

CONSTITUTION and BYLAWS
of the
ILLINOIS STATE DENTAL SOCIETY
Revised September 2021

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1 CONSTITUTION OF THE ILLINOIS STATE DENTAL SOCIETY

2
3 ARTICLE I - NAME

4 The name of this organization shall be Illinois State Dental Society, hereinafter referred
5 to as "the Society" or "this Society."
6

7 ARTICLE II - OBJECT

8 The object of this Society shall be to encourage the improvement of the health of the
9 public, to promote the art and science of dentistry and to represent the interest of the
10 members of the dental profession and the public which it serves.
11

12 ARTICLE III - ORGANIZATION

13 Section 1. Incorporation: This Society is a non-profit corporation, organized under the
14 laws of the State of Illinois. If this corporation shall be dissolved at any time, no part of
15 its funds or property shall be distributed to, or among, its members but, after payment of
16 all indebtedness of the corporation, its surplus funds and properties shall be used for
17 dental education and dental research in such manner as the then governing body of the
18 Society may determine.
19

20 Section 2. Status as Constituent Society: This Society is a chartered constituent of the
21 American Dental Association. The provisions of the American Dental Association
22 Bylaws which govern constituent societies and the members of such societies shall
23 have the same effect as though written into these Bylaws.
24

25 Section 3. Headquarters Office: The registered office of this Society shall be known as
26 the Headquarters Office and shall be located within the confines of the State of Illinois,
27 as determined by the Board of Trustees of this Society.
28

29 Section 4. Membership: The membership of this Society shall consist of dentists and
30 other persons as qualified and classified in Chapter I of the Bylaws.
31

32 Section 5. Component Societies: Component societies of this Society shall be those
33 dental societies or dental associations organized and chartered in conformity with Chapter
34 X of the Bylaws.
35

36 Section 6. Districts: The component societies of this Society shall be grouped into
37 districts as provided in Chapter XII of the Bylaws.
38

39 ARTICLE IV – OFFICERS

40 Section 1. Elective Officers: The elective officers of this Society shall be, in descending
41 order, president, president-elect, vice president, treasurer and secretary, each of whom
42 shall be elected by the legislative body as provided in Chapter V of the Bylaws.
43

1 Section 2. Appointive Officers: There shall be two (2) appointive officers of this Society:
2 an Editor and an Executive Director, as provided for in Chapter XIV of the Bylaws.

3
4 ARTICLE V - GOVERNMENT

5 Section 1. Legislative Body: The legislative body of this Society shall be the House of
6 Delegates as provided in Chapter II of the Bylaws.

7
8 Section 2. Executive Body: The Executive Body of this Society shall be a Board of
9 Trustees as provided in Chapter XIII of the Bylaws.

10
11 ARTICLE VI - SESSIONS

12 Section 1. Scientific Sessions: Scientific sessions of this Society shall be conducted as
13 provided in Chapter VI, Section 4 of the Bylaws.

14
15 Section 2. Business Meetings: Business of this Society shall be conducted as provided
16 in Chapters II, VI, and XIII of the Bylaws.

17
18 ARTICLE VII - AMENDMENTS

19 Section 1. Compliance: Any amendment or change made a part of the "Constitution
20 and Bylaws of the American Dental Association," which will affect its constituent
21 societies shall be recognized and accepted immediately as a part of this Constitution
22 and Bylaws without action of the membership of this Society.

23
24 Section 2. Two-Thirds Affirmative Vote: This constitution may be amended by
25 two-thirds (2/3) affirmative vote of the members of the House of Delegates at an annual
26 session or special meeting, provided the proposed amendment shall have been
27 recommended by the President, the Board of Trustees, by a Society committee, or by
28 the Board of Directors of a component society or presented in writing to the Executive
29 Director, signed by five (5) members, and further provided that such amendment is
30 published in the official publication of the Illinois State Dental Society at least thirty days
31 (30) prior to the next annual session or special meeting.

32
33 Section 3. Unanimous Vote: This constitution may also be amended at the business
34 meeting of the House of Delegates by a unanimous affirmative vote, provided the
35 proposed amendment has been presented at the opening meeting of the House of
36 Delegates.

37
38 ARTICLE VIII - OFFICIAL SEAL

39 This Society shall have an official seal as approved by the Board of Trustees, the
40 imprint of which shall be used on all documents to be officially certified.

1 BYLAWS OF THE ILLINOIS STATE DENTAL SOCIETY

2

3 CHAPTER I - MEMBERSHIP

4 Section 1. Classification: The members of this Society shall be classified as follows:

5

6 Active

7 Life

8 Retired

9 Associate

10 Dental Hygienist

11 Honorary

12 Student

13 Provisional

14 Dental Hygiene Student

15 Allied

16

17 Section 2. Qualifications:

18

19 A. Active Member. Any person holding a DDS, DMD or equivalent degree shall be
20 eligible to be an active member of this Society if he or she meets the following
21 qualifications:

22 a. Maintains membership in good standing in this Society as that term is defined in
23 these Bylaws; and

24 b. Resides or practices within the state of Illinois; and

25 c. Maintains membership in good standing in the American Dental Association and
26 one of its component societies as that term is defined in their respective Bylaws.

27

28 B. Life Member. An active or retired member in good standing who has maintained
29 thirty (30) consecutive years or a total of forty (40) non-consecutive years of active
30 and/or retired membership, or any life member of the American Dental Association who
31 is an active member in good standing of the Illinois State Dental Society shall be
32 classified as a life member. Life membership shall become effective the calendar year
33 following the year in which the
34 requirements are fulfilled.

35 Maintenance of life membership is conditional upon continuance of membership
36 in good standing in the appropriate component society and the American Dental
37 Association. A life member in good standing shall receive a certificate of life
38 membership. A life member shall be eligible for election to any office and shall be
39 governed by all the rules of this and the member's component society, whether retired
40 from or still engaged in active practice.

41 To qualify for retired life membership status, the member shall submit an affidavit
42 attesting to the member's qualifications for retired life membership through said
43 component and said component shall submit certificates verifying such qualifications.

44

1 A dentist who was an active member, but subsequently became a student
2 member, shall be entitled to have the year(s) of such subsequent student membership
3 counted as active membership for the sole purpose of establishing later eligibility for life
4 membership.

5
6 C. Retired Member. An active member in good standing and no longer earning
7 income from the performance of service as a member of the faculty of a dental school,
8 or as a dental administrator or consultant, or as a practitioner of any activity for which a
9 license to practice dentistry is required, shall be eligible for retired membership. To
10 qualify for retired membership status, the active member shall submit an affidavit,
11 through the component society, to the Executive Director of this Society attesting to
12 the retirement.

13
14 D. Associate Member. An active or life member of any constituent society of the
15 American Dental Association, other than the Illinois State Dental Society, or an ethical
16 dentist practicing in any country other than the United States who is a member of a
17 recognized dental organization in such country, shall be eligible for associate
18 membership.

19
20 E. Dental Hygienist Member. A person who is licensed as a dental hygienist in the
21 State of Illinois shall be eligible for a dental hygienist membership.

22
23 F. Honorary Member. An individual not eligible for active membership who has made a
24 significant contribution to the dental health of the people of Illinois, or who has provided
25 outstanding service to the Illinois State Dental Society, shall be eligible for honorary
26 membership and shall be so classified when nominated by the Board of Trustees and
27 elected by the House of Delegates.

28
29 G. Student Member. A person who is attending a dental school that has received its
30 "Initial Accreditation" or maintains "Approval Accreditation Status" from the Commission
31 on Dental Accreditation in the State of Illinois as a pre-doctoral student shall be eligible
32 for student membership in this Society.

33
34 H. Provisional Member. A dentist with a degree from a dental school accredited by the
35 Commission on Accreditation of the American Dental Association who is actively
36 seeking a position in dentistry. To be eligible a dentist must apply for such within twelve
37 (12) months after graduation. Provisional membership shall terminate December 31 of
38 the second full calendar year following the year in which the degree was awarded.

39
40 I. Dental Hygiene Student Member. A person who is attending an Illinois dental hygiene
41 program accredited by the American Dental Association shall be eligible for dental
42 hygiene student membership.

1 J. Allied Member. A person who is a dental assistant, or a dental administrative staff
2 person working or residing in Illinois. The Board of Trustees shall determine the
3 qualifications of dental administrative staff and dental assistants, if in question.
4

5 Section 3. Responsibility: As a member of this Society, each member is bound to
6 abide by the Constitution and the Bylaws. Also, in all matters affecting Principles of
7 Ethics and Code of Professional Conduct, each member is bound to abide by the
8 policies and directives of both the House of Delegates and the Board of Trustees.
9

10 Section 4. In Good Standing: A member of this Society whose dues have been
11 paid, or who is exempt from payment of dues, shall be in good standing; provided,
12 however, that a member in good standing who is under a disciplinary sentence shall be
13 designated as a "Member in good standing temporarily under suspension" until the
14 disciplinary sentence has terminated.

15 In addition, a member who elects to pay dues and any special assessments via
16 an approved installment payment plan shall be in good standing provided that the
17 installment payments are current. Otherwise, a member in good standing whose dues
18 have not been paid by March 31 of each year shall cease to be a member of this
19 society.

20 A member of this Society who is totally disabled for a period of one (1) year and
21 who is unable to engage in the duties of the dental profession and who is a member in
22 good standing at the time total disability was incurred, shall be exempt from the
23 payment of dues and shall be in good standing during the period of total disability. A
24 totally disabled member, other than one totally disabled during active military service, in
25 order to receive entitlement to dues exemption, shall submit through the member's
26 component society to this Society a medical certificate attesting total disability. During
27 the period of exemption from dues, further such certification shall be presented upon
28 request to this Society.
29

30 Section 5. Privileges:

31 A. Active Member. An active member in good standing shall be eligible for election or
32 appointment to any office, committee, council or similar position in the Society. An
33 active member shall receive each issue of the journal and be entitled to admission to
34 any scientific session of this Society and to such other services as are provided by the
35 Society.
36

37 B. Life Member. A life member in good standing shall receive a certificate of life
38 membership. A life member shall be entitled to all the privileges of an active member,
39 except that the life member who no longer pays dues to this Society shall not receive
40 the journal. A life member shall be entitled to admission to any scientific session of this
41 Society and to other services as are provided by the Society.
42

43 C. Retired Member. A retired member shall be entitled to all privileges of a life member
44 except the right to hold office in the Society. A retired member shall receive the journal.

1 D. Associate Member. An associate member in good standing shall receive an
2 associate membership card. Associate members shall not receive the journal except
3 upon payment of the annual subscription rate. An associate member shall be entitled to
4 admission to any scientific session of this Society, to participate in the group insurance
5 programs of the Society and to such other services as may be approved by the Board of
6 Trustees.

7
8 E. Dental Hygienist Member. A dental hygienist member in good standing shall receive
9 annually a card and certificate of dental hygienist membership. A dental hygienist
10 member shall receive the journal and shall be entitled to admission to any scientific
11 session of this Society, to participate in the group insurance programs of the Society
12 and to such other services as are authorized by the Board of Trustees.

13
14 F. Honorary Member. An honorary member shall receive a certificate of honorary
15 membership. Honorary members shall not receive the journal except upon payment of
16 the annual subscription rate. An honorary member shall be entitled to admission to any
17 scientific session of this Society and to such other services as may be provided by the
18 Board of Trustees.

19
20 G. Student Member. A student member shall be entitled to admission to any scientific
21 session of this Society, to participate in the group insurance programs of the Society, to
22 receive the journal, and such other services as may be approved by the Board of
23 Trustees.

24
25 H. Provisional Member. A provisional member shall be entitled to admission to any
26 scientific session of this Society, to participate in the group insurance programs of the
27 Society, to receive the journal, and such other services as may be approved by the
28 Board of Trustees.

29
30 I. Dental Hygiene Student Member. A dental hygiene student member in good standing
31 shall receive a member card and the journal. A dental hygiene student member shall be
32 entitled to admission to any scientific session of this Society and to such other services
33 as may be approved by the Board of Trustees.

34
35 J. An allied member shall receive the journal electronically and shall be entitled to
36 admission to any scientific session of this Society, to participate in the group insurance
37 programs of the Society and to such other services as are authorized by the Board of
38 Trustees.

39
40 Section 6. Membership Dues and Assessments: Annual dues for active and life
41 members of this Society shall be set by a two-thirds (2/3) vote of the House of
42 Delegates as the last order of business at the annual business meeting of the House.
43 Dues for all other categories of membership shall be set by the Board of Trustees. In

1 the event the House of Delegates does not adopt the annual dues, the dues shall
2 continue at the same rate as in the previous year.

3
4 In accordance with Chapter X, Section 3E, the component society secretary shall
5 maintain the membership list including dues and assessments of the individual
6 members. When the dues and assessments are credited on the State Society's
7 records, the membership of the individual member shall be established.

8 Dues shall include the annual subscription to the journal and the annual dues in the
9 American Dental Association. All dues are due January 1 of each year, and any
10 member whose dues and assessments are unpaid by March 31 of the current year shall
11 not be in good standing and shall be considered delinquent. However, a member who
12 has elected to pay dues and any special assessments via an approved installment plan
13 and is current with the payments under such plan shall not be considered delinquent.

14 In addition to the annual dues, the House of Delegates may vote an assessment
15 for specific purposes and fix the date when such assessment shall be paid. An
16 assessment shall require a two-thirds (2/3) majority vote of the members of the House
17 of Delegates present and voting. No assessment or total of assessments in any
18 calendar year shall exceed the annual dues.

19 Back dues shall be accepted in order to reinstate membership for not more than
20 three years of delinquency immediately prior to the date of application for payment of
21 such back dues. In this instance, the rate of dues shall be in accordance with the
22 current dues plus payment of a reinstatement fee which shall be one-quarter of the total
23 dues delinquent.

24
25 A. Active Members. Active members, unless under a temporary dues exemption, shall
26 pay full dues as established by the House of Delegates.

27
28 B. Life Members.

29 a. Active Life Members. Regardless of a member's previous classification of
30 membership, the dues of life members who have not fulfilled the qualifications of
31 Chapter I, Section 2C of these Bylaws with regard to income related to dentistry
32 shall be equal to the dues of active members, due January 1 of each year.

33 b. Retired Life Members. Life members who have fulfilled the qualifications of
34 Chapter I, Section 2D of these Bylaws with regard to income related to dentistry
35 shall be exempt from payment of dues.

36
37 C. Retired Members. The dues of retired members shall be set by the Board of
38 Trustees and are due January 1 of each year.

39
40 D. Associate Members. The dues of associate members shall be set by the Board of
41 Trustees and are due January 1 of each year.

42 E. Dental Hygienist Members. The dues of dental hygienist members shall be set by
43 the Board of Trustees and are due January 1 of each year.

- 1 F. Honorary Members. Honorary members shall be exempt from payment of dues to
2 this Society.
3
- 4 G. Student Members. Student members shall be exempt from payment of dues to this
5 Society.
6
- 7 H. Provisional Members. The dues of provisional members shall be calculated on the
8 same basis as all newly graduated active members receiving temporary dues
9 exemptions outlined in paragraph M(c) of this Section.
10
- 11 I. Dental Hygiene Student Members. The dues of dental hygiene student members
12 shall be set by the Board of Trustees and are due January 1 of each year.
13
- 14 J. Allied Members. The dues of allied members shall be set by the Board of Trustees
15 and are due January 1 of each year.
16
- 17 K. Journal Subscription. The subscription rate of the journal shall be included in the
18 annual dues prescribed above for all active, active life, retired, dental hygienist, student,
19 provisional, and dental hygiene student members. Retired life, associate, allied and
20 honorary members shall pay an annual subscription rate.
21
- 22 L. Temporary Dues Exemptions. Certain members of this Society shall be granted
23 temporary exemption from payment of dues.
- 24 a. Members on Relief. A member of this Society, while receiving assistance from
25 the Relief Fund of the Society, shall be granted temporary exemption from payment
26 of dues.
- 27 b. Members in Federal Dental Service. An active member of this Society,
28 temporarily on active duty with a federal dental service on a non-career basis, shall
29 be exempt from payment of dues during the period of such duty.
- 30 c. New Graduates. On a one-time basis, the dentist, when awarded a D.D.S. or
31 D.M.D., shall be exempt from payment of active member dues for the balance of the
32 year of graduation and for the first full calendar year following the year in which the
33 degree was awarded, twenty-five percent (25%) of active member dues in the second
34 year, fifty percent (50%) in the third year, seventy-five percent (75%) in the fourth year
35 and one hundred percent (100%) in the fifth year and thereafter.
- 36 d. Members Suffering Hardship. A member of this Society in good standing who
37 has suffered a significant financial hardship that prohibits payment of full dues may
38 be excused from the payment of fifty percent (50%), seventy-five percent (75%) or all of
39 the current year's active member dues as determined by the member's component
40 dental society. The component society secretary shall certify the reason for the waiver,
41 and the component society shall provide the same proportionate waiver of dues as that
42 provided by this Society.

1 e. Disabled Members. A member of this Society in good standing who has been
2 certified by the component society as totally disabled shall be exempt from payment
3 of dues during the period of total disability.

4 f. Initial Membership. On a one-time basis, a licensed dentist who has never been a
5 member of the ADA applying for initial membership and not otherwise eligible as a
6 New Graduate under this section of the Bylaws, shall pay reduced dues at the rate
7 of fifty percent (50%) of active member dues in the first year, and one hundred
8 percent (100%) in the second year and thereafter.

9 g. Graduate Student. A member of this Society, while engaged full-time in an
10 Illinois accredited internship, residency or graduate degree program shall be exempt
11 from payment of active member dues when maintaining ADA membership. Upon
12 completing the program, the dentist shall pay dues for active members at the next
13 period-in-time level that is applicable.

14 h. Strategic Promotional Incentive. A non-member offered membership through an
15 ADA promotional incentive shall, on a one-time only basis, pay dues and special
16 assessments at the reduced rate set by the ADA's incentive, not to exceed a 50%
17 reduction.

18
19 Section 7. Multiple Jurisdictions: A member may hold membership in this and other
20 constituent societies with the consent of the constituent societies involved. A member
21 must maintain active membership in each constituent society of the American Dental
22 Association in whose jurisdiction an office is maintained. A disciplinary ruling affecting
23 membership in one constituent society shall affect the member's membership in both
24 societies and in the American Dental Association. Such members shall pay dues to the
25 Society but dues to the American Dental Association shall be paid only through the
26 constituent society in whose jurisdiction the major part of the practice is conducted.

27 28 CHAPTER II - HOUSE OF DELEGATES

29 30 Section 1. Composition:

31 A. The House of Delegates, hereafter known as "House", shall be composed of
32 delegates of each of the components of the Society together with a Speaker, a
33 Vice-Speaker, and a Secretary of the House.

34
35 B. The House of Delegates shall consist of delegates chosen from the components of
36 the state. Except for the Chicago Dental Society, delegates shall be allocated to the
37 components based upon the total membership of each component and based upon
38 multiples of seventy-five (75): the first delegate being awarded for a membership of one
39 (1) to seventy-five (75) members, the second delegate being awarded when the
40 component has reached seventy-six (76) members, the third being awarded when the
41 component has reached one hundred fifty one (151) members, and so forth. For the
42 Chicago Dental Society, delegates shall be calculated based upon the membership of
43 each branch organization according to the above methodology. The Chicago Dental
44 Society will determine the distribution of these delegates. Notwithstanding the foregoing

1 calculations, should any component's representation exceed sixty-five percent (65%) of
2 all components' delegates, then the affected component's delegates shall be decreased
3 to that percentage.

4 In addition, the Dean and one (1) student from each of the dental schools that
5 has received its "Initial Accreditation" or maintains "Approval Accreditation Status" from
6 the Commission on Dental Accreditation in the State of Illinois shall be delegates. Only
7 active, life and retired members shall be counted in determining total membership. For
8 the purpose of this section, the number of active, life and retired members of each
9 component society shall be determined as of the last day of the calendar year preceding
10 an annual session as reported by the American Dental Association. Two (2) dental
11 hygienist members of the Society shall be appointed by the Board of Trustees as
12 delegates, one (1) from the Chicago district area and one (1) from the rest of the state
13 of Illinois.

14
15 C. The elective and appointive officers and trustees of the Society shall be ex-officio
16 members of the House of Delegates without the power to vote. Elective and appointive
17 officers and trustees may not be designated as a voting delegate. Past Presidents of
18 the Society and past ADA trustees shall be ex-officio members of the House without the
19 power to vote unless designated as delegates.

20
21 Section 2. Powers and Duties: The powers and duties of the House of Delegates shall
22 be:

23 A. To establish policy for the Society.

24
25 B. To act on all resolutions submitted by the Board of Trustees, component societies,
26 or individual members.

27
28 C. To enact, amend or repeal the Constitution and Bylaws of the Society.

29
30 D. To grant, amend or revoke charters of the component societies.

31
32 E. To elect honorary members, grant awards, and approve memorials in the name of
33 the Society.

34
35 F. To create special committees.

36
37 G. To adopt an annual budget for the following year.

38
39 H. To elect officers of the Society and the Speaker and Vice-Speaker of the House of
40 Delegates.

41
42 I. To remove an elective officer from office for cause.

43
44 Section 3. Election of Delegates:

1 A. Any active, life or retired member of the Society shall be eligible for election to the
2 House. To be eligible for election as a delegate or alternate the member must have
3 been a member of the component for a minimum of (1) one full year at the time of
4 election. To be elected as a delegate while being a dental student, such student shall
5 be a student member of this Society and a member of the American Student Dental
6 Association. To serve as a delegate, a dental school dean must be a member of this
7 Society.

8
9 B. Delegates shall be elected at a meeting of the general membership of each
10 component or branch at least five (5) months prior to the annual session and in an
11 elective manner as determined by each component. Each district will organize its
12 delegation as it determines, electing one delegate to serve as a chair of the delegation.
13 Delegates representing dental students shall be elected by members of the American
14 Student Dental Association in each of the dental schools.

15
16 C. Each component or branch may elect one alternate delegate for each delegate to
17 serve in that capacity. An alternate delegate may serve in place of a delegate of the
18 same component or branch. When a delegate is not present and no alternate delegate
19 is present from that delegate's component, the trustee representing the district which
20 contains that component may fill the vacancy with an alternate delegate present from
21 that district. If no alternate delegate is present from that delegate's downstate district,
22 the highest ranking ISDS officer present from the downstate districts may fill the
23 vacancy with an alternate delegate from any downstate district.

24
25 When a delegate from the Chicago district is not present, and no alternate
26 delegate is present from that delegate's branch, the ISDS trustee from that branch may
27 fill the vacancy with an alternate delegate present from the Chicago district. If there is
28 no ISDS trustee from the affected branch, then the highest ranking Chicago Dental
29 Society officer present may fill the vacancy with an alternate delegate from the Chicago
30 district.

31
32 D. The Board of Trustees shall elect one alternate delegate from the Society's dental
33 hygienist membership to serve in place of a dental hygienist delegate who is unable to
34 serve. The dental hygienist alternate delegate shall receive the same compensation as
35 a dental hygienist delegate. Each Illinois dental school ASDA component may elect one
36 student alternate delegate for each dental school delegate to serve in that capacity.
37 The student alternate delegate shall receive the same compensation as a dental
38 student delegate. The dean of each dental school may select an associate dean or
39 assistant dean as an alternate delegate for his/her position.

40
41
42 Section 4. Terms of Delegates: Terms of delegates and alternate delegates shall
43 commence at the beginning of the annual session and end at the beginning of the next
44 annual session. Delegates shall be elected annually, and no delegate shall be allowed

1 to serve for more than five (5) consecutive terms unless in the immediate following
2 years(s), the member holds a component society or branch office, is a member of a
3 component society's governing board or is the Dean of a dental school. After serving
4 five (5) or more consecutive terms, a member must sit out a minimum of one (1) term as
5 a delegate before becoming eligible for election to the House again. While sitting out as
6 a delegate, a member may serve as an alternate delegate.

7
8 Section 5. Voting:

9 A. Privileges. Delegates shall be allowed to vote on all matters to come before the
10 House. If an alternate delegate is seated in place of a delegate, the alternate delegate
11 shall have all voting privileges of the delegate replaced. The Speaker of the House
12 shall not be permitted to vote.

13
14 B. Ballot Vote. On any motion to take a ballot vote, an affirmative vote of one-third
15 (1/3) of the delegates voting shall constitute passage of the motion.

16
17 Section 6. Meetings:

18 A. The House shall meet at the annual session of the Society and shall conduct its
19 business at (1) an opening meeting, (2) reference committee hearings, and (3) a
20 business meeting.

21
22 B. Special meetings of the House may be called by the President of the Society upon a
23 three-fourths (3/4) affirmative vote of the Board or upon the written request of at least
24 one-third (1/3) of the elected delegates. Special meetings shall be held no more than
25 forty-five (45) days from the official call of the meeting, and the business of the meeting
26 shall be limited to the purpose specified in the official call unless the agenda is
27 amended by unanimous consent. The official call for a special meeting shall include the
28 agenda as specified by the person or persons requesting the meeting and the time and
29 place of the special meeting.

30
31 Section 7. Quorum: In order to conduct the business of the Society, there must be a
32 majority of the elected delegates present at any meeting of the House of Delegates.

33
34 Section 8. Meeting Notice: The Executive Director of the Society shall cause to be
35 published in the journal an official notice of the time and place of each meeting of the
36 House at the annual session, and shall send to each delegate and alternate an official
37 notice of the time and place of each meeting at least thirty (30) days in advance of the
38 meeting.

39
40
41 Section 9. Officers: The officers of the House shall be the Speaker of the House of
42 Delegates, the Vice-Speaker, and the Secretary.

- 1 A. The Speaker of the House shall be elected annually by the House for the following
2 year. The Speaker shall be an ex-officio member of the Board of Trustees, but shall not
3 have voting privileges. The Speaker shall not be an officer or trustee of the Society.
4
- 5 B. The Vice-Speaker of the House shall be elected annually by the House, and shall not
6 be an officer, trustee, delegate or alternate delegate of the Society.
7
- 8 C. The Secretary of the House shall be the Executive Director of the Society.
9
- 10 D. Duties.
- 11 a. Speaker. The Speaker shall preside at all meetings of the House of Delegates
12 and determine the order of business for all meetings subject to the approval of the
13 House of Delegates, appoint tellers to assist in determining the result of any action
14 taken by vote and perform such other duties as custom and parliamentary usage
15 require.
- 16 b. Vice-Speaker. The Vice-Speaker shall assume the duties of the Speaker with all
17 rights and privileges of the Speaker in the event the Speaker cannot perform these
18 functions. The Vice-Speaker may also preside as Chair of the House of Delegates at
19 the discretion of the Speaker.
- 20 c. Secretary. The Secretary of the House of Delegates shall serve as the recording
21 officer of the House and the custodian of its records, and shall cause a record of the
22 proceedings of the House to be published as the official transactions of the House.
23 If the Secretary is unable to perform these duties, the Speaker may appoint a
24 Secretary pro tem.
25
- 26 Section 10. Credentials Committee: The Speaker shall appoint a credentials committee
27 of six (6) delegates for each meeting of the House as follows: three (3) delegates from
28 the Chicago district, and three (3) delegates from the remaining districts. The
29 Credentials Committee shall verify the validity of each delegate's credentials and shall
30 oversee the seating of the delegates.
31
- 32 Section 11. Reference Committee:
- 33 A. Reference Committees of the House shall be composed of at least five (5) delegates
34 who shall be appointed by the President at least sixty (60) days in advance of the
35 annual session. It shall be the duty of a reference committee to consider reports and
36 resolutions referred to it, conduct open hearings for all members of the Society, and
37 report its recommendations to the House.
38
- 39 B. Two reference committees shall be appointed each year. Resolutions shall be
40 referred to the reference committees by the Speaker of the House with the approval of
41 the House of Delegates at the Opening Meeting. Special reference committees may be
42 appointed by the President in consultation with the Board on a year- to-year basis.
43

1 Section 12. Conduct of Business: All resolutions considered by the House must be
2 offered in writing by the President, the Board of Trustees, a Society committee, by one
3 of the component societies, or signed by five (5) members in good standing provided
4 such resolutions are received at the ISDS headquarters at least 15 days prior to the
5 opening meeting of the House of Delegates. Less than 15 days prior to the opening
6 meeting, resolutions may be submitted only by a component society or by the Board of
7 Trustees.

8
9 The reference committees shall conduct open hearings, prior to the business
10 meeting of the House, on all resolutions presented for House action. Any member of
11 the Society shall have the privilege of appearing at these hearings for the purpose of
12 presenting testimony. Reference committees may request a special meeting of the
13 Board of Trustees for consultation and advice on resolutions should the hearings
14 indicate an urgent necessity for such action.

15
16 Notwithstanding the requirements of this section, a resolution presented in
17 writing and signed by five (5) members in good standing may be submitted during the
18 opening meeting or the business meeting of the House, provided the House gives
19 consent, with no more than five (5) dissenting votes to allow its submission for
20 consideration. A resolution submitted by such consent must be handed to the Secretary
21 to be filed with the minutes and may only be adopted by a majority vote unless it
22 proposes a change in these bylaws, as specified in Chapter VIII of the Bylaws.

23
24 Section 13. Rules of Order: The Parliamentarian for the House shall be appointed by
25 the Speaker of the House annually. The rules contained in the current edition of the
26 American Institute of Parliamentarians Standard Code of Parliamentary Procedure shall
27 govern the deliberations of the House of Delegates in all cases in which they are
28 applicable and not in conflict with the Manual of the House or the Constitution and
29 Bylaws.

30
31 Section 14. Manual of the House: The House shall adopt a Manual of the House which
32 shall be the rules governing the conduct of business in the House and which further
33 clarify House procedures. Such rules contained in the Manual shall not be in conflict
34 with these Bylaws. The House may amend the Manual from year to year according to
35 procedures as provided in Chapter II, Section 12 of these Bylaws.

36
37 Section 15. Financial Affairs: All administrative costs to conduct the House shall be
38 borne by the Society. The Board of Trustees will determine a stipend for the Vice
39 Speaker and delegates not to exceed the existing per diem of Board members.
40 Reimbursement to individual delegates and alternate delegates and any other
41 reimbursements shall be at the discretion of the component societies. For student
42 delegates, the Society will bear the cost of transportation to and from the annual
43 meeting site and per diem at the same rate as the delegates according to Society
44 reimbursement policies.

1 Section 16. Policies. The House of Delegates may establish, amend or delete any
2 policy of the Society by a majority vote. At least once every five years the Board of
3 Trustees shall review Society policy and report to the House of Delegates its findings
4 and recommendations for revision. The first report shall be to the 2012 House of
5 Delegates.

6
7 Section 17. Conflict of Interest.

8 A. Agenda Disclosure. The written agenda for any meeting of the House of Delegates
9 is to contain the current disclosure policy of the American Dental Association, as found
10 in the "Conflict of Interest Policy (Disclosure Policy)" section of the major policies
11 adopted by the American Dental Association House of Delegates. The disclosure policy
12 is to be adapted to reference ISDS in lieu of ADA.

13
14 B. Disclosure Policy Reading. The disclosure policy contained on the written agenda for
15 any meeting of House of Delegates is to be read at the opening of each meeting of the
16 House of Delegates.

17
18 C. Disclosure Before Speaking. When speaking on the floor of the House of Delegates
19 or in Reference Committees, those individuals/members shall first identify those
20 relationships identified during the Disclosure Policy Reading before speaking on an
21 issue related to such conflict of interest.

22 23 CHAPTER III - ELECTIVE OFFICERS

24
25 Section 1. Number and Title: The elective officers of this Society shall be five (5) in
26 number: president, president elect, vice president, treasurer and secretary, as provided
27 in Article IV, Section 1 of the Constitution.

28
29 Section 2. Nominations and Elections: The elective officers shall be nominated and
30 elected in accordance with Chapter V, of the Bylaws.

31
32 Section 3. Duties:

33 A. President. It shall be the duty of the president:

34 a. To serve as an official representative of this Society in its contacts with
35 governmental, civic, business and professional organizations for the purpose of
36 advancing the objectives and policies of the Society.

37 b. To serve as chair of the Board of Trustees, to vote in Board meetings only in case
38 of a tie, to preside at all meetings of the Society, except meetings of the House of
39 Delegates, and exercise supervision of all Society activities.

40 c. To submit a report and address the Society at the Annual Session.

41 d. To be an ex-officio member of all committees.

42 e. To fill, by appointment, vacancies occurring in committees for unexpired terms
43 and appoint to serve all other committees not otherwise provided for.

- 1 f. To be a delegate ex-officio to the American Dental Association, and chair of the
2 Society's delegation.
- 3 g. To appoint ad hoc committees of the Society upon the request of the Board of
4 Trustees.
- 5 B. President-elect. It shall be the duty of the president-elect:
- 6 a. To assist the president as requested.
- 7 b. To be an ex-officio member of the Board of Trustees and Executive Committee.
- 8 c. To succeed to the office of president without other election.
- 9 d. To serve as chair of the Committee on Committees and to appoint the chair of the
10 Committee on the Annual Session during his/her term as president.
- 11 e. To be a delegate ex-officio to the American Dental Association.
- 12
- 13 C. Vice-President. It shall be the duty of the vice-president:
- 14 a. To assist the president as requested.
- 15 b. To assume the duties and powers of the president at the president's request or in
16 the president's temporary absence.
- 17 c. To be a delegate ex-officio to the American Dental Association.
- 18 d. The incoming Vice-President is to appoint the first-year trustee of the Executive
19 Committee.
- 20 D. Treasurer. It shall be the duty of the treasurer:
- 21 a. To be responsible for guarding the funds, the liabilities and the fiscal destiny of
22 the Society.
- 23 b. To keep a set of records of all income and expenses, and to verify the monthly
24 balance with the Headquarters Office.
- 25 c. To meet with the auditor, the vice-chair of the Executive Committee, the executive
26 director, and the staff accountant for full audit of the receipts, disbursements, and any
27 other financial records as soon as is feasible after the close of the fiscal year.
- 28 d. To report said audit results of the above meeting to the next meeting of the Board
29 of Trustees.
- 30 e. To verify the description of purpose of all checks to be in sufficient detail.
- 31 f. To serve as a resource for the House of Delegates and to help interpret the
32 Society's finances for the membership.
- 33 g. To be a delegate ex-officio to the American Dental Association.
- 34
- 35 E. Secretary. It shall be the duty of the secretary:
- 36 a. To verify the bonding of all Society officers and staff.
- 37 b. To verify and have supervisory capacity in the keeping of records of the Society.
- 38 c. To have the committee members notified in writing of their election and perform
39 such duties as usually appertain to this office, recording the functions, the actions
40 and the decisions of the Society.
- 41 d. To report to the Board of Trustees a summary of important communications
42 received and not otherwise reported.
- 43

1 Section 4. Removal of an Officer for Cause. The House of Delegates may remove an
2 elective officer for cause in accordance with procedures established by the Board of
3 Trustees, which shall include notice of the charges and an opportunity for the accused
4 to be heard in his or her defense. The affirmative vote of two-thirds of the delegates
5 present and voting is required to remove an elective officer from office.
6

7 Section 5. Vacancy in Offices.

8 A. Partial Term Vacancy. In the case of a vacancy in the office of president, president-
9 elect, vice president or treasurer for a partial term, the officer immediately following in
10 line of succession shall perform the duties of both offices for the remainder of the term.
11 In the case of a vacancy in the office of secretary, the treasurer shall perform the duties
12 of both offices for the remainder of the secretary's term.
13

14 B. Full Term Vacancy. In the case of a vacancy in the office of president, a new
15 secretary shall be elected in accord with Ch. V, Section 2 of the bylaws. In the case of
16 a vacancy in the office of president-elect, vice president, treasurer or secretary, two
17 elections will be held as follows:

18 a. The election of a new secretary shall be held in accord with Ch. V, Section 2 of
19 these bylaws.

20 b. The election to fill the vacated office shall be for the position of treasurer and will
21 be held in accord with the rotation system in Ch. V, Section 2 of the bylaws that elected
22 the officer who vacated the position.
23

24 CHAPTER IV - STANDING COMMITTEES

25
26 Section 1. Numbers and Name: The standing committees of this Society shall be
27 eleven (11) in number as follows:
28

- 29 Committee on Access to Care
- 30 Committee on Allied Dental Personnel
- 31 Committee on Annual Session
- 32 Committee on Communication
- 33 Committee on Dental Benefits
- 34 Committee on Dental Education
- 35 Committee on Governmental Affairs
- 36 Committee on Membership
- 37 Committee on Member Services
- 38 Committee on the New Dentist
- 39 Committee on Mediation and Clinical Peer Review
40

41 Section 2. Composition: Standing Committees may vary in number of members
42 according to the assigned duties of each committee.
43

1 Section 3. Qualifications: Each member of a committee must be an active, retired, life,
2 dental hygienist, or allied member in good standing of this Society. Should the status of
3 any member change in regard to the preceding qualifications during that member's term
4 of office, that office shall be declared vacant and the president shall fill such vacancy as
5 provided in Section 9 of this Chapter of the Bylaws. With the exception of the president,
6 members of the Board of Trustees shall not serve on standing committees.

7
8 Section 4. Conflict of Interest: All ISDS Committees will use the ISDS Board of
9 Trustees Conflict of Interest Policy and procedure, as contained in the Board of
10 Trustees Policy Manual under Board Operations, Section VII "Possible Conflict of
11 Interest & Board Questionnaire". Further, completed conflict of interest disclosure forms
12 of potential committee members will be distributed to the ISDS Committee on
13 Committees to review the disclosure forms prior to nomination to the Board of Trustees
14 for approval. All current ISDS committee members will be required to complete a
15 conflict of interest disclosure form annually prior to consideration being given by the
16 ISDS Committee on Committees for the individual to continue serving on the
17 Committee. Completed conflict of interest disclosure forms of nominees made by
18 Committee on Committees will be provided to the Board of Trustees upon request. All
19 completed conflict of interest disclosure forms of approved committee members will be
20 provided to the Chair of each ISDS Committee prior to the Committee's first meeting of
21 the new committee year.

22
23 Section 5. Term of Office: The members of each committee, except the Committee on
24 Annual Session, shall be appointed for a period of three years, renewable once, for a
25 maximum of six (6) consecutive years. Where special circumstances exist, the Board of
26 Trustees by a 3/4 majority vote may appoint a committee member beyond the term set
27 forth in this section. As new committees are formed, staggered terms of one, two and
28 three years shall be designated initially to provide continuity for subsequent
29 appointments.

30
31 Section 6. Nominations and Elections: Nominations for all committee members shall be
32 made by the president-elect upon advice of the members of the Society through
33 recommendations to the Board of Trustees and the Committee on Committees.
34 Additionally, nominations may be made by any member of the Board of Trustees.
35 Election shall be by a majority vote of the members of the Board of Trustees present
36 and voting.

37
38 Section 7. Chair: The chair of each committee shall be appointed annually by the Board
39 of Trustees. The chair may serve more than one (1) year in this capacity. The
40 committee chair will appoint an interim chair, from the committee, to serve in the case of
41 his/her absence.

42
43 Section 8. Quorum: A majority of the total number of members of any committee shall
44 constitute a quorum for the transaction of business.

1
2 Section 9. Vacancy: In the event of a vacancy, the president shall appoint a member of
3 the Society possessing the same qualifications established by these Bylaws for the
4 previous member to fill such vacancy until a successor is elected at the next Board of
5 Trustees meeting for the remainder of the unexpired term. In the event such vacancy
6 involves the chair of a committee, the vice chair shall serve as interim chair until the
7 next meeting of the Board of Trustees. In the event of a vacancy in the chair of the
8 Committee on Annual Session, the president shall appoint an interim chair for the
9 remainder of the unexpired term.

10
11 Section 10. Periodic Review of Standing Committees: The structure, composition, and
12 tenure of each Standing Committee shall be reviewed periodically. The first review shall
13 occur in 1990 and subsequent reviews shall occur each five (5) years thereafter.

14 Special Committees of the Board of Trustees which have had continuous
15 activity for two (2) consecutive years and are likely to have continued activity should be
16 considered for designation as a Standing Committee upon recommendation by the
17 Board of Trustees. Recommendations for change shall be presented to the House of
18 Delegates at the annual meeting for Bylaws change.

19
20
21 Section 11. Duties:

22 A. Common Duties of All Committees.

23 a. Standing Rules. The "Standing Rules for Committees", as approved by the Board
24 of Trustees, shall be followed in all committee meetings and for the administration of
25 all committees.

26 b. Proposed Budget. Each committee, through its chair, shall submit in writing to the
27 Board of Trustees, through the headquarters office, a proposed budget of
28 anticipated expenditures for the ensuing year. This proposed budget is to be
29 submitted at a time specified by the Board of Trustees.

30
31 c. Annual Report. Each committee shall submit, through the headquarters office, an
32 annual written report of its activities to the Board of Trustees at a time specified by
33 the Board of Trustees.

34 d. Privilege. Chairs and members of committees shall have the right to present their
35 reports in person to the Board of Trustees and to participate in the debate thereon,
36 but shall not have the right to vote.

37 e. Meeting Attendance. Members of all committees are expected to attend all of the
38 called committee meetings. Failure to attend two (2) consecutive meetings may
39 result in the replacement of the member by action of the Board of Trustees in
40 consultation with the chair of the committee involved.

41 f. Representation before Other Bodies. Individual members, standing committees,
42 special or subcommittees, as such, shall not be empowered to represent this
43 Society in negotiations with representatives of other bodies such as the American
44 Dental Association, official agencies of the State of Illinois, specialty groups,

1 purveyors, or administrators of Dental Care Plans, etc., when such negotiations
2 involve matters affecting the policy of this Society; except when clearance for such
3 negotiations shall have been arranged through both the chair of the appropriate
4 committee and the Board of Trustees or the Executive Committee.

5
6 B. Committee on Access to Care. The committee shall consist of seven (7) members.
7 The duties of the committee shall be:

8 a. To assess the need for dental care for the citizens of the State of Illinois and in
9 particular the needs of the special population groups.

10 b. To recommend programs to improve the availability and delivery of dental care to
11 those citizens not capable of obtaining care and, with approval of the Board of
12 Trustees, assist in the implementation of these programs.

13 c. To monitor existing programs for effectiveness, recommend changes when
14 indicated and, with approval of the Board of Trustees, assist in the implementation
15 of these changes.

16 d. To serve as liaison to public health and community groups which deal with dental
17 issues.

18 e. To consider dental topics that require review or consideration by the society that
19 relate to community or public health.

20 f. To assist component societies, public health agencies and others in the
21 management and coordination of local resources or programs for oral health
22 planning, preventive dentistry and other community health programs.

23 g. To increase access to the benefits of cooperative dental-medical management in
24 hospitals, ambulatory care centers, long-term care facilities and other
25 interdisciplinary health care settings including active medical staff membership and
26 clinical privileges.

27
28 C. Committee on Allied Dental Personnel. The committee shall consist of seven (7)
29 persons including four (4) dental hygienist members and three (3) dentist members. In
30 appointing the chair of this committee, the board should attempt to appoint a dental
31 hygienist member. The duties of the committee shall be:

32 a. To foster cooperative working relationships with dental auxiliaries in the state of
33 Illinois.

34 b. To recommend policies to the Society addressing issues related to dental
35 auxiliaries.

36 c. To study and promote the continuation of existing educational programs or foster
37 the establishment of new educational programs for dental auxiliaries, as needed.

38 d. To advise the Society on issues which impact dental auxiliaries in the state.

39
40 D. Committee on Annual Session. The committee shall consist of six (6) members,
41 each appointed for a period of three (3) years only. Two (2) new members shall be
42 appointed each year by the vice president. One member shall be designated to serve
43 as general chair for each year by the chair of the Committee on Committees.

1 The general chair shall be empowered to appoint additional members as
2 necessary to serve for one (1) year. The general chair of the committee shall submit to
3 the Board of Trustees a proposed budget of anticipated expenditures for the ensuing
4 fiscal year. The duties of the committee shall be:

5 To serve as the general arrangements committee for the annual session of the
6 Society. It shall have full power to arrange for the presentation of the program, scientific
7 essays, clinics, exhibits, and any other events subject only to the limitation of the budget
8 of anticipated expenditures for the ensuing fiscal year.
9

10 E. Committee on Communications. The committee shall consist of eight (8) members
11 and the Editor shall be an ex-officio member of the committee. When practical,
12 appointments shall be made with geographic distribution. A representative of the
13 Chicago Dental Society Communications Committee shall be appointed annually to
14 serve as a liaison. The duties of the committee shall be:

15 a. To establish, coordinate and evaluate all programs designed to enhance the
16 public image of the profession.

17 b. To serve as the agent for other standing committees when public relations are
18 involved.

19 c. To cooperate with its counterparts at the component level to ensure a well
20 informed and coordinated effort.

21 d. To conduct studies relative to the dental health of the public and to propose plans
22 to address the results of such studies in those areas not assigned to other
23 committees by the Board of Trustees.

24 e. To assist component societies in the development of policies and programs for the
25 improvement of the dental health of the public within their jurisdiction.

26 f. To maintain close cooperation with the Dental Division of the Department of Public
27 Health of the State of Illinois.

28 g. To prepare and publish the journal

29 h. To publish the Transactions of the Society in such form as may be designated by
30 the Board of Trustees.

31 i. To print at the beginning of each number of the journal and each volume of the
32 Transactions the following disclaimer: "The Illinois State Dental Society is not
33 responsible for the opinions, views, or statements made in any essay, discussion, or in
34 the proceedings which are presented before the Society."
35

36 F. Committee on Dental Benefits. The committee shall consist of seven (7) members
37 and, when practical, appointments are to be made with geographic distribution. The
38 duties of the committee shall be:

39 a. To extend consultative assistance on behalf of this Society and its component
40 societies to private and public agencies charged with the administration of dental
41 benefits programs with the dual objectives of promoting the public dental health and
42 maintaining high professional standards.

43 b. To aid in the establishment and maintenance of private and public dental
44 programs at all levels; to gather and distribute available data and statistics pertaining

1 thereto; and to inform and advise of changes or alterations in official policies and
2 procedures.

3 c. To establish liaison with similarly constituted bodies of other recognized health
4 care organizations in furthering common objectives.

5 d. To supply consultative service to other committees according to need.
6

7 G. Committee on Dental Education. The committee shall consist of seven (7) members
8 and, when practical, appointment made with geographic distribution. The duties of the
9 committee shall be:

10 a. To prepare and develop plans for courses of study to be sponsored by the
11 Society and present such plans for action of the Board of Trustees conforming with
12 policies adopted by the Board.

13 b. To arrange for the presentation of approved programs of continuing study for the
14 dental team by the Society.

15 c. To maintain professional cooperation between the Society and the schools of
16 dentistry in the State of Illinois.
17

18 H. Committee on Governmental Affairs. The committee shall consist of eleven (11)
19 members and, when practical, the appointed chair and/or vice chair should reside near
20 Springfield, Illinois. One of the members shall be the president or first vice president of
21 the DENT-IL-PAC, appointed for the duration of that office. The duties of the committee
22 shall be:

23 a. To protect the dental health of the citizens of Illinois and further the interests of
24 the public and the dental profession in matters of legislation. The committee shall
25 prepare and secure the introduction of bills or amendments relative to the practice of
26 dentistry, provided such bills or amendments shall have first been submitted to and
27 approved by the Board of Trustees.

28 b. To keep informed as to the character of all bills introduced in the Legislature
29 affecting the practice of dentistry or public dental health.

30 c. To use all proper influence, in a timely manner, to secure the passage of such
31 legislation and governmental action determined to be beneficial to the oral health of the
32 public and to the profession of dentistry and to defeat legislation and governmental
33 action that would be harmful to the oral health of the public and to the profession.

34 d. To work with the State Board of Dentistry and other state agencies to promote and
35 monitor the dental health of the public and to enhance the practice of dentistry, and to
36 constructively evaluate the activities of other state agencies and advocate on
37 behalf of the interest of dentists and the dental profession.
38

39 I. Committee on Mediation and Clinical Peer Review. The committee shall consist of
40 seven (7) members and, when practical, appointments should be made with geographic
41 distribution. It shall have its counterpart on the component level and, where practical,
42 on branch and local levels, unless separate Committees on Mediation and Clinical Peer
43 Review prove to be more effective at the local level. The duties of the committee shall
44 be:

1 a. To provide professional review of reasonable differences of opinion between the
2 patient, dentist and/or third party agency in accord with the "Manual on Peer Review"
3 of this Society.

4 b. To oversee review activities throughout the state and develop a diplomatic
5 approach to the solution of the various problems presented. To coordinate and
6 standardize methods and procedures in the processing and handling of such difficulties.

7 c. To confer with local committees for the purpose of assisting them in their efforts as
8 well as obtaining from them any effective or improved means of dealing with specific
9 problems of peer review.

10 d. To arrange statewide workshops for review committees as often as necessary for
11 the purpose of exchanging information and methods of adjudicating complaints.

12 e. To act as an appeal body for all cases from the component and local levels.

13 f. To refer to the component, branch or local Ethics Committee or appropriate agency
14 any matter which does not fall within the purview of this committee.

15
16 J. Committee on Membership. The committee shall consist of eleven (1) members as
17 follows: One (1) representative from each of the seven Downstate Trustee Districts, Three (3)
18 representatives from the Chicago District, and One (1) Dental Hygienist member. In addition,
19 each Illinois dental school shall have one non-voting dental student member serving
20 one two-year term. Dental student members shall not be counted to determine a
21 quorum. Non-voting dental student members shall have all the privileges of committee
22 membership other than the right to vote. The duties of the committee shall be:

23 a. To oversee maintenance of the Society's membership database.

24 b. To conduct a program of membership recruitment and retention of members to
25 this Society.

26 c. To stimulate active membership recruitment initiatives in the components and
27 branches of component societies.

28 d. To establish contact with the Illinois dental schools in order to actively recruit
29 dental students into membership.

30
31 K. Committee on Member Services. The committee shall consist of seven (7) members.
32 The duties of the committee shall be:

33 a. To investigate and propose to the Board of Trustees for approval any program or
34 service which may be of value to the membership.

35 b. To implement programs or services approved by the Board of Trustees not
36 assigned to another committee.

37 c. To review periodically all member services currently being provided by this
38 Society and recommend any appropriate modification.

39
40 L. Committee on the New Dentist. The committee shall consist of nine (9) members,
41 who have been out of dental school no more than ten (10) years. In addition, each
42 Illinois dental school shall have one non-voting dental student member serving one two-
43 year term. Dental student members shall not be counted to determine a quorum. Non-
44 voting dental student members shall have all the privileges of committee membership
45 other than the right to vote.

- 1 The duties of the committee shall be:
- 2 a. To advise the Board of Trustees about the needs and problems of the new
 - 3 dentist.
 - 4 b. To advise ISDS on issues and programs of recruitment and retention of new
 - 5 dentist members.
 - 6 c. To advise the Board of Trustees on the continuing education needs of the new
 - 7 dentist.
 - 8 d. To foster peer group interaction for new dentists in order to encourage continued
 - 9 involvement in organized dentistry and to encourage participation of the new dentist
 - 10 on ISDS committees.

11

12 CHAPTER V - ELECTION OF OFFICERS AND TRUSTEES

13

14 Section 1. The House shall elect a president-elect, vice-president, treasurer, secretary,

15 speaker, and vice-speaker. At the opening meeting of the House of Delegates,

16 nominations shall be made from the floor. No nominating speech shall exceed three (3)

17 minutes in length. Seconding speeches for any nominee shall be limited to one (1)

18 minute in length and two (2) in number. In uncontested elections, there shall be one (1)

19 seconding speech limited to one (1) minute in length. Voting shall be by official ballot

20 and the Secretary shall provide facilities for voting and for the certification of each voter.

21 The vote in contested races shall be held on the day of the business meeting. When

22 there is only one candidate for an elective office according to this section, that candidate

23 shall be declared to be elected without the requirement of taking a ballot vote in the

24 House of Delegates.

25 A candidate receiving a majority of the votes cast for any office on any ballot

26 shall be considered elected. In the event no candidate receives a majority of the votes

27 cast on any ballot, the candidate receiving the least number of votes shall be eliminated

28 and an additional ballot or ballots shall be held until one candidate receives a majority of

29 the votes cast for that office.

30

31 Section 2. Candidates for the office of Secretary of the Society as provided in the

32 Constitution, Article IV, Section 1 shall rotate in the following order: Chicago District, all

33 remaining districts, all districts. No member shall be eligible for an elective office who

34 has been a member of this Society for less than five (5) years.

35

36 Section 3. Each district entitled that year to elect members of the Board of Trustees

37 shall conduct said election prior to the business meeting of the House. It shall elect a

38 member or members of the Board of Trustees to serve a term of three (3) years each.

39

40 Section 4. All officers, trustees, speaker and vice-speaker who are elected shall be

41 installed and assume their duties at the termination of the last meeting of the annual

42 session at which they are elected.

43

1 Section 5. A trustee, having served a full term, shall not be eligible for a period of three
2 (3) years for reelection.

3
4 Section 6. Component societies in a district shall be represented on the Board in the
5 order and combination of components as reflected in Chapter XII.

6 7 CHAPTER VI - ANNUAL SESSION

8
9 Section 1. The annual session of the Society shall be held at a time and place selected
10 by the Board of Trustees. It shall be devoted to an address by the president, the
11 presentation and discussion of essays and clinics, House of Delegates, and other
12 matters of interest to the profession.

13 The secretary shall cause to be published in the journal an official notice of the
14 time and place of each annual session.

15
16 Section 2. The opening general meeting of the House of Delegates shall be the first
17 meeting of the annual session and shall convene no later than the second day of the
18 annual session.

19 Section 3. The business meeting of the House of Delegates shall be held no earlier than
20 the second day of the annual session, at which time official business of the Society shall
21 be transacted and officers and trustees shall be installed.

22
23 Section 4. Scientific sessions of this Society shall be held for the purpose of
24 disseminating information pertaining to the science and art of dentistry through the
25 media of lectures, essays, clinics, discussions, and scientific and technical exhibits
26 which may be of interest to the members of this Society.

27 If any scientific sessions or scientific and technical exhibits are included, the
28 selection and presentation shall be under the jurisdiction of the Committee on the
29 Annual Session.

30 Products of the dental trade, dental laboratories and other commercial firms may
31 be exhibited in accordance with rules and regulations established by the Board of
32 Trustees and in conformity with policies adopted by the American Dental Association for
33 exhibitors at the annual session of that Association.

34
35 Section 5. The Committee on the Annual Session shall have full charge of all
36 arrangements for clinics presented during the annual session and shall determine the
37 number and type. Only members of the Society in good standing, office assistants and
38 hygienists of members in good standing properly vouched for, members of their
39 immediate families, members of the state medical societies, members of the American
40 Dental Association and those having made application for membership whose
41 application bears the written endorsement of two (2) members of this Society in good
42 standing, students of dental colleges, members in good standing of the Illinois Dental
43 Laboratory Association, and dental laboratory technicians who have been vouched for
44 by a member of this Society in good standing shall be admitted to the clinics.

1 Clinicians advertising or demonstrating any appliance or material as a means of
2 introducing it for any supply house or laboratory shall not be permitted to operate or
3 exhibit in the clinic room.
4

5 Section 6. No person who is not a member of this Society shall be admitted to the
6 business meeting, except upon approval of the Speaker or Secretary of the House. No
7 member without the official badge issued at the registration desk shall be admitted to
8 the business meeting of the Society. No person without the official badge issued at the
9 registration desk shall be entitled to attend scientific sessions or clinics of the Society.
10

11 Section 7. All non-members shall register.
12

13 CHAPTER VII - RULES OF ORDER

14 American Institute of Parliamentarians Standard Code of Parliamentary Procedure"
15 shall be the authority of this Society, unless otherwise specified.
16

17 CHAPTER VIII - AMENDMENTS

18
19 Section 1. Two-Thirds Affirmative Vote: These Bylaws may be amended by two-thirds
20 (2/3) affirmative vote of the members of the House of Delegates at an annual session or
21 special meeting, provided the proposed amendment shall have been recommended by
22 the President, the Board of Trustees, a Society committee, or by the Board of Directors
23 of a component society or presented in writing to the Executive Director, signed by five
24 (5) members, and further provided that such amendment is published on the official
25 ISDS website, www.isds.org. Membership will be alerted at least thirty (30) days prior to
26 the next annual session or special meeting.
27

28 Section 2. Unanimous Vote: These Bylaws may also be amended at the business
29 meeting of the House of Delegates by a unanimous affirmative vote, provided the
30 proposed amendment has been presented at the opening meeting of the House of
31 Delegates.
32

33 CHAPTER IX - PROFESSIONAL CONDUCT

34
35 The "Principles of Ethics and Code of Professional Conduct of the Illinois State Dental
36 Society," which may be referred to hereinafter as the "Code of Ethics," shall govern the
37 professional conduct of every member. The Principles of Ethics and Code of
38 Professional Conduct of the American Dental Association as now or hereafter amended
39 shall be adopted as the Principles of Ethics and Code of Professional Conduct of the
40 Illinois State Dental Society.
41

42 Section 1. Conduct Subject to Discipline: Any member of this Society who has been (1)
43 found guilty of a felony, (2) found guilty of violating the Illinois Dental Practice Act, or (3)
44 who violates these Bylaws or the "Principles of Ethics and Code of Professional

1 Conduct of the Illinois State Dental Society" may be disciplined for such conduct. An
2 active member, a life member, or the Board of Trustees of this Society may bring a
3 complaint against any member of this Society for such conduct. Any such
4 complaint shall be transmitted in writing to the Executive Director of the Illinois State
5 Dental Society.

6
7 Section 2. Disciplinary Penalties: A member may be placed under a sentence of
8 censure, probation or suspension or may be expelled from membership for any of the
9 offenses enumerated in Section 1 of this Chapter. A sentence of suspension shall not
10 abrogate any contractual relationship between the disciplined member and a third party.
11 Suspension shall be unconditional and for a specified period at the termination of which
12 full membership privileges are automatically restored. A subsequent violation shall
13 require a new disciplinary procedure before additional discipline may be imposed.
14 Expulsion is an absolute discipline and may not be imposed conditionally.

15
16 Section 3. Disciplinary Proceedings: Before a disciplinary penalty is invoked against a
17 member, the following procedures shall be followed by the Illinois State Dental Society
18 with respect to any complaint:

19 A. Hearing. The accused member shall be entitled to a hearing before the Judicial
20 Affairs Committee at which the member shall be given the opportunity to present a
21 defense to all complaints. The Committee shall permit the accused member to be
22 represented by legal counsel.

23
24 B. Notice. The accused member shall be notified in writing of complaints brought
25 against the member and of the time and place of the hearing, such notice to be sent by
26 registered letter addressed to the member's last known address and mailed not less
27 than twenty-one (21) days prior to the date set for the hearing. An accused member,
28 upon request, shall be granted one postponement for a period not to exceed thirty (30)
29 days.

30
31 C. Complaint. The written complaints shall include an officially certified copy of the
32 alleged conviction or determination of guilt, or a specification of the Bylaw or ethical
33 provisions alleged to have been violated, as the case may be, and a description of the
34 conduct alleged to constitute each violation.

35
36 D. Recommendation of Judicial Affairs Committee. After the hearing, the Judicial Affairs
37 Committee shall make a recommendation in writing to the Board of Trustees with
38 respect to each complaint which it has considered. Such recommendation shall
39 represent the conclusions of a majority of the Judicial Affairs Committee. Such written
40 recommendation shall specify the complaints made against the member, the facts which
41 substantiate or invalidate any or all of the complaints, and the recommendation of the
42 Judicial Affairs Committee as to an appropriate disciplinary penalty, if any. Within ten
43 (10) days of the date on which the written recommendation is forwarded to the Board of
44 Trustees, a copy thereof shall be sent by registered mail to the last known address of

1 the accused member and the complainant. Each accused member and each
2 complainant, if other than the Board of Trustees, shall be entitled to submit a written
3 brief in support of each position to the Board of Trustees. A party shall be entitled to
4 submit a written brief only if it is filed within forty-five (45) days after a recommendation
5 has been made by the Judicial Affairs Committee.
6

7 E. Decisions. The Board of Trustees, acting at its next regularly scheduled meeting,
8 after the receipt of the written recommendations of the Judicial Affairs Committee, the
9 transcript of the record of the hearing, and the written briefs of the parties, if any, shall
10 make a decision as to the disciplinary penalties, if any, which shall be imposed upon an
11 accused member pursuant to Section 2 of this Chapter. Every decision which shall
12 result in censure, suspension, or expulsion or in probation shall be reduced to writing
13 and shall specify the charges made against the member, the facts which substantiate
14 any or all of the charges, the verdict rendered, the penalty imposed or, when
15 appropriate, the suspended penalty imposed and the conditions for probation, and a
16 notice shall be mailed to the accused member informing the accused of the right of
17 appeal. Within ten (10) days of the date on which the decision is rendered, a copy
18 thereof shall be sent by registered mail to the last known address of each of the
19 following parties: the accused member; the secretary of the component society of which
20 the accused is a member; the Chair of the Council of Ethics, Bylaws, and Judicial Affairs
21 of the American Dental Association, and the Executive Director of the American Dental
22 Association.
23

24 F. Appeals. An accused member under sentence of censure, suspension, or
25 expulsion, or in probation shall have the right to appeal from the decision of the Board of
26 Trustees to the Council on Ethics, Bylaws, and Judicial Affairs of the American Dental
27 Association by filing an appeal in affidavit form with the Chair of the Council on Ethics,
28 Bylaws, and Judicial Affairs. An appeal from any decision shall not be valid unless
29 notice of appeal is filed within thirty (30) days and unless the procedures for the
30 prosecution of appeals are followed in accordance with Chapter XI of the Bylaws of the
31 American Dental Association. No decision of the Board of Trustees shall become final
32 while an appeal therefrom is pending or until the thirty (30) day period for filing notice of
33 appeal has elapsed. In the event of a sentence of expulsion and no notice of appeal is
34 received within the thirty (30) day period, the Executive Director of the Society shall
35 notify all parties of the failure of the accused member to file an appeal. The sentence of
36 expulsion shall take effect on the date the parties are notified.
37

38 CHAPTER X - COMPONENT SOCIETIES

39

40 Section 1. Organization: A component society may be organized and chartered, subject
41 to the approval of the House of Delegates, upon the application of at least twenty-five
42 (25) dentists practicing in any prescribed territory in Illinois, who are active or life
43 members, in good standing, of this Society. The Headquarters Office

1 of this Society is authorized to issue a charter, in a form approved by the Board of
2 Trustees, to each component society denoting its name and territorial jurisdiction. No
3 such society shall be chartered in any prescribed territory in Illinois in which a
4 component society is already chartered by this Society. The House of Delegates may
5 at any time, for good and sufficient cause, revoke the charter of any component society.
6

7 Section 2. Name: Each component society shall be given a name in conformity with a
8 recommendation made by the governing body of such component society subject to the
9 approval of the Board of Trustees.

10
11 Section 3. Powers and Duties:

12 A. A component society shall have the power to elect its members and to elect its fully
13 privileged members as active members of this Society within the limits imposed by
14 Section 4 of this Chapter.

15
16 B. It shall have the power to organize its members into branch societies within the limits
17 imposed by Chapter XI of the Bylaws.

18
19 C. It shall have the power to provide for its financial support and to make laws, rules,
20 and regulations to govern its members, provided such laws, rules, and regulations do
21 not conflict with these Bylaws.

22
23 D. It shall have the duty to elect delegates and alternate delegates to the House of
24 Delegates of this Society according to Chapter II, Section 1B of these Bylaws. A
25 component society may delegate this function to its branch societies.

26
27 E. The secretary of each component society shall keep a roster of its members and
28 endeavor to obtain a complete list of the dentists within the jurisdiction of that society
29 who are eligible for membership.

30
31 Section 4. Membership: The fully privileged membership of each component society
32 shall be dentists practicing within the territorial jurisdiction of such component society or
33 dentists officially assigned to a component by the Board of Trustees, or to dentists in
34 federal dental service, provided that such dentists are fully privileged members in good
35 standing of this Society and the American Dental Association. Any dentist who has
36 retired from active practice or who is engaged in activities furthering the object of this
37 Society may be considered to be practicing dentistry within the meaning of this section.

38 When a member in good standing of one component society changes his/her
39 practice location in this State, the member's name shall be transferred without cost to
40 the roster of the component society into whose jurisdiction the practice has relocated. A
41 member shall pay dues to the component society in whose jurisdiction he/she practices,
42 or to which the member has been officially assigned.

43 In special instances, when a member's dental practice approximates an adjacent
44 component society and it would be geographically more convenient for that member to

1 be affiliated with such component society, on an educational and referral basis, the
2 member may present a request for transfer of membership to the Board of Trustees for
3 review and official assignment. The decision of the Board of Trustees shall be binding.

4 A current fully privileged member shall be notified of any pending change to
5 component membership status and of the member's options for component
6 membership. New members of the Society will automatically be assigned to the
7 component in which their practice is located.

8
9 Section 5. Officers: The officers of a component society shall be president, secretary,
10 treasurer, and such others as may be prescribed in its constitution and bylaws.

11 Section 6. Business Sessions: A component society shall hold a business session at
12 least once each calendar year. Each component society shall nominate and elect its
13 officers annually.

14
15 Section 7. Principles and Standards of Ethics: Both the "Principles of Ethics and the
16 Code of Professional Conduct" of the American Dental Association and of this Society
17 shall be the instruments used for governing the professional conduct of the members of
18 a component society and this Society.

19
20 Section 8. Constitution and Bylaws: Each component society shall adopt and maintain
21 a constitution and bylaws which shall be revised regularly and shall not be in conflict
22 with the Constitution and Bylaws of this Society or that of the American Dental
23 Association and shall file a copy thereof, and any changes or revisions which may be
24 made thereafter, with the Executive Director of this Society.

25 26 CHAPTER XI - BRANCH SOCIETIES

27
28 Branch Societies of a component society may be organized in conformity with a plan
29 approved by the component society of which they will be recognized entities. The fully
30 privileged members of each branch society shall be dentists who are members in good
31 standing of the component society, this Society and the American Dental Association.

32 33 CHAPTER XII – TRUSTEE DISTRICTS

34
35 Section 1. Organization of Trustee Districts.

36 This Society shall be divided into eight (8) trustee districts, composed of component
37 societies designated as follows:

38
39 Northwestern District. Component Societies: Winnebago, U.S. Grant, McHenry.
40 Trustee, one (1).

41 Northeastern District. Component Societies: Fox River Valley, Will County, Kankakee.
42 Trustee, one (1).

43 Central Northern District. Component Societies: Whiteside-Lee, Rock Island, Illinois
44 Valley. Trustee, one (1).

- 1 Central District. Component Societies: McLean County, Prairie Valley, Peoria. Trustee,
2 one (1).
3 Central Western District. Component Societies: Madison, G.V. Black, T.L. Gilmer.
4 Trustee, one (1).
5 Central Eastern District. Component Societies: Danville, Illini, Eastern Illinois, Decatur.
6 Trustee, one (1).
7 Southern District. Component Societies: Wabash, St. Clair, Southern Illinois.
8 Trustee, one (1).
9 Chicago District. Component Society: Chicago. Trustees, seven (7).

10

11 Section 2. Rotation of Trustee Districts

12 For the purpose of electing trustees to the Board of Trustees, the components in the
13 districts will be allowed to elect a trustee in their turn by the following rotation system:

14 Northwestern District: McHenry, Winnebago, U.S. Grant, McHenry, Winnebago,
15 McHenry, US Grant, Winnebago (repeat).

16 Northeastern District: Will County, Fox River Valley, Kankakee, Fox River Valley
17 (repeat).

18 Central Northern District: Rock Island, Whiteside-Lee, Illinois Valley (repeat).

19 Central District: Peoria District, McLean County, Peoria District, Prairie Valley,
20 McLean County (repeat).

21 Central Western District: T.L. Gilmer, Madison, G.V. Black, Madison; T.L. Gilmer,
22 G.V. Black, Madison, G.V. Black (repeat from start).

23 Central Eastern District: Decatur, Illini, Eastern Illinois, Danville (repeat).

24 Southern District: Southern Illinois, Wabash, St. Clair (repeat).

25

26 Section 3: Periodic Review of Membership Distribution

27 The Board of Trustees shall appoint a Special Committee on a periodic basis to study
28 membership distribution, the assignment of trustees and the rotation of trustees within
29 districts and assess the need for redistricting. The first review shall occur in 2012 and
30 subsequent reviews shall occur each ten years thereafter.

31 A report and any recommendations shall be presented to the House of Delegates
32 at the annual meeting.

33 If, in a district, a component elects not to submit a candidate for trustee during its
34 normal rotation, the opportunity to fill that position will go to the next component in the
35 rotation. The component that chooses to be bypassed will wait through the entire
36 rotation before submitting its next candidate for trustee.

37

38 CHAPTER XIII - BOARD OF TRUSTEES

39

40 Section 1. Composition: The Board of Trustees shall consist of the president,
41 president-elect, vice president, treasurer, secretary and fourteen (14) elected trustees
42 as provided in Chapter XII, and the Chair of the ISDS New Dentist Committee; and
43 ex-officio, the Speaker of the House of Delegates, who shall not have the power to vote.

44

- 1 Section 2. Meetings of the Board of Trustees:
2 A. The Board of Trustees shall meet immediately at the close of each annual session of
3 the Society for organizational purposes and business requiring immediate action.
4
5 B. The annual meeting of the Board of Trustees shall convene the day previous to the
6 annual session of the Society. The annual reports of the Executive Director and the
7 Treasurer will be presented at this meeting along with annual reports of all committees.
8
9 C. The Board of Trustees shall convene in three (3) additional meetings during the fiscal
10 year at times most feasible in relation to the business of the Society, as determined by
11 the Board of Trustees.
12
13 D. A special meeting may be called at any time by the president of the Society, or at the
14 request of five (5) or more members of the Board of Trustees provided that due notice
15 of such session is given to each member of the Board at least forty-eight (48) hours in
16 advance of the scheduled date of such meeting. No business shall be considered other
17 than that provided in the call, except by unanimous consent of the members present
18 and voting.
19
- 20 Section 3. Powers and Duties:
21 A. The Board of Trustees shall administer the business of this Society. Any member of
22 the Society desiring to bring any matter of business before the Board may do so in
23 writing, and may appear in behalf of such measure by consent of the Board of Trustees.
24 A majority shall constitute a quorum. The "Standing Rules of the Board of Trustees," as
25 adopted by the Board, shall govern procedure.
26
27 B. It shall appoint the Executive Director and the Historian. It shall appoint the Editor
28 and all Standing Committees annually, except the Committee on Committees and
29 Committee on the Annual Session and shall also select the time and place of the annual
30 session.
31
32 C. It shall set the annual dues for the following member categories: Retired, Associate,
33 Dental Hygienist, Allied, Affiliate, Honorary, Insurance, Student and Provisional.
34
35 D. It shall pass on the expenditures of all money by the Society. It may authorize
36 certain officers or committees to expend monies for specific purposes. All monies
37 appropriated by this Society shall, upon recommendation by the Board, have the
38 approval of a majority vote of the House of Delegates at the annual business meeting.
39
40 E. It may delegate its authority and power to the Executive Committee of the Board of
41 Trustees by a majority vote of the entire Board. In the event such authority and power
42 is granted, said Executive Committee shall administer the business of the Society
43 during intervals between meetings of the Board of Trustees.
44

1 F. It shall perform such other duties as are prescribed by these Bylaws.

2

3 Section 4. Committees of the Board of Trustees:

4 A. Number and Name. The Board of Trustees is organized into seven (7) standing
5 committees and such special committees as may be established from time to time. The
6 standing committees shall be:

7 Constitution and Bylaws Committee

8 Capital Conference Committee

9 Committee on Committees

10 Executive Committee

11 Executive Director Review Committee

12 Judicial Affairs Committee

13 Policy Manual Committee

14

15 B. Meetings. All committees shall be subject to the call of the chair or any two (2)
16 members.

17

18 C. Constitution and Bylaws Committee. The Committee, a special committee of the
19 Board of Trustees, shall consist of three (3) members of the Society appointed by the
20 President. Appointed members must be members in good standing. Committee
21 members shall serve terms of three (3) years and may be reappointed one time. The
22 duties of the Committee shall be:

23 a. To conduct a review of the Society's Constitution and Bylaws on an ongoing basis
24 and report to the Board of Trustees, so that the Board of Trustees may draft and submit
25 to the House of Delegates any appropriate resolutions.

26

27 C. Capital Conference Committee. The committee shall consist of three (3) trustees, of
28 which one will be appointed by the president to serve as chair and two board members
29 of DENT-IL-PAC that will be appointed by the DENT-IL-PAC Board of Directors.

30 It shall be the duty of this Committee to assist in the program planning of the
31 annual Capital Conference which will focus its agenda on legislative, political and
32 governmental topics.

33

34 D. Committee on Committees. The Committee shall consist of the president-elect, who
35 shall serve as Chair, the vice president, the treasurer, the secretary and two members
36 of the Board of Trustees, appointed by the president at least thirty (30) days preceding
37 the meeting of the Board of Trustees called to elect standing committees
38 and/or delegates and alternates.

39 It shall be the duty of this Committee to assist the president-elect in submitting
40 nominations to the Board of Trustees for election to standing committees of the Society.

41

42 E. Executive Committee. The Executive Committee shall consist of the president, vice
43 president, president-elect, treasurer, secretary and three (3) appointed members of the
44 Board of Trustees. The president will preside over meetings of the Executive

1 Committee as chair. The term of office of the Trustees shall be for three (3) years, with
2 the senior Trustee acting as vice-chair and presiding over the financial duties of this
3 Committee. The trustee in the first year of his or her term will serve in a non-voting
4 capacity. Actions of the Executive Committee must be reported to the Board of
5 Trustees.

6 It shall be the duty of this Committee, when in the opinion of the president and
7 Executive Director a meeting of the entire Board of Trustees seems impractical, to
8 govern and transact the business of the Society during the intervals between its regular
9 meetings.

10 It shall also be the duty of this Committee to supervise:

- 11 a. Fiscal policies
- 12 b. Investments and expenditures
- 13 c. Preparation of the annual budget for presentation at the annual business
14 meeting
- 15 d. Inspection of finances, leases, and facilities
- 16 e. Future policy procedure and long-range planning not otherwise specified

17 18 19 F. Executive Director Review Committee

20 A committee of the Board of Trustees comprised of the ISDS officers shall form the
21 Executive Director Review Committee.

22 It will annually evaluate the Executive Director to determine if the duties of the
23 Executive Director that are described in Chapter XIV Section 3 of the Bylaws and the
24 Executive Director's employment contract are being properly administered and
25 implemented. The Executive Director Review Committee will annually present an oral
26 report to the Board in executive session at the December Board meeting.

27
28 G. Judicial Affairs Committee. The Committee shall consist of three (3) members of the
29 Board appointed by the president. The president may appoint a new special committee
30 on Judicial Affairs to investigate each new matter of business to come before such a
31 committee or the president may refer such business to an already existing committee.
32 Each member of the Judicial Affairs Committee shall serve until all matters before such
33 committee have been investigated in accordance with the Bylaws, Chapter IX, reported
34 upon to the Board of Trustees and carried to a final conclusion.

35
36 The duties of the Committee shall be:

37 a. To consider any dispute arising between an applicant for membership and a
38 component society that is appealed and referred, with recommendations, to the Board
39 of Trustees.

40 b. To consider any complaint alleging professional misconduct by a member of
41 the Society and refer same, with recommendations, to the Board of Trustees.

42 c. To consider any complaint against a Trustee alleging the trustee should be
43 removed from the Board of Trustees for cause and refer the same, with
44 recommendations, to the Board of Trustees.

1
2 H. Policy Manual Committee. The Committee shall consist of three (3) members of the
3 Board appointed by the president.

4 The duties of the Committee shall be:

5 a. Conduct a review of the Society's policies adopted by the House of Delegates
6 at least every five years, beginning in 2012, so that the Board of Trustees may submit
7 its report to the House of Delegates any finding and recommendation for revisions.

8 b. On an ongoing basis, conduct a review of the Board of Trustees' policies
9 and report to the Board of Trustees any findings and recommendations for revisions.

10
11 Section 5. Removal of a Trustee for Cause.

12 A. A District may remove its trustee for cause in accordance with procedures
13 established by the Board of Trustees, which procedures shall provide for notice of the
14 charges and an opportunity for the accused to be heard in his or her defense. If a
15 District elects to remove its trustee, that action shall create a vacancy on the Board
16 which shall be filled by a member from the same District for the remainder of the term.

17
18 B. The Board of Trustees may remove a trustee for cause in accordance with
19 procedures established by the Board which shall include: notice to the trustee, in
20 writing, of the charges and allegations of the conduct purported to constitute each
21 violation, and an opportunity for the trustee to present a defense for all allegations. The
22 trustee is entitled to a representative from his or her component. Prior to the Board
23 issuing its final decision, the trustee shall retain all rights and privileges of the office.

24
25 Section 6. Trustee Vacancy. If a trustee vacates the office of trustee for any reason, the
26 component society of that trustee shall elect a replacement trustee for the remainder of
27 that term of office.

28 29 CHAPTER XIV - APPOINTIVE OFFICERS

30
31 Section 1. Number and Titles: The appointive officers of this Society shall be two (2) in
32 number: The Editor and Executive Director, as provided in Article IV, Section 2 of the
33 Constitution.

34
35 Section 2. Duties of the Editor shall be:

36 A. To be editor-in-chief of the journal and, as such, be free to editorialize his/her
37 opinions on all subjects and to exercise full editorial control over such publication
38 subject only to policies and procedures established by the Board of Trustees or these
39 Bylaws.

40
41 B. To perform such other duties as are prescribed by the Board of Trustees or these
42 Bylaws.

43
44 Section 3. Duties of the Executive Director shall be:

- 1 A. To be the chief administrative officer of the Society and responsible for maintaining
2 the membership rolls.
3
- 4 B. To prepare the necessary notices for newspapers and other publications.
5
- 6 C. To supervise the internal operations of the Society so that the minutes are
7 adequately and systematically maintained and distributed.
8
- 9 D. To maintain accurately all records.
10
- 11 E. To prepare the necessary publications and reports required of said Society.
12
- 13 F. To bill all current members directly for the annual dues of the component society, this
14 Society and the American Dental Association, and to collect such dues.
15
- 16 G. To send a list of all members in good standing to the component societies and to the
17 American Dental Association, with vouchers of their annual dues at regular intervals.
18 H. To institute and maintain the necessary financial control of the Society, including the
19 collection of dues, preparation of the budget for yearly operation and the payment of
20 expenses authorized under said budget by appropriate vouchers approved by the
21 governing board of the Society.
22
- 23 I. To receive and keep all monies belonging to the Society, and pay all current operating
24 expenses on the written order of the Treasurer.
25
- 26 J. To send a list to the American Dental Association of the delegates and alternates to
27 the House of Delegates of the American Dental Association.
28
- 29 K. To coordinate the activities of and assist all committees in regard to their specific
30 assignments and systematize the preparation of all reports of such committees.
31
- 32 L. To submit to the Board of Trustees annually a report of the receipts and
33 disbursements of the Society as audited by a Certified Public Accountant, whose
34 selection shall be approved by the Board of Trustees.
35
- 36 M. To prepare an annual report of this office with recommendations for changes the
37 executive director deems necessary.
38
- 39 N. To publish in the journal the official notice of the time and place of the annual
40 session and meetings of the House of Delegates, and to provide official notice to each
41 delegate and alternate delegate.
42

1 O. To attend such professional meetings of the Society as are necessary in connection
2 with annual and special meetings and to make all arrangements as to time, place and
3 method required to accomplish a successful Annual Session.

4
5 P. To perform such other duties which the Society shall, by proper resolution of its
6 proceedings, require, or that are prescribed by the Board of Trustees or these Bylaws.

7
8 Q. To cause to be bonded all Society Officers and Staff.

9
10 CHAPTER XV - ADA TRUSTEE AND DELEGATION TO THE AMERICAN DENTAL
11 ASSOCIATION

12
13 Section 1. Election of Nominee for ADA Trustee. The nominee for Trustee to the
14 American Dental Association from the 8th District shall be elected by the combined vote
15 of the 8th District elected delegates and alternate delegates to the ADA House of
16 Delegates. This election shall take place at the second caucus of the 8th District one
17 (1) year in advance of the beginning of the new trustee term.

18
19 Section 2. Allocation and Election of Delegates and Alternates. Delegates and
20 alternates to represent this Society in the House of Delegates of the American Dental
21 Association shall be allocated between the Chicago Dental Society area and the rest of
22 the state according to a plan adopted by the Board of Trustees. The Chicago Dental
23 Society will elect its portion of the delegation in a manner it determines, and the
24 downstate caucus will elect its portion in a manner that caucus determines. The
25 election shall be completed and reported to the Executive Director of this Society no
26 later than March 1 of each year.

27
28 Any vacated delegate or alternate delegate position that occurs before May 1st will be
29 filled by the Chicago Dental Society or the downstate caucus, depending on who
30 originally elected the vacated position. If a vacancy occurs after May 1, the ISDS
31 President will appoint a currently elected alternate delegate to fill the position of a
32 vacant delegate. No alternate delegate position will be filled on or after May 1, leaving
33 the vacancy.

34
35 Section 3. ISDS Officers and Speaker. The president, president-elect, vice president,
36 and treasurer shall be delegates, ex-officio. The Speaker of the House shall be a
37 delegate or an alternate delegate, ex-officio.

38
39 Section 4. Qualifications. Only an active, life or retired member of the Society may be
40 eligible for election as a delegate or alternate. The following requirements shall apply to
41 members in order to serve in the ADA delegation:

42 a. A member must have served previously as an ADA delegate or alternate
43 delegate, an ISDS officer or trustee, or have served as a delegate to the Society's

1 House of Delegates before becoming eligible to serve as an alternate delegate to the
2 ADA.

3 b. A member must have served a minimum of one (1) year as an ADA alternate
4 delegate, or served as an ADA delegate previously in order to serve as an ADA
5 delegate.

6 c. Current members of ADA Councils and Commissions, except the ADA Council
7 on ADA Sessions and International Programs, shall be strongly considered for positions
8 in the ADA delegation.

9

10 Section 5. Term of Office. Delegates shall be elected for a two-year term. Delegates
11 may serve a maximum of three consecutive two-year terms. Alternate delegates shall
12 be elected for a one-year term. Ex-officio members shall serve one-year terms.

13 Members may serve a maximum of six (6) consecutive years, after which time a
14 member may not serve as a delegate or alternate delegate for at least one year.

15 This Section shall not be construed to prohibit ex-officio delegates from serving
16 as delegates or alternate delegates, no matter how many consecutive years of service
17 they have incurred. However, ex-officio delegate years of service, as well as any
18 consecutive years immediately prior to and /or immediately following ex-officio years,
19 shall be counted in determining the number of consecutive years served.

20

21 Section 6. Official Representatives. The delegates and alternate delegates shall be the
22 official representatives of this Society in the House of Delegates of the American Dental
23 Association, empowered to act individually on any matter that comes before that body.
24 It shall be the duty of each delegate to attend each meeting of each House during
25 his/her term of office and to participate in the deliberations and actions thereof in a
26 manner that will promote the best interests of the American Dental Association and this
27 Society.

28

29 Section 7. Alternate Delegates' Duties. It shall be the duty of each alternate to attend
30 sessions of the House of Delegates of the American Dental Association during the
31 alternate's term of office, and to succeed to the office of delegate and assume those
32 duties in case of a vacancy.

33

34 CHAPTER XVI - OFFICIAL JOURNAL

35

36 Section 1. Publication: This Society shall publish an official journal.

37

38 Section 2. Object: The object of the journal shall be to report, chronicle and evaluate
39 activities of scientific and professional interest to members of this Society.

40 Section 3. Frequency of Issue: The frequency of issue of the journal shall be
41 determined by the Board of Trustees.

42

43 Section 4. Subscription and Advertising Rates: Subscription and advertising rates of the
44 journal shall be determined by the Board of Trustees.

1
2 Section 5. Editor: The editor of this Society shall be the editor of the journal.

3
4 CHAPTER XVII - FINANCES

5
6 Section 1. Fiscal Year: The fiscal year of this Society shall begin on January 1 of each
7 calendar year and shall end on December 31 of the same calendar year.

8
9 Section 2. Operating Fund: The Operating Fund shall consist of all monies received by
10 the Society, other than those specifically allocated to other funds by the Bylaws. This
11 fund shall be used in defraying all expenses incurred by the Society not otherwise
12 provided for in the Bylaws.

13
14 Section 3. Reserve Fund: This fund shall consist of monies allocated to it by vote of the
15 Board of Trustees or the House of Delegates. No withdrawal may be made from the
16 reserve fund except on vote of the Board of Trustees or the House of Delegates.

17
18 Section 4. Investment Policy: The funds shall be invested in accordance with the written
19 Investment Policy Statement and Investment Guidelines adopted by the Board of
20 Trustees.

21
22 CHAPTER XVIII - HISTORIAN

23
24 Section 1. Duties: The duties of the Historian shall be:

25 A. To oversee the gathering, compilation and maintenance of all data, artifacts and
26 memorabilia relating to developments, transactions, and progress of this Society

27
28 B. To assist the Society in the observance of important events in the history of the
29 Society or in special historical projects within the budget appropriated for these uses by
30 the Board of Trustees.

31
32 Section 2. Term of Office: The Historian shall be appointed for a term of five (5) years
33 by the Board of Trustees. No person shall serve more than two (2) terms.

34
35 Section 3. Vacancy: In the event of a vacancy in the office of Historian, for any reason,
36 the Board of Trustees shall appoint a replacement who shall begin a new five (5) year
37 term as provided in Section 2 above.

38
39 CHAPTER XIX - INDEMNIFICATION OF OFFICERS AND TRUSTEES

40
41 The Society shall indemnify and hold harmless each officer and each trustee now
42 or hereafter serving the Society from and against any and all claims and liabilities to
43 which he/she may be or become subject to by reason now or hereafter being or having
44 heretofore been an officer and/or trustee of the Society and/or by reason of their alleged

1 acts or omissions as an officer and/or trustee of the Society. It shall reimburse each
2 officer and trustee of the Society for all legal and other expenses reasonably incurred in
3 connection with defending against any such claims or liabilities, provided, however, that
4 no officer or trustee shall be indemnified against or be reimbursed for any expenses
5 incurred in defending against any claim or liability arising out of his/her own negligence
6 or willful misconduct. The foregoing rights of officers and trustee shall not be exclusive
7 of other rights to which they may be entitled lawfully.

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