

**CONSTITUTION
BYLAWS
ADMINISTRATIVE CODE**

of the

SEVENTH DISTRICT DENTAL SOCIETY

A component of

The New York State Dental Association

and the

American Dental Association



2011

255 Woodcliff Drive

Rochester, New York 14450

TABLE OF CONTENTS

CONSTITUTION

ARTICLE I - NAME	1
ARTICLE II - MISSION	1
ARTICLE III - ORGANIZATION	1
SECTION 10 - INCORPORATION	1
SECTION 20 - COUNTY SOCIETIES.....	1
SECTION 30 - MEMBERSHIP	1
SECTION 40 - NONDISCRIMINATION.....	1
ARTICLE IV - GOVERNMENT	1
SECTION 10 - LEGISLATIVE.....	1
SECTION 20 - ADMINISTRATIVE.....	1
ARTICLE V - OFFICERS	1
SECTION 10 - ELECTED	1
ARTICLE VI - MEETINGS	2
SECTION 10 - ANNUAL MEETING.....	2
SECTION 20 - SEMI-ANNUAL MEETING	2
SECTION 30 - BUSINESS SESSIONS	2
SECTION 40 - SPECIAL MEETINGS.....	2
SECTION 50 - QUORUM.....	2
SECTION 60 - LOCATION.....	2
ARTICLE VII - CODE OF ETHICS	2
SECTION 10 - CODE OF ETHICS	2
ARTICLE VIII - AMENDMENTS	2

BYLAWS

CHAPTER I - MEMBERSHIP	4
SECTION 10 - MEMBERSHIP CLASSIFICATIONS	4
SECTION 20 - QUALIFICATIONS.....	4
Active Member.....	4
Life Member	4
Retired Member	4
Honorary Member.....	4
Associate Member.....	4
Student Member	4
SECTION 30 - GOOD STANDING	5
SECTION 40 - RIGHTS AND PRIVILEGES	5
Active Member.....	5
Life Member	5
Retired Member	6
Honorary Member.....	6
Associate Member.....	6
Student Member	6
SECTION 50 - DISCIPLINARY HEARINGS.....	6
Right of Hearing.....	6
Right of Appeal.....	6

Disciplinary Penalties.....	7
CHAPTER II – COUNTY SOCIETIES	7
SECTION 10 - ORGANIZATION	7
SECTION 20 - NAME.....	7
SECTION 30 - POWERS AND DUTIES	7
CHAPTER III - BOARD OF DIRECTORS	8
SECTION 10 - COMPOSITION	8
SECTION 20 - CERTIFICATION OF COUNTY REPRESENTATIVES	8
SECTION 30 - POWERS	8
SECTION 40 - DUTIES.....	8
SECTION 50 - MEETINGS.....	9
SECTION 60 - OFFICIAL CALL	9
SECTION 70 – QUORUM	9
SECTION 80 - RULES OF ORDER	9
SECTION 90 – STANDING COMMITTEES	9
Constitution and Bylaws	9
Finance, Budget and Audit.....	10
CHAPTER IV – ELECTIVE OFFICERS.....	10
SECTION 10 – NUMBER AND TITLE	10
SECTION 20 – ELIGIBILITY	10
SECTION 30 – NOMINATIONS	10
SECTION 40 – ADDITIONAL NOMINATIONS.....	10
SECTION 50 – ELECTIONS	10
SECTION 60 – TENURE OF OFFICE.....	10
SECTION 70 – INSTALLATION.....	11
SECTION 80 – VACANCIES	11
SECTION 90 – DUTIES OF THE ELECTIVE OFFICERS.....	11
President.....	11
President-Elect	11
Vice President	12
Secretary.....	12
Treasurer	12
CHAPTER V – EXECUTIVE COMMITTEE.....	12
CHAPTER VI – CODE OF ETHICS	13
SECTION 10 - ESTABLISHMENT	13
SECTION 20 – AMENDING	13
CHAPTER VII – CONFLICT OF INTEREST	13
CHAPTER VIII – ADMINISTRATIVE CODE	13
SECTION 10 – PURPOSE OF.....	13
SECTION 20 – AMENDING	14
CHAPTER IX – FINANCES.....	14
SECTION 10 – MEMBERSHIP DUES	14
SECTION 20 – FISCAL YEAR.....	14
SECTION 30 – GENERAL OPERATING FUND	14
SECTION 40 – RELIEF FUND.....	14
SECTION 50 – RESTRICTED FUND	14
CHAPTER X – REPRESENTATON	14

SECTION 10 – NYSDA HOUSE OF DELEGATES AND TRUSTEE	14
SECTION 20 – CERTIFICATION	15
SECTION 30 - ADA DELEGATES	16
CHAPTER XI - NEW YORK STATE BOARD FOR DENTISTRY	16
CHAPTER XII – INDEMNIFICATION.....	16

ADMINISTRATIVE CODE

INTRODUCTION	17
MEMBERSHIP DUES.....	17
COMMITTEES	19
SECTION 10 – NAMES	19
SECTION 20 – MEMBERS, NOMINATIONS AND ELECTIONS.....	19
SECTION 25 - CONSULTANTS AND ADVISORS	19
SECTION 30 – CHAIRMAN AND VACANCIES	19
Chairman.....	19
Vacancies	20
SECTION 40 – COMMON DUTIES	20
Budget	20
Annual Reports.....	20
Rules and Regulations.....	20
SECTION 50 – COMMITTEES	20
Awards	20
Chemical Dependency	21
Dental Benefit Programs	21
Dental Health Planning and Hospital Dentistry	22
Dental Practice	22
Dental Education and Licensure	23
Ethics.....	23
Executive Director Coordinating.....	23
Governmental Affairs.....	23
Membership and Communications.....	24
Nominations	25
Peer Review and Quality Assurance	25
Professional Liability and Insurance	25
Program Coordination	26
Publications	26

1
2 ARTICLE VI - MEETINGS
3

4 SECTION 10. ANNUAL MEETING. This Society shall meet annually during the fall or at
5 such other time as may be determined by the Board of Directors.
6

7 SECTION 20. One semi-annual meeting of this Society shall be held at a time and place as may
8 be determined by the Board of Directors.
9

10 SECTION 30. BUSINESS SESSIONS. The members of the Society shall conduct business of
11 the Society during the Annual Meeting and the Semi-Annual Meeting. Notice of such sessions
12 must be sent to all members of the Society at least fifteen (15) days prior to such meetings.
13

14 SECTION 40. SPECIAL MEETINGS. Special meetings of the Society shall be called by the
15 President, or in the case of his absence or inability, by the Vice President, or at the request of the
16 Board of Directors, or at the written request of ten (10)% of the member in good standing. At
17 least twenty (20) days' notice must be given to the members for such meeting and such notice
18 shall state the purpose of such meeting.
19

20 SECTION 50. QUORUM. Whichever is less: ten percent (10%) of the total membership or one
21 hundred (100) members of the Society present in person and entitled to vote, shall constitute a
22 quorum for the transaction of business at any duly constituted meeting.
23

24 SECTION 60. LOCATION OF MEETINGS. The Annual and Semi-Annual Meetings shall be
25 held at a location approved by a majority vote of the Board of Directors.
26

27 ARTICLE VII - CODE OF ETHICS
28

29 SECTION 10. The Code of Ethics of this Society shall be the same as the Code of Ethics of The
30 New York State Dental Association and any and all of its amendments.
31

32 ARTICLE VIII - AMENDMENTS
33

34 SECTION 10. Amendments or alterations to the Constitution and Bylaws may be made in the
35 following manner:
36

37 The proposed amendment shall be published in the Society website or by written communication
38 to the membership no less than 30 days prior to either the Annual, Semi-Annual, or at a Special
39 meeting of the general membership. The proposed amendment or alteration shall then be
40 presented in ballot form at that meeting. A 2/3 (two thirds) affirmative vote of those members
41 present and voting shall enact the amendment or alteration. Proxy votes may be cast on signed
42 ballots downloaded from the web site. They must be received via mail or delivered in person
43 prior to the meeting to be duly cast and registered.
44

45 SECTION 20. Only those amendments to the Constitution and Bylaws of the New York State
46 Dental Association which affect this Constitution and Bylaws shall have the effect of an

1 amendment to this Constitution and Bylaws without action on the part of this Society. In the
2 event that any enactment by the New York State Dental Association or legislative change shall
3 be inconsistent or contrary to any of the Society's Constitution and Bylaws, they will be
4 automatically repealed in favor of such new changes.

1 BYLAWS

2
3 CHAPTER I - MEMBERSHIP

4
5 SECTION 10. CLASSIFICATIONS. The members of this Society shall be classified as
6 follows:

- 7
- 8 A. Active Member
- 9 B. Life Member
- 10 C. Retired Member
- 11 D. Honorary Member
- 12 E. Associate Member
- 13 F. Student Member
- 14

15 SECTION 20. QUALIFICATIONS.

- 16
- 17 A. ACTIVE MEMBER. Active members shall consist of dentists, who reside or practice in
18 the Seventh Judicial District, and are duly registered as legally qualified to practice
19 dentistry in the State of New York. By their election and the payment of dues to the
20 Society they automatically become members of The New York State Dental Association
21 and the American Dental Association in accordance with the Bylaws of these
22 organizations
- 23
- 24 B. LIFE MEMBER. An active member in good standing, who has been a member of the
25 Society for thirty (30) consecutive, or for a total of forty (40) years, having attained the
26 age of sixty-five (65) years, shall be classified as a Life Member upon written application
27 to the Secretary and upon proof of qualification.
- 28
- 29 C. RETIRED MEMBER. A member in good standing who has been an active member for
30 twenty-five (25) years or more and who is no longer earning income from the
31 performance of services as a member of the faculty of a dental school, as a dental
32 administrator, or consultant, or as a practitioner of any activity for which a license to
33 practice dentistry or dental hygiene is required. To qualify for retired membership status
34 the member shall submit an affidavit attesting to his retirement on or before April 1 to the
35 Secretary of the Society with proof of his qualifications.
- 36
- 37 D. HONORARY MEMBER. An individual, elected by the Board of Directors from dentists
38 or others whom this Society desires to honor.
- 39
- 40 E. ASSOCIATE MEMBER. A dentist in good standing as an active member of another
41 component District Dental Society and those dentists who are members of the American
42 Dental Association and unable to be members of The New York State Dental
43 Association.
- 44
- 45 F. STUDENT MEMBER. A pre-doctoral student of a dental school accredited by the
46 American Dental Association who is an active member of the American Student Dental

1 Association and a student member of the American Dental Association; or any dentist
2 who is eligible for membership who is engaged full time in (1) an advanced training
3 course of not less than one academic year's duration in an accredited school or (2) an
4 internship or residency program approved by the Council on Dental Education may be
5 classified as a student member of this Society
6

7 SECTION 30. IN GOOD STANDING.
8

9 A. Any member of this Society not under final sentence of suspension or expulsion whose dues
10 for the current calendar year have been paid shall be considered a member in good standing.
11

12 B. Any member of this society receiving assistance from ADA Relief Fund shall be exempt
13 from the payment of dues and shall be considered in good standing.
14

15 C. An active member, whose dues have not been paid by March 31 of the current year, shall
16 cease to be a member of this Society. If a member dropped, pays his dues before December
17 31st of the current year he will be reinstated and not lose continuity of membership. If the
18 member dropped or resigned wishes to apply for membership in a subsequent year, he may
19 do so without penalty of back dues. However, such readmitted member shall be required to
20 pay in full the dues for the year which reapplication is made. For continuity of membership,
21 back dues shall be accepted for not more than three (3) years of delinquency immediately
22 prior to the date of application for such payment. The rate of such dues shall be in accordance
23 with Chapter I – Section 50A of the American Dental Association Bylaws and Chapter IX
24 Section 10 of the Bylaws of this Society.
25

26 SECTION 40. RIGHTS AND PRIVILEGES.
27

28 A. Active Member
29

- 30 1. An Active Member in good standing shall have the right to vote at all regular and special
31 meetings of this Society.
- 32 2. An Active Member in good standing shall be eligible for election as a delegate or alternate
33 to the House of Delegates of both the American Dental Association and New York State
34 Dental Association, and to membership on the Board of Trustees of The New York State
35 Dental Association and for election or appointment to any office, committee, council, board
36 and similar position in the American Dental Association, The New York State Dental
37 Association and the Seventh District unless otherwise provided for in these Bylaws.
- 38 3. An Active Member in good standing shall receive annually a certificate of membership from
39 the American Dental Association, the Journal of the American Dental Association, New
40 York State Dental Journal, and any Seventh District publications. He shall be entitled also
41 to admission to any scientific session of the American Dental Association, The New York
42 State Dental Association and to any scientific or general business session of this Society and
43 shall be entitled to such other services as are provided by the American Dental Association,
44 The New York State Dental Association and this Society for active members.
45

46 B. Life Member

- 1
2 1. A Life Member in good standing shall be entitled to all the privileges of an active member.
3 2. A Life Member in good standing shall receive a certificate of Life Membership and be
4 exempt from dues of this Society except as stated in Chapter IX Section 10 C of these Bylaws.
5

6 C. Retired Member
7

- 8 1. A Retired Member in good standing shall be entitled to all the privileges of an active member.
9 2. A Retired Member in standing in good standing shall receive annually a retired membership
10 certificate.
11

12 D. Honorary Member
13

- 14 1. An Honorary Member shall not have the right to vote or hold office.
15 2. An Honorary Member shall receive a certificate of honorary membership.
16 3. An Honorary Member shall be entitled to admission to any meeting or scientific session of
17 this Society.
18

19 E. Associate Member
20

21 An Associate Member in good standing shall have all the privileges of active members except
22 voting and holding office.
23

24 F. Student Member
25

- 26 1. A Student Member in good standing shall receive annually a membership certificate and the
27 publications of the society. He shall be entitled to admission to any scientific and business
28 session of the Society and shall be entitled to such other services as are provided by this
29 Society for Active Members.
30 2. A Student Member shall not have the right to vote or hold office.
31 3. Years as Student Membership shall not be included as years as Active Membership for the
32 purpose of determining eligibility for Life Membership.
33

34 SECTION 50. DISCIPLINARY PROCEEDINGS.
35

36 Right of Hearing. Any member who
37

- 38 1. has been found guilty of a felony or,
39 2. has been found guilty of unprofessional conduct as defined by the laws and regulations of
40 any State, or
41 3. is charged with violating the Principles of Ethics of the American Dental Association or the
42 Code of Ethics of The New York State Dental Association, or of this Society, shall have the
43 right of a hearing from this Society.
44

45 Right of Appeal. An accused member shall have the right of appeal from a decision of this
46 Society to The New York State Dental Association by filing an appeal in accordance with rules

1 and regulations of this Society with the Secretary of this Society within thirty (30) days. An
2 appeal from the decision of The New York State Dental Association may be taken to the
3 American Dental Association in accordance with the Bylaws of said association.
4

5 Disciplinary Penalties.
6

- 7 1. The Board of Directors of this Society may impose penalties of reprimand, censure,
8 suspension, or expulsion as may be deemed appropriate.
- 9 2. If suspended, a member shall forfeit his rights and privileges of attending meetings; holding
10 office; receiving official notices and of the renewals to group insurance contracts where the
11 agreement between the carrier and the Seventh District Dental Society is dependent upon a
12 member being in good standing
13

14 CHAPTER II - COUNTY SOCIETIES
15

16 SECTION 10. ORGANIZATION. There shall be one County Society in each County of the
17 Seventh Judicial District of New York.
18

19 SECTION 20. NAME. Each County Society shall take a name from the County in which it's
20 located. The County Societies are as follows: Cayuga, Livingston, Monroe, Ontario, Seneca,
21 Steuben, Wayne and Yates.
22

23 SECTION 30. POWERS AND DUTIES.
24

- 25 A. County Societies shall adopt Bylaws, rules and regulations for their own government,
26 provided they do not conflict with the Bylaws, rules and regulations of the Seventh
27 District Dental Society.
28
- 29 B. A County Society may not accept into membership a person not a member of the
30 American Dental Association and a Component Society.
31
- 32 C. Each County Society shall before November 1 of each year elect one director and one
33 alternate director to the Board of Directors of the Seventh District Dental Society for the
34 following year.
35
- 36 D. Each County Society shall report names of all newly elected officers immediately
37 following their election to the Secretary of the Seventh District Dental Society.
38
- 39 E. The committees of each County Society shall work in harmony and cooperation with
40 similar committees in the Seventh District Dental Society.
41
- 42 F. All business of County Societies affecting publicity, group activity, and the professional,
43 economic or general welfare of this Society shall be presented to the Board of Directors
44 of this Society.
45
- 46 G. Each County Society shall notify the Secretary of this Society of all County meetings.

1
2 CHAPTER III - BOARD OF DIRECTORS
3

4 SECTION 10. COMPOSITION.

- 5 A. The Board of Directors shall consist of: elected Officers of this Society, the representatives
6 of this Society to the House of Delegates of the NYSDA, the NYSDA Trustee, one director
7 elected by each County Society, six (6) directors-at-large, and the five (5) most recent past
8 presidents of this Society. The directors-at-large shall serve a term of three (3) years with
9 two (2) to be elected each year. Ex-officio member, without the power to vote, shall be this
10 Society's member of the New York State Board for Dentistry.
11
- 12 B. Alternate Directors to the Board of Directors from the County Societies are encouraged to
13 attend all meetings, however without vote. In the absence of his director, he shall act as
14 Director with full privileges.
15

16 SECTION 20. CERTIFICATION OF COUNTY REPRESENTATIVES. The Secretary of each
17 County Society shall file with the Secretary of this Society by November 1st of each year the
18 names of the Director and Alternate Director duly elected by that County to serve the following
19 year on the Board of Directors.
20

21 SECTION 30. POWERS. The Board of Directors as the legislative and governing body of this
22 Society shall have the power:
23

- 24 A. To conduct, manage and control the affairs and the business of this Society and shall
25 make rules and regulations consistent with the Bylaws of this Society.
26
- 27 B. To recommend to the Society, a Code of Ethics for governing the professional conduct of
28 the members.
29
- 30 C. To create special committees.
31
- 32 D. To elect honorary members.
33
34
- 35 E. To approve applicants to membership in this Society after their application has been
36 properly received by the Secretary.
37

38 SECTION 40. DUTIES. It shall be the duty of the Board of Directors:
39

- 40 A. To approve the Chairman and members of all committees and special committees unless
41 otherwise provided for in the Bylaws.
42
- 43 B. To receive and act upon reports of officers, committee chairmen and communications
44 from County Societies and members of this Society.
45
- 46 C. To appoint an Executive Director .

- 1
2 D. To adopt an annual budget.
3
4 E. To approve the place for the meetings of the Society.
5

6 SECTION 50. MEETINGS.
7

- 8 A. The Board of Directors shall hold at least five (5) meetings during the year. The first
9 meeting time and place to be determined by the President.
10
11 B. Meetings of the Board of Directors shall be open to any member. Members of the
12 Society may present in writing any matter of interest to the Society for consideration by
13 the Board. A member may be heard on any matter under consideration at a meeting.
14
15 C. A special meeting of the Board of Directors may be called by the President, or upon the
16 written request of five (5) of its members.
17

18 SECTION 60. OFFICIAL CALL.
19

- 20 A. Regular Meeting. The Executive Director of the Society shall send each Director and
21 Alternate Director an official notice of the time and place of each Board of Directors
22 meeting.
23
24 B. Special Meeting. The Executive Director of the Society shall send an official notice of
25 the time and place of each special meeting and a statement of the business to be
26 conducted to every Director and Alternate Director.
27

28 SECTION 70. QUORUM. The presence of eleven (11) Directors shall constitute a quorum of
29 the Board of Directors.
30

31 SECTION 80. RULES OF ORDER. The Code of Procedures utilized by NYSDA shall govern
32 the deliberations of the Board of Directors and this Society, in all cases in which they are
33 applicable and not in conflict with the standing rules or these Bylaws.
34

35 SECTION 90. STANDING COMMITTEES OF THE BOARD OF DIRECTORS.
36

- 37 A. Committee on Constitution and Bylaws.
38

39 This Committee shall be composed of a chairman and other members the President deems
40 appropriate. They shall be selected as follows:

41 The Chairman shall be appointed by the President of the Seventh District Dental Society, from
42 the members in good standing of the Seventh District Dental Society. Each County Society shall
43 submit the names of those of their members in good standing who have been recommended to
44 the Secretary of this Society each year.

45 It shall be the duty of this committee:
46

- 1 a. To examine the articles of the Constitution and Bylaws with the view to suggesting
- 2 changes that will advance the administration efficiency of this Society.
- 3 b. To consider all proposed amendments and report its recommendations to the Board of
- 4 Directors.

5
6 B. Finance, Budget and Audit Committee.

7
8 This committee shall consist of the President-Elect, Vice President, and Treasurer of this Society,
9 the Chairman of the Executive Director Coordinating Committee, and the President who shall be
10 ex-officio. This committee shall organize itself by selecting a Chairman from its own
11 membership for the succeeding year at its last meeting of the preceding Society year.

12 It shall be the duty of this committee:

- 13
- 14 a. To examine the books and records of the Society.
- 15 b. To advise the Board of Directors on matters of reserve investment.
- 16 c. To select the Society's accountants.
- 17 d. Prepare a tentative budget for submission to the Board of Directors.

18
19 CHAPTER IV - ELECTIVE OFFICERS

20
21 SECTION 10. NUMBER AND TITLE. The elective officers of this Society shall be President,
22 President-Elect, Vice President, Secretary and Treasurer as provided in Article V of the
23 Constitution.

24
25 SECTION 20. ELIGIBILITY. Only an active, life member or retired member in good standing
26 of this Society shall be eligible to serve as an elective officer.

27
28 SECTION 30. NOMINATIONS. Nominations for the offices of President-Elect, Vice
29 President, Secretary, Treasurer, six (6) Directors-at-Large, Trustee, representatives to the House
30 of Delegates of The New York State Dental Association (number according to the Bylaws of The
31 New York State Dental Association) and American Dental Association Delegates and Alternates
32 (number according to The New York State Dental Association Bylaws) shall be made by The
33 Nominating Committee. The Nominating Committee of this Society shall present its report to the
34 Board of Directors of this Society at its meeting immediately preceding the Annual Meeting.
35 Subsequently the report shall be presented at the Annual Meeting.

36
37 SECTION 40. ADDITIONAL NOMINATIONS. Additional nominations may be made by a
38 petition signed by at least Fifteen (15) members in good standing of this Society and presented to
39 the Secretary at least fifteen (15) days prior to the Annual Meeting.

40
41 SECTION 50. ELECTIONS. The elective officers of the Society shall be elected by a majority
42 vote of all the members in good standing present and voting during the general membership
43 session of the Annual Meeting provided due notice has been published to all members stating
44 date, time and place where such elections shall take place.

45
46 SECTION 60. TENURE OF OFFICE. The elective officers shall serve a term of one (1) year or

1 until their successors are elected and installed.

2
3 SECTION 70. INSTALLATION. The elected officers shall be installed during the Annual
4 Meeting in which they were elected, or other time before December 31st of that year with their
5 term beginning on the first day of the subsequent year.

6
7 SECTION 80. VACANCIES. In the event the office of President becomes vacant, The Vice
8 President shall become President for the unexpired portion of the term.

9
10 In the event the office of President-Elect becomes vacant, the office of the President for the
11 ensuing year shall be filled at the next Annual Meeting of the Society in the same manner that
12 provided for the nomination and election of Officers, except that the ballot shall read, "President
13 for the ensuing year."

14
15 In the event the office of Vice President becomes vacant, the unexpired term shall be filled by
16 the majority vote of the Board of Directors. The office of The President-Elect for the ensuing
17 year shall be filled at the next Annual Meeting of the Society in the same manner as that
18 provided for the nomination and election of officers.

19
20 SECTION 90. DUTIES OF THE ELECTIVE OFFICERS.

21
22 A. PRESIDENT. It shall be the duty of the President:

- 23
24 1. To preside at all meetings of the Society
25 2. To appoint Chairmen and members of all committees not otherwise provided for in these
26 Bylaws and/or Administrative Code and present his appointments to the Board of
27 Directors for their approval.
28 3. To be an ex-officio member of all committees.
29 4. To appoint a Business Coordinator whose duties are outlined in the Administrative Code.
30 5. To fill any vacancies that may occur not otherwise provided for in these Bylaws.
31 6. Shall at the Annual Meeting give a concise statement of the condition of the affairs of the
32 Society, with suggestions and recommendations regarding its welfare, as he deems
33 advisable.
34 7. To perform such duties as may be provided in these Bylaws and /or Administrative Code.

35
36 B. PRESIDENT-ELECT. It shall be the duty of the President-Elect:

- 37
38 1. To succeed to the office of President commencing January 1st of the year he was
39 designated to serve..
40 2. To succeed to the office of President in the event of vacancy of both the office of
41 President and Vice-President.
42 3. To be an ex-officio member of all committees.
43 4. To visit each county society once during the year of his office..
44 5. To appoint a Business Coordinator- Elect, whose duties are outlined in the
45 Administrative Code.

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

- 2
- 3 1. To assist the President as requested.
- 4 2. To succeed to the office of President in the event of vacancy of such office as provided in
- 5 this Chapter of the Bylaws.
- 6 3. To officiate at any function at the request of the President or in his absence.
- 7

8 D. SECRETARY. It shall be the duty of the Secretary to direct and coordinate with the

9 office of the Executive Director to:

- 10
- 11 1. To assist the President as requested.
- 12
- 13 2. To maintain an accurately revised list of names and addresses of the members of this
- 14 Society and notify all new members of their election and provide them with a copy of the
- 15 Bylaws and Code of Ethics.
- 16 3. To notify all members of the time and place of meeting, subjects, addresses, or
- 17 demonstrations and of any other necessary information, and to provide official ballots for
- 18 election if necessary.
- 19 4. To, upon resignation, suspension or expulsion of any member, notify the Secretary of The
- 20 New York State Dental Association and the editors of journals.
- 21 5. To, upon the death of a member, notify the Secretary of The New York State Dental
- 22 Association, editors of journals and the Remembrance Committee.
- 23 6. To immediately after the Annual Meeting of the Society transmit to the Executive
- 24 Director of The New York State Dental Association, a correct list of the officers elected
- 25 to represent this Society, and any other such information as that person shall deem
- 26 important.
- 27 7. Relay correspondence as deemed appropriate to the Board of Directors.
- 28

29 E. TREASURER. It shall be the duty of the Treasurer:

- 30
- 31
- 32 1. To assist the President as requested.
- 33 2. To serve as a custodian of all monies, securities, and deeds belonging to the Society.
- 34 3. To hold, invest, and disburse all monies, securities, and deeds, subject to the direction of the
- 35 Board of Directors.
- 36 4. To oversee the Society's finances and budget development as a member or Chairman of the
- 37 Budget, Audit, and Finance Committee.
- 38 5. To report to the Society the conditions of its finances at each meeting of the Society and at
- 39 each Board of Directors meeting.
- 40 6. To be available as a resource to all committees of the Society.
- 41 7. To perform such other duties as may be provided in these Bylaws.
- 42

43 CHAPTER V - EXECUTIVE COMMITTEE

44
45 The Executive Committee shall be composed of the Elected Officers and the Immediate Past
46 President. The President shall be Chairman of this Committee. Meetings shall be called by the

1 President or any two (2) of its members. A quorum shall consist of all members of the
2 committee, and allows for asynchronous or non-physical presence.

3
4 The duties of the Executive Committee shall be to transact business on behalf of the Society,
5 between meetings of the board of Directors. It must report all actions taken by it, for the record,
6 at the next stated meeting of the Board of Directors.

7 8 CHAPTER VI - CODE OF ETHICS

9
10 SECTION 10. The Code of Ethics of this Society shall be the same as that of The New York
11 State Dental Association and all of its amendments. It may be amended according to Section 20
12 of these Bylaws. Such amendments shall not be in conflict with the Code of Ethics of The New
13 York State Dental Association nor the Principles of Ethics of the American Dental Association.

14
15 SECTION 20. The Code of Ethics of this Society maybe amended in the same manner as
16 provided in Chapter XIII for amendment of the Bylaws. Any such amendment of the Code of
17 Ethics shall become effective in accordance with its terms when certified by the Chairman of the
18 Ethics Committee and the Secretary of the Society and lodged in the official records of the
19 Society.

20 21 CHAPTER VII CONFLICT OF INTEREST

22
23 It is the policy of this Society that individuals who serve in elective or appointive offices or
24 positions do so in a representative or fiduciary capacity that requires loyalty to the Society. At all
25 times while serving in such offices or positions, these individuals shall further the interests of the
26 Society as a whole. In addition they shall avoid:

- 27
28 a. placing themselves in a position where personal or professional interests may
29 conflict with their duty to this society;
30 b. using information learned through such office or position for personal gain or
31 advantage;
32 c. obtaining by a third party an improper gain or advantage.

33
34 As a condition for selection, each nominee, candidate and applicant shall disclose any situation
35 that might be construed as placing the individual in a position of having an interest that may
36 conflict with his or her duty to the Society. While serving, the individual shall comply with the
37 conflict of interest policy applicable to his or her office or position, and shall report any situation
38 in which potential conflict of interest may arise. The Board of Directors shall approve the
39 compliance activities that will implement the requirements of this chapter.

40 41 CHAPTER VIII ADMINISTRATIVE CODE

42
43 SECTION 10. The Administrative Code of this Society establishes the committees of this
44 Society, their numbers of members and tenure, methods of selection, and their responsibilities
45 and duties. A true copy thereof, certified to be correct by the Secretary of this Society shall be
46 lodged in the official records of the Society.

1
2 SECTION 20. The Administrative Code may be amended by the approval of two-thirds (2/3rds)
3 vote of the Board of Directors.

4
5
6 CHAPTER IX - FINANCES

7
8 SECTION 10. MEMBERSHIP DUES. All stipulations regarding membership dues will be
9 described in the Administrative Code.

10
11
12 SECTION 20. FISCAL YEAR. The fiscal year of this Society shall begin on January 1st and
13 end on December 31st of the same year.

14
15 SECTION 30. GENERAL OPERATING FUND. The General Operating Fund shall consist of
16 all monies received other than those specifically allocated to other funds by these Bylaws.

17
18 SECTION 40. RESERVE FUND. The Reserve Fund shall consist of excess monies beyond that
19 needed to fund Society operations or specifically allocated to other funds by these Bylaws. One
20 of the goals of this fund shall be to invest a significant portion of available monies for long term
21 capital growth.

22
23 SECTION 50. OTHER FUNDS. The Society may establish other funds at the direction of the
24 Board of Directors, for activities and programs requiring separate accounting records to meet
25 governmental and administrative requirements. Such funds shall consist of monies and other
26 assets received or allocated in accordance with the purpose for which they are established. Such
27 funds shall be used for defraying all expenses incurred in their operation, shall serve only as
28 separate accounting entities, and continue to be held in the name of the Seventh District Dental
29 Society.

30
31 CHAPTER X - REPRESENTATION

32
33 SECTION 10. MEMBERS OF THE BOARD OF TRUSTEES OF THE NEW YORK STATE
34 DENTAL ASSOCIATION

35
36 It shall be the duty of the Nominating Committee to nominate a member of this Society for a four
37 (4) year term as Trustee of The New York State Dental Association. .

- 38
39 1. The nominee's name shall be submitted for election with other elective candidates of this
40 Society.
41
42 2. He shall be the official representative of this Society to The New York State Dental
43 Association.
44
45 3. In May , 2009, to accompany a new organizational model, NYSDA established a
46 staggered term length to the Board of Trustees, and the various components' Trustees

1 were randomly assigned an initial term of office of one, two, three, or four years. The
2 initial term of office for the Trustee representing the Seventh District Dental Society
3 was determined to be three (3) years expiring in 2013. This Trustee so assigned for an
4 initial staggered term of less than four (4) years may subsequently be elected to serve
5 one more four (4) year term.
6
7
8

9 4. The nominee shall be a past-president of this Society

10
11 5. In the event of death, resignation, or removal from the District or election to another
12 office of The New York State Dental Association, the vacancy or elimination shall be
13 filled by NYSDA with recommendations made by this Society's Board of Directors..
14
15

16 **SECTION 15. MEMBERS OF THE HOUSE OF DELEGATES OF THE NEW YORK STATE**
17 **DENTAL ASSOCIATION.**

18 A. The total number of delegates will be determined according the CHAPTER III SECTION
19 10-C of the Bylaws of The New York State Dental Association. It shall be the duty of the
20 Nominating Committee to nominate members of this Society as current delegates' terms
21 expire.
22

23 B. Delegates from the Seventh District Dental Society to the NYSDA HOD serve 2 year terms
24 with a maximum of 5 consecutive terms. A full 2 year term must pass before an individual
25 could serve again as a delegate, their initial term limit having then expired. If an individual is
26 called upon to complete an unfilled term, this does not count toward the 5 term maximum.
27

28 C. In May , 2009, to accompany a newly organized model, the Seventh District Dental Society
29 selected the appropriate number of delegates. They were assigned different term lengths to
30 allow for a staggered exit. This would allow for a revolving entrance date for new delegates'
31 terms of office, thus assuring that there will be a continuum of experience and rapport in our
32 representation. These originally named delegates may, after expirations of their initial term,
33 be able to be elected to an additional single term of four years if they are so nominated,
34 provided their first term of office was less than four years.
35

36 D. Two ALTERNATE DELEGATES shall be the current President and President-Elect of the
37 Seventh District Dental Society.
38
39
40
41

42 **SECTION 20. CERTIFICATION.** The Secretary of this Society shall file the name of the
43 elected nominee with the Executive Director of The New York State Dental Association at least
44 thirty (30) days before the first day of the Annual Meeting of The New York State Dental
45 Association.
46

1 SECTION 30. DELEGATES TO THE AMERICAN DENTAL ASSOCIATION. It shall be the
2 duty of the Nominating Committee to annually nominate two (2) or more members of this
3 Society as Delegates and two (2) or more as Alternates to the American Dental Association. The
4 number of such members shall be determined according to CHAPTER XI – B of the Bylaws of
5 The New York State Dental Association.
6

- 7 1. The names of nominees shall be submitted to the membership of this Society for approval
8 together with other elective candidates of this Society.
9
- 10 2. The nominees shall be past-presidents of this Society.
11
- 12 3. One Delegate will be the NYSDA Trustee, the other Delegate(s) and Alternates shall be
13 selected from the group comprised of the NYSDA Delegates.
14
- 15 4. The names of the approved nominees shall be presented to the Board of Trustees of The
16 New York State Dental Association for election.
17
- 18 5. Vacancies occurring among the Delegates shall be filled by the President of The New
19 York State Dental Association from among the Alternates and should none be present,
20 then from amongst the active members of The New York State Dental Association.
21

22 CHAPTER XI - NEW YORK STATE BOARD FOR DENTISTRY

23
24 It shall be the duty of the Nominating Committee to nominate member(s) from the Seventh
25 District Dental Society to a vacancy of New York State Board for Dentistry.
26

- 27 1. The nomination shall be made sixty (60) days prior to the expiration of the term of office
28 of the member of the New York State Board of Dentistry from the Seventh District
29 Dental Society, or within thirty (30) days after a vacancy occurs therein.
30
- 31 2. The nominees shall be presented to the Board of Directors of this Society for approval
32 and the Board of Directors shall then recommend in writing to the Executive Director of
33 The New York State Dental Association those names.
34

35 CHAPTER XII - INDEMNIFICATION

36
37 Each member of the Board of Directors, officer, council member, committee member, employee,
38 and any other agent of this Society shall be held harmless and indemnified by the Society against
39 all claims and liabilities and all costs and expenses, including attorney's fees, reasonably
40 incurred or imposed upon him in connection with or resulting from any action, suit or
41 proceeding, or the settlement or compromise thereof, to which he may be a party by reason of
42 any action taken or omitted to be taken by him as a member of the Board of Directors, officer,
43 council member, committee member, employee or agent of the Society, in good faith. This right
44 of indemnification shall insure to such person whether or not he is a member of the Board of
45 Directors, officer, council member, committee member, employee or agent at the time of such
46 liabilities, costs or expenses are imposed or incurred and, in the event of his death, shall extend

1 to his legal representatives. The Society shall indemnify each member of the Board of Directors,
2 officer, council member, committee member, employee and other agent of this Society to the full
3 extent permissible by law.
4
5
6
7
8
9

10 ADMINISTRATIVE CODE

11 INTRODUCTION

12 The purpose of this document is to set up an administrative system that will enable the Seventh
13 District Dental Society to meet its responsibilities to its membership.
14
15

16 This code establishes standing committees. It defines the responsibilities of the committees and
17 their members.
18
19

20 Establishment of an administrative code as a separate document, rather than detailing such
21 matters in the Society Bylaws, allows for maximum efficiency and flexibility in governing and
22 carrying out the functions of this Society. Amendment to this code by the Board of Directors at
23 its meetings, sets up a system that can better respond to the constant changes in the profession.
24

25 MEMBERSHIP DUES

26
27 A. Active Members. The dues for Active Members of this Society shall be One hundred
28 seventy five dollars (\$175.00) per annum plus the annual dues of the American Dental
29 Association and The New York State Dental Association.
30

31 B. Recent Graduate Members. The payment of dues for the first five (5) full calendar years
32 of active membership starting January 1 following graduation from dental school or
33 completion of an advanced training course of not less than one (1) academic year's
34 duration or residency training program which was completed upon graduation from
35 dental school shall be as follows:
36

37 First Full Year following graduation from dental school: 25 percent of Active member
38 dues plus the annual dues of The New York State Dental Association and the American
39 Dental Association for such members.
40

41 Second and Third year: 50 percent of Active member dues plus the annual dues of The
42 New York State Dental Association and the American Dental Association for such
43 members.
44

45 Fourth and Fifth year: 75 percent of Active member dues plus the annual dues of The
46 New York State Dental Association and the American Dental Association for such

1 members.

2
3 Sixth year: 100 percent of Active member dues plus the annual dues of The New York
4 State Dental Association and the American Dental Association for such members.

5
6 Any dentist shall be classified as a recent graduate member, upon completion of a course
7 in dental education upon graduation, or completion of a full time internship, residency, or
8 postgraduate work. Dues of recently graduated members are due on January 1 of each
9 year.

10
11 C. The dues for Life Members who continue to be gainfully employed in dentistry shall be
12 fifty percent (50%) of dues for active members. Gainfully employed in dentistry shall
13 mean: earning income by performance of services as a member of the faculty of a dental
14 or auxiliary school, as a dental administrator or consultant, or as a practitioner of any
15 activity for which a dental degree is required. All other life members shall be exempt
16 from payment of dues to this society.

17
18 D. Honorary Members: Honorary Members shall be exempt from payment of dues of this
19 society.

20
21 E. All members except life, honorary or recent graduate members elected after July 1st
22 shall pay one-half ($\frac{1}{2}$) of the current years dues, or elected after October 1st shall pay
23 one-fourth ($\frac{1}{4}$) of the current years dues, except former active members upon
24 reinstatement or election to active membership shall be required to pay the full years
25 dues.

26
27 F. An Active Member who had been such when he entered upon active duty in one of the
28 armed services or equivalent duty in the Public Health Service but who, during such
29 military or equivalent duty, interrupted his active membership because of failure to pay
30 dues and who, within one (1) year after separation from such military or equivalent duty,
31 resumed his active membership, may pay back dues for any missing period of active
32 membership at the rate of dues current during the missing years of membership.

33
34 G. Retired Members. The dues of retired members shall be ten (\$10.00) dollars plus the
35 annual dues of The Dental Society of the State of New York and the American Dental
36 Association for such members, due January 1st of each year.

37
38
39 H. Associate Members. The dues for Associate Members of this Society shall be one
40 hundred seventy five dollars (\$175.00) due January 1st each year.

41
42 I. Student Members. The dues of Student Members shall be ten (\$10.00) dollars due on
43 January 1st of each year.

44
45 a. Student Members who are first, second, third and fourth year students attending
46 dental schools in the State of New York and those maintaining residency in New

1 York State who are in attendance at dental schools outside of New York State and
2 are members of the ASDA shall be exempt from the payment of dues of this
3 Society.

4 b. Student Members who are enrolled in a post-graduate program in New York State
5 or those who maintain residency in New York State and are enrolled in post
6 graduate program outside New York State and are members of the ASDA shall be
7 exempt from the payment of dues of this Society.

8 c. Student membership terminates on December 31 after graduation or on
9 completion of an internship, residency or graduate work as provided in Chapter I.
10 Section 20. F.

11
12 **COMMITTEES**

13
14 SECTION 10. NAME. The Committees of this Society shall be the following, and with those
15 having a corresponding NYSDA Council designated by asterisk:

16
17 Awards; Chemical Dependency; Dental Benefit Programs*; Dental Education and
18 Licensure*;Dental Health Planning and Hospital Dentistry*, Dental Practice*; Ethics*;
19 Executive Director Coordinating Committee; ; Governmental Affairs*; Membership and
20 Communications*; Nominations; Peer Review and Quality Assurance*; Professional Liability
21 and Insurance*; Program Coordination; Publications.

22
23 SECTION 20. MEMBERS, NOMINATIONS AND ELECTIONS.

24
25 Each Committee, unless otherwise provided for in this Code, shall be composed of a chairman
26 and other members the President deems appropriate. They shall be selected as follows:

27
28 Each NYSDA Council representative from this Society will be recommended by the Nominating
29 Committee and forwarded to the Board of Directors for approval. The Chairman of all other
30 committees shall be appointed by the President. The Chairman of each committee shall be
31 appointed by the President of the Seventh District Dental Society, from the members in good
32 standing of the Seventh District Dental Society. Each County Society shall submit the names of
33 those of their members in good standing who have been recommended to fulfill their
34 representation unless otherwise provided for in this Code, to the Secretary of this Society each
35 year.

36
37 SECTION 25. CONSULTANTS AND ADVISORS.

38
39 The chairperson of any committee may call upon resource personnel whom he/she deems
40 necessary to the proper conduct of committee business, within the budget provided and with the
41 approval of the President.

42
43 SECTION 30. CHAIRMAN AND VACANCIES.

44
45 A. Chairman. All committee chairmen shall represent the Seventh District Dental Society at
46 their appropriate and corresponding councils or committees in The New York State Dental

1 Association. The term shall be for four (4) years unless otherwise stipulated by NYSDA. The
2 tenure of a chairman shall be limited to two terms..
3

4 B. Vacancies. In the event of a vacancy in the membership of any committee, the President
5 shall appoint a member in good standing of the Seventh District Dental Society to fill the
6 vacancy for the remainder of that year.
7

8 SECTION 35. BUSINESS COORDINATOR 9

10 It shall be his duty to work within the Program Coordinating Committee and in conjunction
11 with the Executive Director's staff to do the following:

- 12 • Research and recommend programs and lecturers
- 13 • Pursue, contact and contract with approved lecturers and venues
- 14 • Supervise and be responsible for all arrangements indicated and if necessary to plan and
15 carry out all lectures, programs and special events, including the field day.
- 16 • Coordinate transportation, lodging and other considerations for lecturers.

17 18 19 SECTION 40. DUTIES, COMMON DUTIES OF ALL COMMITTEES. 20

21 A. Proposed budget. Each committee shall submit in writing to the Committee on Finance,
22 Budget and Audit, a proposed budget of anticipated expense for the ensuing fiscal year. Such
23 budgets shall be submitted at least sixty (60) days in advance of the Semi-Annual and Annual
24 Meeting.
25

26 B. Reports: All Committee Chairmen shall submit on a regular basis a report of deliberations of
27 their committees to the Secretary for dissemination to the Board of Directors. The Chairman shall also
28 submit a written report to the President before the Semi -Annual and Annual Meetings.
29

30 C. Rules and Regulations. Each Committee shall establish operating rules and regulations
31 governing its conduct in conformity with the rules and regulations for committees established by
32 the Board of Directors.
33

34 SECTION 50. COMMITTEES. 35

36 A. Awards Committee.
37

38 This committee shall consist of a Chairman and four (4) members, all of whom are the most
39 recent recipients of the George D. Greenwood Award. The President shall also appoint two (2)
40 at-large members to the Awards Committee. The Chairman shall be the longest-term member of
41 the committee.
42

43 It shall be the duty of this committee:
44

- 1 1. To select the candidate for the annual George D. Greenwood Award.
- 2 2. To select candidates for any other awards presented by this Society including the
- 3 Frederick J. Halik Young Dentist Award and the Award of Merit.
- 4 3. To recommend and submit candidates for awards administered by The New York
- 5 State Dental Association and the American Dental Association.
- 6 4. To present its selections to the Board of Directors for approval.
- 7 5. At the Annual Meeting of the Society or at a separate time and place selected by the
- 8 Board of Directors, the Chairperson shall present the Award winners and the President of this
- 9 Society shall bestow the Awards.

10
11 B. Committee on Chemical Dependency.

12
13 This committee shall be structured according to Section 20 of this Code.
14 It shall be the duty of this Committee:

- 15
- 16 a. To be a source of information with regard to alcohol and chemical dependency programs
- 17 for the dental profession.
- 18 b. To provide support and consultation to County society alcohol and chemical dependency
- 19 programs.
- 20 c. To develop a confidential program, which is non-judgmental, non-punitive,
- 21 therapeutically oriented to help members who are chemically dependent.
- 22 d. To develop and maintain a relationship with dental schools, the State Department of
- 23 Education, the State Department of Health and those private or public agencies which are
- 24 interested in programs and information that assist the chemical dependent dentist towards
- 25 recovery.
- 26 e. To coordinate, monitor, and supervise the establishment of protocols for chemical
- 27 dependency and addictive illness programs and the maintenance of statistical information
- 28 concerning chemical dependency and addictive illness matters and programs.
- 29

30 C. Dental Benefit Programs Committee.

31
32 This committee shall be structured according to Section 20 of this Code.
33 It shall be the duty of this Committee:

- 34
- 35 a. To study, develop and compile information on the production, distribution and delivery
- 36 of dental care through insurance mechanisms, government-funded programs, health
- 37 maintenance organizations, prepaid group practice system, and any other third party
- 38 payment system for the delivery of dental care.
- 39 b. To maintain liaison between the Society and agencies sponsoring administration or
- 40 implementing government-funded or privately funded dental care programs and dental
- 41 service corporations.
- 42 c. To evaluate in accordance with establishing policies of the Society, the dental care
- 43 programs of all systems for the delivery of dental care, and to report these evaluations
- 44 and recommendations to the Board of Directors.
- 45 d. To initiate negotiations with and respond to any agency sponsoring, administering or
- 46 implementing dental care programs for the purpose of establishing mutually acceptable

1 conditions.

2
3 D. Dental Health Planning and Hospital Dentistry Committee

4
5 This committee shall be structured according to Section 20 of this Code.

6 It shall be the duty of this committee:

- 7
8 a. To develop plans and programs for adequate dental care for the public, to promote the
9 dental health of the public within the framework of policies adopted by the Board of
10 Directors.
11 b. To assist county societies in the development of dental health policies and programs
12 within their jurisdictions.
13 c. To establish, maintain and encourage relations with such County and private agencies as
14 are interested in programs for the dental health of the community.
15 d. To maintain an ongoing evaluation of dental health education material..
16 e. Examine dental departments of hospitals and patient care units other than hospitals and
17 cooperate with the American Dental Association and the New York State Dental
18 Association, and other interested agencies with respect to approval of their dental
19 services, intern and residency programs, and the improvement of their dental facilities.
20 f. To study the dental service programs in all hospitals and patient care units other than
21 hospitals, and the rules and regulations under which they are operating.
22

23 E. Dental Practice Committee.

24
25 This committee shall be structured according to Section 20 of this Code.

26 It shall be the duty of this committee:

- 27
28 a. To formulate and recommend polices relating to dental practice.
29 b. To study, evaluate and disseminate information concerning various forms of business
30 organization of a dental practice, economic factors related to dental practice, practice
31 management techniques, auxiliary utilization, and dental laboratory services to the end
32 that dentists may continue to improve services to the public.
33 c. To develop educational programs to assist dentists in improved practice management, and
34 to assist other dental organizations in the development of such programs so that dentists
35 may continue to improve the delivery of their services to the public.
36 d. To encourage and develop satisfactory relations with the various organizations
37 representing the dental laboratory industry as well as the dental trade industry.
38 e. To formulate programs for establishing and maintaining the greatest efficiency, quality,
39 and service of the dental laboratory industry in their relation to the dental profession.
40 f. To encourage and develop satisfactory relations with the various organizations
41 representing dental auxiliaries.
42 g. To gather, formulate, and disseminate information related to auxiliary utilization,
43 management and employment practices.
44 h. To serve in a consultative capacity to those educational and promotional activities
45 directed to the public and the profession and to assess their impact on dental practice.
46 i. To monitor and disseminate information on new dental technologies.

1
2 F. Dental Education and Licensure Committee.
3

4 This committee shall be structured according to Section 20 of this Code. Other members of the
5 committee can include representatives from other organizations in the Seventh Judicial District
6 that have an interest in dental education.

7 It shall be the duty of this committee:
8

- 9 a. To act as a liaison agent between the Society and institutions for dental and dental
10 auxiliary education in the District.
11 b. To make recommendations to the Board of Directors as to means and methods of
12 improving and instituting dental education policies and to carry out the policies of the
13 Board of Directors.
14
15 c. To review and approve continuing education courses submitted by study groups, county
16 societies and other entities for sponsorship by the Seventh District Dental Society.
17

18 G. Ethics Committee.
19

20 This committee shall be structured according to Section 20 of this Code.

21 It shall be the duty of this committee to receive and investigate complaints of alleged violations
22 of the Code of Ethics of this Society, The New York State Dental Association or Principles of
23 Ethics of the American Dental Association or illegal practices by members of this Society. It
24 will provide guidance related to any change in the Code of Ethics of the New York State Dental
25 Association or the American Dental Association. It will provide advice to members when it is
26 sought by reference to the Chairman. It shall hold hearings when necessary and submit its
27 findings and recommendation to the Board of Directors.
28

29 H. Executive Director Coordinating Committee.
30

31 This committee shall consist of ten (10) members from this Society and the Monroe County
32 Dental Society. It shall include the Presidents, Presidents-Elect, Secretaries, Treasurers,
33 Chairpersons of the Finance, Budget and Audit Committees of each Society, and the past
34 Chairman of the Executive Director Coordination Committee(EDCC). This committee shall
35 organize itself by selecting a Chairman from its own membership, or any past officer of the
36 Seventh District Dental Society for the succeeding year at its last meeting of the preceding
37 Society year. The duties of this committee shall be to supervise and manage the activities of the
38 Joint Executive Director's office. It shall report to the Board of Directors of each society
39 annually.
40
41
42
43
44

45 I. Governmental Affairs Committee.
46

1 This committee shall be structured according to Section 20 of this Code.

2 It shall be the duty of this committee:

- 3
- 4 a. Protect the public and dental profession in matters of legislation and regulations and to
- 5 make recommendations of plans and methods to the Board of Directors in conformity
- 6 with the policies approved by the Board of Directors.
- 7 b. To review all legislation introduced into the legislature of the State of New York and to
- 8 advise appropriate legislators of the position of this Society with the respect to all
- 9 proposed legislation of significant interest.
- 10 c. To cooperate with appropriate agencies of the American Dental Association and The
- 11 New York State Dental Association in advancing the interest of the dental profession and
- 12 the public in federal legislation and regulation.
- 13 d. To cooperate with County Societies in advancing the interest of the dental profession in
- 14 the public and legislation and regulation of local government.
- 15 e. To maintain liaison on behalf of the Society with legislative agencies of other health
- 16 professions, and such other liaisons as may be directed by the Board of Directors.
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24

25 J. Membership and Communications Committee.

26

27 This committee shall be structured according to Section 20 of this Code.

28 It shall be the duty of this committee:

- 29
- 30 a. To evaluate membership problems and formulate plans for maintaining and increasing
- 31 the membership of this Society, in conformity with policies adopted by the Board of
- 32 Directors.
- 33 b. To recruit and retain new dentists (dentists who graduated from dental school less than 10
- 34 years ago) in the tripartite system of organized dentistry.
- 35 c. To provide information and assistance for new dentists to facilitate the transition from
- 36 dental school to active practice.
- 37 d. To establish, maintain and encourage positive relationships with the faculty, students and
- 38 staff of New York State's dental schools.
- 39 e. To formulate programs with the County Societies that support and facilitate the
- 40 participation of new dentists in the tripartite system of organized dentistry.
- 41 f. To work effectively with all the appropriate committees on those educational and
- 42 promotional programs/activities directed to the public and the profession.
- 43 g. To develop and maintain a public relations program for this Association,
- 44 including the dissemination of information on and publicity concerning the
- 45 activities of the Association.
- 46 h. To develop and maintain good professional relations between members of this

1 Society and other constituent societies of the American Dental Association.

- 2 i. To develop and maintain good relations between this Society and
3 organizations representing other health professions.
4

5 K. Nominations Committee.
6

7 This committee shall consist of a chairperson who is a member of this committee appointed by
8 the members of the committee and is a past president of this society, the current President (Pro-
9 term), the delegates to the ADA, NYSDA Delegates and any NYSDA/ADA elected officers, the
10 three most immediate past presidents (who are not also delegates to the ADA as voting
11 members., the Vice-President and President-Elect are also members of the committee as non-
12 voting members. The chairman of this committee will not vote unless there is a tie vote. It is
13 the duty of this committee to name its chair for the following year.
14

15 It shall be the duty of this committee to present to the Board of Directors a minimum of thirty
16 (30) days before the Annual Meeting candidates for elective offices: President-Elect, Vice
17 President, Secretary, Treasurer, members of the Board of Directors, members of the House of
18 Delegates (number according to the Bylaws of The New York State Dental Association).
19 Additionally, nominations shall be made for representatives to Councils of The New York State
20 Dental Association from the Seventh District Dental Society when such vacancies occur.
21

22 L. Peer Review and Quality Assurance Committee.
23

24 This committee shall be structured according to Section 20 of this Code.

25 It shall be the duty of this committee to conduct unbiased and objective fact finding concerning,
26 but not limited to, fees, utilization on quality care in matters involving third parties and private
27 patients, through hearings, mediation and clinical review. Findings shall be reported to The New
28 York State Dental Association.
29

30 In addition, it shall be the duty of this committee to maintain strict confidentiality and security
31 relative to complaints, information, records, hearings and all other matters that come to the
32 attention of this committee.
33
34
35

36 M. Professional Liability and Insurance Committee.
37

38 This Committee shall consist of a Chairman and seven (7) members appointed by the President.
39 It shall be the duty of this Committee to review malpractice claims received by the professional
40 liability insurance companies against a District member and recommend a course of action. This
41 committee shall follow The New York State Dental Association District Malpractice Claims
42 Committee Manual as a guideline.
43

44 It shall be the duty of this committee:
45

- 46 a. To consider the problems of insuring the members of the Society for their protection and

- 1 recommendations to the Board of Directors with respect thereto.
2 b. To work in liaison with any representative of insurance companies and brokers in the
3 development of appropriate policies and programs of insurance in the interest of the
4 members of this Society.
5 c. To coordinate with the Empire Dental Administrators, Inc. on matters of mutual concern.
6 d. To supervise the maintenance of statistical information regarding professional
7 liability claims activity of the Society.
8 e. To periodically review the NYSDA *Professional Liability Claims Review*
9 *Guidelines*, and make recommendations to the Board of Directors with respect
10 thereto as indicated.

11
12
13 N. Program Coordinating Committee.

14
15 The Purpose of this committee is to organize, promote and coordinate continuing education
16 for the Seventh District Dental Society. The Co-Chairmen of this committee shall be the
17 current Seventh District and Monroe County Dental Society Presidents..

18
19 The committee shall be comprised of but not limited to the following: Monroe County Dental
20 Society President, President-Elect, Vice President, Business Coordinator, Business
21 Coordinator-elect, Seventh District Dental Society President, President-Elect, Vice President,
22 Business Coordinator, Business Coordinator–elect, Monroe County/Seventh District Dental
23 Society Executive Director, at large members appointed by the Chairmen of this committee.
24

25 It shall be the duty of this committee:

- 26 a. Offer sufficient opportunities for the membership to fulfill mandatory continuing
27 education registration requirements for themselves and their staff.
28 b. Provide a variety of educational experiences through diverse topics..
29
30
31
32
33

34 O. Publications Committee.

35
36 This committee shall consist of a Chairman and at least three (3) members. It shall be the duty of
37 this Committee to produce the District bulletins and newsletters and to act as our District
38 Reporter to the New York State Dental Journal. The committee shall also oversee the Society's
39 Internet presence. The committee Chairman shall be the District Editor.
40
41
42
43