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**CONSTITUTION AND BYLAWS**  
**OF THE**  
**MONROE COUNTY DENTAL SOCIETY**



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REVISED 2016

255 Woodcliff Drive  
Fairport, New York 14450

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PREAMBLE

Whereas, the Rochester Dental Club was organized on November 16, 1878 at a meeting held at Davis and Leyden's Dental Depot in the city of Rochester, New York with the following as its charter members, viz: Doctors H.S. Miller, L. D. Walter, F. French, J.S. Walter, M. Leyden, B.F. LaSalle, W.E. Royce, J. E. Sanford, J. Requa, F. D. Brown and J. Edward Line, with Dr. H.S. Miller as President, Dr. J. Edward Line as Secretary and Dr. B.F. LaSalle as a member of the Executive Committee;

And, whereas, its name was changed on April 10, 1888, to the Rochester Dental Society, was incorporated under the laws of the State of New York on May 15, 1905, and authority was given by the State Board of Charities by license granted on April 12, 1905 to conduct a free dental dispensary;

And, whereas its name was changed on April 18, 1959 to the Monroe County Dental Society, Incorporated;

And, whereas, the aforesaid act provides that the said society respectfully "may make all needful by-laws, rules and regulations not inconsistent with any existing law for the management of the affairs and property of said society, and providing for the admission and expulsion of members", providing that such bylaws, rules and regulations of the society shall not be repugnant to nor inconsistent with the bylaws, rules and regulations of the Dental Society of the State of New York;

Now, therefore, this, the Monroe County Dental Society, Incorporated, hereby accepts the aforesaid act as its constitutional guide and authority; and, for its government and to carry into effect the object of its incorporation, ordains and declares the following Bylaws, Rules and Regulations.

CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be The Monroe County Dental Society, hereinafter referred to as “the Society” or “this Society”.

ARTICLE II – OBJECT

The object of this Society shall be to encourage the improvement of the health of the public, to promote the art and science of dentistry and to represent the interests of the members of the dental profession and the public which it serves.

ARTICLE III – ORGANIZATION

SECTION 10. INCORPORATION. This Society is a non-profit organization incorporated on May 15, 1905 under the laws of the State of New York.

SECTION 20. AFFILIATION. This Society is a component of the Seventh District Dental Society of the State of New York.

SECTION 30. MEMBERSHIP. The membership of this Society shall consist of those dentists whose qualifications and classifications shall be established in Chapter I of the Bylaws.

SECTION 40. NONDISCRIMINATION. Wherever in this Constitution or Bylaws the pronoun “He”, “His” or “Him” are used, such pronouns shall be deemed to refer to pronouns of either sex.

ARTICLE IV – GOVERNMENT

SECTION 10. The legislative and governing body of this Society shall be the Board of Directors as provided in Chapter II of the Bylaws.

SECTION 20. The administration of this Society shall be conducted by the officers as provided in Chapter III of the Bylaws.

ARTICLE V – OFFICERS

SECTION 10. The elective officers of this Society shall be a President, President-Elect, Vice President, Secretary and Treasurer, each of whom shall be elected as provided in Chapter III of the Bylaws.

1 ARTICLE VI – MEETINGS

2  
3 SECTION 10. REGULAR MEETINGS. This Society shall hold at least three (3) scientific  
4 and/or business sessions during the Society year at such time and place as may be determined by  
5 the Board of Directors.

6  
7 SECTION 20. ANNUAL MEETINGS. The last Regular Meeting of the Society year shall be  
8 designated the Annual Meeting. It shall include the election of officers as provided in Chapter  
9 III of the Bylaws.

10  
11 SECTION 30. SPECIAL MEMBERSHIP MEETINGS. Special meetings shall be called by the  
12 President, President-Elect, or at the request of at least 10% of the members in good standing. At  
13 least thirty (30) days notice must be given to members for a Special Meeting and such notice  
14 shall state the purpose of the meeting.

15  
16 SECTION 40. QUORUM. Ten members in good standing shall constitute a quorum for the  
17 transaction of the business of the Society.

18  
19  
20 ARTICLE VII – AMENDMENTS

21  
22 This constitution may be amended as follows:

23  
24 The amendment to be acted upon shall be presented in writing to the Secretary at least 30 days  
25 before a regularly constituted business meeting. It shall be read, placed on the record and lie  
26 over until the next regular membership business meeting of the Society. The amendment shall  
27 be adopted by an affirmative 2/3 vote of all members present and voting at this meeting.  
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BYLAWS**CHAPTER I – MEMBERSHIP**

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

Active Members  
Life Members  
Retired Members  
Honorary Members  
Associate Members

SECTION 20. QUALIFICATIONS:

Active Member: Any dentist licensed or authorized to practice in the State of New York, who is an active member in good standing of the Seventh District Dental Society and who practices in the County of Monroe shall be eligible for election to membership in this Society

Life Member: A member in good standing, who has been a member of this Society for Thirty (30) consecutive years or for a total of forty (40) years of active and/or retired membership, and has attained the age of sixty-five (65) years in the previous calendar year, shall be classified as a Life Member upon application to the Secretary and upon proof of qualification.

Retired Member: A member in good standing who has been an active member in good standing of this Society who is now an active or retired member of the Seventh District Dental Society, and who is no longer earning income from the performance of services as a member of the faculty of a dental school, as a dental administrator, or consultant, or as a practitioner of any activity for which a license to practice dentistry or dental hygiene is required may be classified as a retired member upon application to the Secretary, and upon proof of qualification. To qualify for retired membership status, the member shall submit an affidavit attesting to this retirement on or before April 1<sup>st</sup>.

Honorary Member: Any individual, who has contributed materially to the advancement of the art and science of dentistry, may be elected by the Board of Directors as an Honorary Member of this Society.

Associate Member: Any member of the Seventh District Dental Society, in good standing, not maintaining their primary practice in Monroe County.

1 SECTION 30. IN GOOD STANDING.  
2

3 Any member of this Society not under final sentence of suspension or expulsion whose dues for  
4 the current year have been paid or have been waived shall be considered a member in good  
5 standing.  
6

7 Members whose dues remain unpaid on September 30<sup>th</sup> of each year are in arrears are deprived  
8 of all privileges of membership. For the purpose of establishing continuity of membership, back  
9 dues shall be accepted for not more than three (3) years of delinquency immediately prior to the  
10 date of application for such payment.  
11

12 Any member of this Society may be expelled or reprimanded for any act of unprofessional  
13 conduct. Monroe County Dental Society shall abide by the rulings and recommendations of  
14 NYSDA regarding disciplinary proceedings.  
15

16  
17 SECTION 40. RIGHTS AND PRIVILEGES.  
18

19 Active Member:  
20

21 An Active Member in good standing shall have the right to vote at the regular, annual and special  
22 meetings of the Society.

23 An Active Member in good standing shall be eligible for election or appointment to any office or  
24 committee of the Society.  
25

26 Life Member:  
27

28 A Life Member shall be entitled to all the privileges of an active member.

29 A Life Member shall be exempt from dues of this Society, but not special fees.  
30

31 Retired Member:  
32

33 A retired Member shall be entitled to all the privileges of an Active Member except that he may  
34 not vote or hold office.  
35

36 Honorary Member:  
37

38 An Honorary Member shall not have the right to vote or hold office.

39 An Honorary Member shall be entitled to admission to any scientific session of the Society.  
40

41 Associate Member:  
42

43 An Associate Member shall be entitled to all the privileges of an Active Member except that he  
44 may not hold office or vote  
45  
46



1 **CHAPTER II – BOARD OF DIRECTORS**

2  
3 **SECTION 10: COMPOSITION.**

4  
5 The Board of Directors shall consist of elected officers of this Society, two immediate Past  
6 Presidents and nine (9) Directors-at-Large who are members in good standing of this Society.  
7 The immediate Past President shall serve as the Society’s representative to the Seventh District.  
8

9 **SECTION 20: TERMS.**

10  
11 Three (3) Directors-at-Large shall be elected each year for a three (3) year term.  
12

13 **SECTION 40: POWERS.**

- 14  
15
- The Board of Directors shall be the governing body of this Society.
  - 16 • It shall possess the legislative powers.
  - 17 • It shall determine the policies which shall govern this Society in all its activities.
  - 18 • It shall have the power to:
  - 19 • Recommend amendments to the Constitution and Bylaws.
  - 20 • Elect honorary members.
  - 21 • Create ad hoc committees of the Society.
  - 22 • Act upon applications for membership to the Society
- 23  
24

25 **SECTION 50: DUTIES.**

26  
27 It shall be the duty of the Board of Directors:

- 28
- 29 • To receive and act upon reports of officers and committees of this Society.
  - 30 • To approve the dates, times and places for meetings of this Society.
  - 31 • To appoint an Executive Director.
- 32

33 **SECTION 60: MEETINGS.**

- 34
- 35 • The Board of Directors shall hold at least five (5) meetings during the year at times and  
36 places specified by the President.
  - 37 • Meetings of the Board of Directors shall be open to all members. Members of the  
38 Society may present in writing any matter of interest to the Society for consideration by  
39 the Board. A member may be heard on any matter under consideration at a meeting.
  - 40 • A special meeting of the Board of Directors may be called by the President or upon  
41 written request of five (5) of its members.
- 42  
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1 SECTION 70: OFFICIAL CALL.

2

3 **Regular Meeting:** The Secretary of the Society shall send each Director an official notice of the  
4 time and place of each meeting of the Board of Directors.

5

6 **Special Meeting:** The Secretary of the Society shall send an official written notice to each  
7 member of the Board of the time and place of each special meeting and a statement of the  
8 business to be conducted.

9

10 SECTION 80: QUORUM.

11

12 The presence of a majority of members of the Board of Directors shall constitute a quorum for  
13 the transaction of business at any meeting.

14

15 SECTION 90: ORDER OF BUSINESS.

16

17 The order of business shall be the order of business adopted by the Board of Directors.

18

19 SECTION 100: RULES OF ORDER.

20

21 The rules contained in the most current edition of the American Institute of Parliamentarians  
22 Standard Code of Parliamentary Procedure shall govern the deliberations of the Board of  
23 Directors and this Society in all cases in which they are applicable and not in conflict with the  
24 standing rules or these Bylaws.

25

26 **CHAPTER III – ELECTIVE OFFICERS**

27

28 SECTION 10: NUMBER AND TITLE.

29

30 The elective officers of this Society shall be: President, President-Elect, Vice President,  
31 Secretary and Treasurer as provided in Article V of the Constitution.

32

33 SECTION 20: ELIGIBILITY.

34

35 Only an active or life member in good standing of this Society shall be eligible to serve as an  
36 elective officer.

37

38 SECTION 30: NOMINATIONS.

39

40 At the Annual Meeting, nominations for the offices of President-Elect, Vice President, Secretary,  
41 Treasurer and three (3) Directors-at-Large shall be presented by the Nominating Committee to  
42 the membership for election. President-Elect automatically ascends to the office of President.

43

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1 SECTION 40: ADDITIONAL NOMINATIONS.

2  
3 Additional nominations may be made by petition, signed by at least twenty-five (25) members in  
4 good standing and presented to the Nominations Committee seven (7) days prior to the Annual  
5 Meeting. The Nominations Committee must include such nominations unless the candidate so  
6 presented is otherwise ineligible.

7  
8 SECTION 50: ELECTIONS.

9  
10 The elective offices of this Society shall be elected by a majority vote of all the members in good  
11 standing present and voting during the Annual Meeting. The Secretary shall have prepared a  
12 suitable ballot form to enable a secret ballot procedure if requested by 10% of the members  
13 present. The President with the approval of the Board of Directors shall tally the ballots.

14  
15 SECTION 60: TENURE OF OFFICE.

16  
17 The President, President-Elect Vice President and Treasurer shall serve for a term of one (1) year  
18 and/or until their successors are elected and installed. The consecutive tenure of the office of  
19 Secretary shall be limited to five (5) terms of one (1) year each.

20  
21 SECTION 70: INSTALLATIONS OF OFFICERS AND DIRECTORS.

22  
23 The elective officers and directors of this Society shall be installed at/or subsequent to the  
24 Annual Meeting at which they were elected. Their terms of office shall begin on the next  
25 January first (1<sup>st</sup>).

26  
27 SECTION 80: VACANCIES.

28  
29 In the event the office of President becomes vacant, the President-Elect shall become President  
30 for the unexpired term.

31  
32 In the event the office of President-Elect becomes vacant, the office of the President for the  
33 ensuing year shall be filled at the next Annual Meeting of the Society in the same manner as that  
34 provided for the nomination and election of officers, except that the ballot shall read, "President  
35 for the ensuing year".

36  
37 In the event the office of Vice President becomes vacant, the unexpired term shall be filled by  
38 the majority vote of the Board of Directors. The office of President-Elect for the ensuing year  
39 shall be filled at the next Annual Meeting of the Society in the same manner as that provided for  
40 the nomination and election of officers.

41  
42 In the event the office of Secretary, Treasurers or a Director becomes vacant the unexpired  
43 portion of the term shall be filled by the majority vote of the Board of Directors.

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1  
2 SECTION 90: DUTIES OF ELECTIVE OFFICERS.

3  
4 **PRESIDENT:** It shall be the duty of the President:

- 5  
6
- 7 • To preside at and run all meetings of this Society.
  - 8 • To serve as a member of the Board of Directors.
  - 9 • To serve as an official representative of this Society in its contacts with governmental,  
10 civic, business and professional organizations for the purpose of advancing the objectives  
11 and policies of this Society.
  - 12 • To appoint chairman and members of all committees not otherwise provided for in these  
13 Bylaws.
  - 14 • To fill any vacancies that might occur not otherwise provided for in these Bylaws.
  - 15 • To call Special Meetings of this Society and Board of Directors as provided in  
16 CHAPTER V SECTION 30 of the Constitution and CHAPTER II SECTION 60 of these  
17 Bylaws.
  - 18 • To appoint a member of this Society to serve as Parliamentarian.
  - 19 • Ex-officio on all committees.

20 **PRESIDENT-ELECT:** It shall be the duty of the President-Elect:

- 21
- 22 • To serve as President in the event the office of President becomes vacant or the President  
23 is otherwise unavailable.
  - 24 • To assist the President as requested.
  - 25 • To serve as a member of the Board of Directors.
  - 26 • To succeed to the office of President, without other election, at the next Annual Meeting  
27 of the Society.

28  
29 **VICE PRESIDENT:** It shall be the duty of the Vice President:

- 30
- 31 • To assist the President as requested.
  - 32 • To serve as a member of the Board of Directors.
  - 33 • To serve as the liaison to the active committees of this society.

34  
35 **SECRETARY:** It shall be the duty of the Secretary:

- 36
- 37 • To be responsible for the recording of all proceedings of the Society and Board of  
38 Directors.
  - 39 • To serve as a member of the Board of Directors.
  - 40 • To notify members of time and place of all meetings, business, scientific and social.
  - 41 • To immediately after the Annual Meeting of this Society, transmit to the Secretary of the  
42 Seventh District Dental Society a list of newly elected Officers, Directors and The  
43 Monroe County Representative to the Seventh District Board of Directors.
- 44  
45

1  
2 **TREASURER:** It shall be the duty of the Treasurer:

- 3  
4     • To serve as custodian of all monies, securities and deeds belonging to the Society. He  
5     shall hold and invest the same subject to the rules and regulations prescribed by the  
6     Board of Directors.  
7     • To serve as a member of the Board of Directors  
8     • To be responsible for disbursements  
9     • To serve as the elected officer responsible to the Board of Directors for the financial  
10    functioning of the Society.  
11    • To serve as chairperson of the Budget, Audit and Finance Committee.

12  
13  
14 **CHAPTER IV – CODE OF ETHICS**

15  
16 SECTION 10: The Code of Ethics of this Society shall be the same as the NYSDA and the ADA  
17 as in effect on the date of the adoption of these Bylaws. A true copy, certified to be correct by  
18 the Secretary of this Society shall be logged in the official records of the Society.

19  
20 SECTION 20: Every member of this Society shall be bound by the Code of Ethics of this  
21 Society. Failure to do so shall constitute grounds for suspension or revocation of membership in  
22 this Society.

23  
24  
25 **CHAPTER V – COMMITTEES**

26  
27 SECTION 10: Unless otherwise provided for in these Bylaws, the Chairpersons and members of  
28 the committees of this Society shall be appointed by the President and shall serve for the term of  
29 one (1) year beginning on January 1.

30  
31 SECTION 20: Each standing committee shall consist of a Chairperson and at least five (5)  
32 members in good standing.

33  
34 SECTION 30: The Chairperson of a committee corresponding to a committee of the Seventh  
35 District Dental Society shall serve as this Society's representative on that Seventh District Dental  
36 Society Committee.

37  
38 SECTION 40: Each committee Chairperson shall on request from the President, submit a  
39 written report of his committee's activities to the Board of Directors.

40  
41 SECTION 50: Each committee Chairperson shall submit to the Budget, Audit and Finance  
42 Committee a proposed itemized budget for the ensuing year.

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1 SECTION 60. THE STANDING COMMITTEES OF THIS SOCIETY SHALL BE:

2  
3 Budget, Audit and Finance Committee:

4  
5 Treasurer of our Society shall be Chairperson, plus the following shall be the minimum  
6 membership. The Society's Chairman of the Executive Secretary Coordinating Committee,  
7 President-Elect, and Program-Business Chairman.

8  
9 It shall be the duty of the Budget, Audit and Finance Committee:

- 10 • To prepare a budget for carrying on the activities of the Society for each ensuing fiscal  
11 year.  
12 • Submit the proposed budget to the Board of Directors no later than its last meeting  
13 preceding a regular membership meeting of this Society prior to the start of the fiscal  
14 year.  
15 • Present the proposed budget to the membership of this Society at a regular meeting prior  
16 to the start of the fiscal year.

17  
18 Constitution and Bylaws Committee: It shall be the duty of the committee:

- 19  
20 • To examine the articles of the Constitution and Bylaws with a view to suggesting changes  
21 that will advance the administrative efficiency of this Society.  
22 • To consider all proposed amendments and report its recommendations to the Board of  
23 Directors.

24  
25 Executive Director Coordinating Committee:

26  
27 This committee shall consist of fourteen (14) members, seven (7) from the Seventh District  
28 Dental Society and seven (7) from this Society. Those members of each Society shall include  
29 the Presidents, Presidents-Elect, immediate Past-Presidents, Secretaries, Treasurers, and  
30 Chairpersons of the Budget, Audit and Finance Committees.

31 This committee shall organize itself by selecting a Chairperson from its own membership for the  
32 ensuing year at its last meeting of the Society year.

- 33 • It shall be the duty of the Executive Director Coordinating Committee to supervise and  
34 manage the activities of the Joint Executive Director's Offices.

35  
36  
37 Membership and New Dentist Advisory Committee:

38  
39 It shall be the duty of the Membership and New Dentist Advisory Committee:

- 40  
41 • To conduct a study of membership issues and formulate plans for maintaining and  
42 increasing membership of this Society, in conformity with policies adopted by the Board  
43 of Directors.  
44 • To maintain contact with new members of this Society to ascertain their special problems  
45 and to recommend to the Board of Directors plans for assistance.  
46

1 Nominations Committee:

2

3 The nominations Committee shall consist of five (5) members, the current President and four  
4 immediate Past Presidents available. The Chairperson of this committee shall be the least recent  
5 of the Past presidents.

6

7 It shall be the duty of the Nominations Committee:

8

- 9
- 10 • To establish a committee meeting date to take place 60 days or more before the Annual  
11 Meeting of this Society. Such date and time shall be made known to the membership by  
12 letter or bulletin.
  - 13 • To nominate one or more candidates for each of the following elective offices of this  
14 Society: President-Elect, vice President, Treasurer, Secretary and three (3) Directors-at-  
15 Large for three (3) year terms.
  - 16 • To put the name of a person in nomination for only one office.
  - 17 • To present the list of eligible candidates at the next meeting of the Board of Directors.
  - 18 • To communicate to the membership in an appropriate manner the nominations made,  
19 after they have been presented to the Board of Directors. Further, this notification will  
20 include the mechanism for submitting a petition to nominate a person.
  - 21 • To receive nominating petitions for any of the elective offices, submitted no later than  
22 seven (7) days prior to the Annual Meeting, with the names of at least twenty-five (25)  
23 members in good standing endorsing the nominations. The Nominations Committee shall  
24 then notify the membership in writing of the nominations received.
  - 25 • To present the nominations made by committee and /or petition to the membership for  
26 vote.

26

27

28 Program Committee:

29

30 The president of this society shall nominate a chair for the Program Committee who shall act as  
31 the Business Coordinator. It shall be the duty of the Business Coordinator to work within the  
32 Program Committee and in conjunction with the Executive Director's staff to do the following:

33

- 34 • Research and recommend programs and lecturers
- 35 • Pursue, contact and contract with approved lecturers and venues
- 36 • Supervise and be responsible for all arrangements indicated and if necessary to plan and  
37 carry out all lectures, programs and special events
- 38 • Coordinate transportation, lodging and other considerations for lecturers

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1 **CHAPTER VII – FINANCES**

2  
3 **SECTION 10: Membership Dues.**

4  
5 Annual dues for active membership and active life members shall be an amount recommended  
6 by the Budget, Audit and Finance Committee, approved by the Board of Directors, and accepted  
7 by a vote of 2/3 present and voting of this Society. Dues shall be payable July 1. Membership  
8 and all other privileges of this Society depend upon payment of dues by September 30.

9  
10 Members accepted after January 1, and March 1. Active Members accepted to active  
11 membership in this Society for the first time, and who are accepted after January 1, shall pay  
12 one-half (1/2) the current year's dues; and who are accepted after March 1, shall pay one-quarter  
13 (1/4) of the current year's dues.

14  
15 Associate Members: Associate member dues shall be the same as that of an active member of  
16 this Society

17  
18 Retired and Honorary Members: Retired and honorary members shall be exempt from payment  
19 of dues to this Society.

20  
21 Special assessments as shall be necessary to meet the yearly expenses and debts of the Society  
22 may be made at any meeting; subject to approval by the Board of Directors, and accepted by a  
23 majority vote of the Society. Payment of such assessment is the same as paying dues with regard  
24 to retaining membership in this Society.

25  
26 The Treasurer will not accept dues from any active member of this Society who is in arrears with  
27 the Seventh District Dental Society.

28  
29 **SECTION 20:**

30  
31 The fiscal year of the Society shall begin on January 1 and end on December 31 of each year.  
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1 **CHAPTER VIII – COMPONENT ORGANIZATION**

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SECTION 10: The Rochester Dental Study Club is a component of this Society.

SECTION 20: All members of the Rochester Dental Study Club must also be members of the Monroe County Dental Society.

SECTION 30: The Board of Directors of the Rochester Dental Study Club shall annually, or at any other time on request of the President of this Society report to the Board of Directors of this Society concerning program, finances and all other pertinent information relative to its activities.

SECTION 40: The Constitution and Bylaws of the Rochester Dental Study Club are subject to the approval of the Monroe County Dental Society Board of Directors.

**CHAPTER IX – AMENDMENTS**

These Bylaws may be amended as follows:

The amendment to be acted upon shall be presented in writing to the Secretary at least 30 days before a regularly constituted business meeting. It shall be read, placed on the record and lie over until the next regular business meeting of the Society. The amendment shall be adopted by an affirmative 2/3 vote of members present and voting at this meeting.