summitt Financial Group) will be the endorsed provider of health insurance for the district. They

## **DISTRICT EMPLOYEES**

### **Executive Director Search**

ADOPTED May 1, 2000

That the search committee has the latitude to recommended hiring a non-dentist for the position of Executive Director of the Third District Dental Society.

### **Evaluations of Services**

ADOPTED June 6, 1988

That the Committee on Finance, Budget, and Audit, do a yearly evaluation of our adjunct professional services to include the society's Accountant, Attorney, Executive Director, and any secretarial services at a time in the fall season deemed appropriate by the Committee on Finance, Budget and Audit.

In order to carry out the intent of the above resolution the Secretary of the society submits the following procedure to be employed:

1. A review of the employees of the Third District Dental Society will be accomplished on a yearly basis.
2. A written review of the Executive Secretary and the Assistant Secretary will be submitted to Budget and Finance by the Executive Director
3. The review of the Executive Director will be accomplished by the President of the Society and submitted to Budget and Finance.
4. Submission of the review is required prior to the September Meeting of Budget and finance.

### **Policy concerning Holidays, Sick Days, and Vacation Time:**

a. **Holidays:** The following official holidays will be observed:

- New Years Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

If a holiday falls on a weekend the holiday will be observed on Friday or Monday as observed by State and/or Federal Government.

**b. Sick Days:**

Sick days will be accumulated at the rate of one-half (1/2) of workday per Month of work. unused sick days may be paid as a bonus salary at a point in time, as chosen by the employee. Sick days taken in excess of the accumulated time will be deducted from the employee's salary at the salary rate at the time taken.

**c. Vacation Days:**

Vacation time may be accrued up to five (5) weeks. Any time over five (5) weeks will be lost.

The Administration of the office staff is the responsibility of the Executive Director. In his or her absence, the staff will report to President or their designate.

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Revised 1/7/03

**DRAFT**