

CONSTITUTION and BYLAWS  
of the  
ILLINOIS STATE DENTAL SOCIETY  
Revised September 2023

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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 on the official ISDS website, [www.isds.org](http://www.isds.org). Membership will be alerted at  
31 least thirty (30) days 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  
43 E. Dental Hygienist Members. The dues of dental hygienist members shall be set by  
44 the Board of Trustees and are due January 1 of each year.

1  
2 F. Honorary Members. Honorary members shall be exempt from payment of dues to  
3 this Society.  
4  
5 G. Student Members. Student members shall be exempt from payment of dues to this  
6 Society.  
7  
8 H. Provisional Members. The dues of provisional members shall be calculated on the  
9 same basis as all newly graduated active members receiving temporary dues  
10 exemptions outlined in paragraph M(c) of this Section.  
11  
12 I. Dental Hygiene Student Members. The dues of dental hygiene student members  
13 shall be set by the Board of Trustees and are due January 1 of each year.  
14  
15 J. Allied Members. The dues of allied members shall be set by the Board of Trustees  
16 and are due January 1 of each year.  
17  
18 K. Journal Subscription. The subscription rate of the journal shall be included in the  
19 annual dues prescribed above for all active, active life, retired, dental hygienist, student,  
20 provisional, and dental hygiene student members. Retired life, associate, allied and  
21 honorary members shall pay an annual subscription rate.  
22  
23 L. Temporary Dues Exemptions. Certain members of this Society shall be granted  
24 temporary exemption from payment of dues.  
25     a. Members on Relief. A member of this Society, while receiving assistance from  
26 the Relief Fund of the Society, shall be granted temporary exemption from payment  
27 of dues.  
28     b. Members in Federal Dental Service. An active member of this Society,  
29 temporarily on active duty with a federal dental service on a non-career basis, shall  
30 be exempt from payment of dues during the period of such duty.  
31     c. New Graduates. On a one-time basis, the dentist, when awarded a D.D.S. or  
32 D.M.D., shall be exempt from payment of active member dues for the balance of the  
33 year of graduation and for the first full calendar year following the year in which the  
34 degree was awarded, fifty percent (50%) of active member dues in the second year,  
35 and one hundred percent (100%) of active member dues in the third year, and  
36 thereafter.  
37     d. Members Suffering Hardship. A member of this Society in good standing who  
38 has suffered a significant financial hardship that prohibits payment of full dues may  
39 be excused from the payment of fifty percent (50%), seventy-five percent (75%) or all of  
40 the current year's active member dues as determined by the member's component  
41 dental society. The component society secretary shall certify the reason for the waiver,  
42 and the component society shall provide the same proportionate waiver of dues as that  
43 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.

1 Section 3. Election of Delegates and Alternate Delegates:

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

9

10 B. Delegates and alternate delegates shall be elected at a meeting of the general  
11 membership of each component or branch at least thirty (30) days prior to the annual  
12 session and in an elective manner as determined by each component. Each district will  
13 organize its delegation as it determines, electing one delegate to serve as a chair of the  
14 delegation. Delegates representing dental students shall be elected by members of the  
15 American Student Dental Association in each of the dental schools.

16

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

25

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

32

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

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

42 A. The Speaker of the House shall be elected annually by the House for the following  
43 year. The Speaker shall be an ex-officio member of the Board of Trustees, but shall not  
44 have voting privileges. The Speaker shall not be an officer or trustee of the Society.

1  
2 B. The Vice-Speaker of the House shall be elected annually by the House, and shall not  
3 be an officer, trustee, delegate or alternate delegate of the Society.  
4

5 C. The Secretary of the House shall be the Executive Director of the Society.  
6

7 D. Duties.

8 a. Speaker. The Speaker shall preside at all meetings of the House of Delegates  
9 and determine the order of business for all meetings subject to the approval of the  
10 House of Delegates, appoint tellers to assist in determining the result of any action  
11 taken by vote and perform such other duties as custom and parliamentary usage  
12 require.

13 b. Vice-Speaker. The Vice-Speaker shall assume the duties of the Speaker with all  
14 rights and privileges of the Speaker in the event the Speaker cannot perform these  
15 functions. The Vice-Speaker may also preside as Chair of the House of Delegates at  
16 the discretion of the Speaker.

17 c. Secretary. The Secretary of the House of Delegates shall serve as the recording  
18 officer of the House and the custodian of its records, and shall cause a record of the  
19 proceedings of the House to be published as the official transactions of the House.  
20 If the Secretary is unable to perform these duties, the Speaker may appoint a Secretary  
21 pro tem.  
22

23 Section 10. Credentials Committee: The Speaker shall appoint a credentials committee  
24 of six (6) delegates for each meeting of the House as follows: three (3) delegates from  
25 the Chicago district, and three (3) delegates from the remaining districts. The  
26 Credentials Committee shall verify the validity of each delegate's credentials and shall  
27 oversee the seating of the delegates.  
28

29 Section 11. Reference Committee:

30 A. Reference Committees of the House shall be composed of at least five (5) delegates  
31 who shall be appointed by the President at least sixty (60) days in advance of the  
32 annual session. It shall be the duty of a reference committee to consider reports and  
33 resolutions referred to it, conduct open hearings for all members of the Society, and  
34 report its recommendations to the House.  
35

36 B. Two reference committees shall be appointed each year. Resolutions shall be  
37 referred to the reference committees by the Speaker of the House with the approval of  
38 the House of Delegates at the Opening Meeting. Special reference committees may be  
39 appointed by the President in consultation with the Board on a year- to-year basis.  
40

41 Section 12. Conduct of Business: All resolutions considered by the House must be  
42 offered in writing by the President, the Board of Trustees, a Society committee, by one  
43 of the component societies, or signed by five (5) members in good standing provided  
44 such resolutions are received at the ISDS headquarters at least 15 days prior to the

1 opening meeting of the House of Delegates. Less than 15 days prior to the opening  
2 meeting, resolutions may be submitted only by a component society or by the Board of  
3 Trustees.  
4

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

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

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

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

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

42 Section 16. Policies. The House of Delegates may establish, amend or delete any  
43 policy of the Society by a majority vote. At least once every five years the Board of  
44 Trustees shall review Society policy and report to the House of Delegates its findings



1 and recommendations for revision. The first report shall be to the 2012 House of  
2 Delegates.

3  
4 Section 17. Conflict of Interest.

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

10  
11 B. Disclosure Policy Reading. The disclosure policy contained on the written agenda for  
12 any meeting of House of Delegates is to be read at the opening of each meeting of the  
13 House of Delegates.

14  
15 C. Disclosure Before Speaking. When speaking on the floor of the House of Delegates  
16 or in Reference Committees, those individuals/members shall first identify those  
17 relationships identified during the Disclosure Policy Reading before speaking on an  
18 issue related to such conflict of interest.

19  
20 CHAPTER III - ELECTIVE OFFICERS

21  
22 Section 1. Number and Title: The elective officers of this Society shall be five (5) in  
23 number: president, president elect, vice president, treasurer and secretary, as provided  
24 in Article IV, Section 1 of the Constitution.

25  
26 Section 2. Nominations and Elections: The elective officers shall be nominated and  
27 elected in accordance with Chapter V, of the Bylaws.

28  
29 Section 3. Duties:

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

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

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

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

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

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

41 f. To be a delegate ex-officio to the American Dental Association, and chair of the  
42 Society's delegation.

43 g. To appoint ad hoc committees of the Society upon the request of the Board of  
44 Trustees.

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

1 to be heard in his or her defense. The affirmative vote of two-thirds of the delegates  
2 present and voting is required to remove an elective officer from office.

3  
4 Section 5. Vacancy in Offices.

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

10  
11 B. Full Term Vacancy. In the case of a vacancy in the office of president, a new  
12 secretary shall be elected in accord with Ch. V, Section 2 of the bylaws. In the case of  
13 a vacancy in the office of president-elect, vice president, treasurer or secretary, two  
14 elections will be held as follows:

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

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

20  
21 CHAPTER IV - STANDING COMMITTEES

22  
23 Section 1. Numbers and Name: The standing committees of this Society shall be  
24 twelve (12) in number as follows:

- 25  
26 Committee on Access to Care  
27 ~~Committee on Allied Dental Personnel \*~~  
28 Committee on Annual Session  
29 Committee on Communication  
30 ~~Committee on Dental Benefits \*~~  
31 Committee on Dental Education  
32 Committee on Dental Benefits and Practice  
33 Committee on Diversity, Equity, and Inclusion  
34 Committee on Governmental Affairs  
35 Committee on Membership  
36 Committee on Member Services  
37 Committee on the New Dentist and Leadership Development  
38 ~~Committee on Mediation and Clinical Peer Review \*~~  
39

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

42  
43 *\* Denotes committee was eliminated at the 2022 House of Delegates. For historical purposes, these*  
44 *committees will remain stricken-through in the ISDS bylaws for a period of time until the conclusion of the*  
45 *2024 ISDS House of Delegates, at which point will be fully deleted from the bylaws.*

1  
2 Section 3. Qualifications: Each member of a committee must be an active, retired, life,  
3 dental hygienist, or allied member in good standing of this Society. Should the status of  
4 any member change in regard to the preceding qualifications during that member's term  
5 of office, that office shall be declared vacant and the president shall fill such vacancy as  
6 provided in Section 9 of this Chapter of the Bylaws. With the exception of the president,  
7 members of the Board of Trustees shall not serve on standing committees.  
8

9 Section 4. Conflict of Interest: All ISDS Committees will use an adapted version of the  
10 ISDS Board of Trustees Conflict of Interest Policy and procedure, as contained in the  
11 Board of Trustees Policy Manual under Board Operations, Section VII "Possible Conflict  
12 of Interest & Board Questionnaire". Further, completed conflict of interest disclosure  
13 forms of members who will be starting their first term on a committee will be distributed  
14 to the ISDS Committee on Committees to review the disclosure forms prior to  
15 nomination to the Board of Trustees for approval. All current ISDS committee members  
16 will be required to promptly disclose any changes in potential or actual conflicts during  
17 their committee terms(s) and complete and annual written attestation form. Such  
18 disclosure shall be made to the Executive Director and Chair of the Committee on  
19 Committees. Completed conflict of interest disclosure forms of nominees made by  
20 Committee on Committees will be provided to the Board of Trustees upon request. All  
21 completed conflict of interest disclosure forms of approved committee members will be  
22 provided to the Chair of each ISDS Committee prior to the Committee's first meeting of  
23 the new committee year.  
24

25 Section 5. Term of Office: The members of each committee, except the Committee on  
26 Annual Session, shall be appointed for a period of three years, renewable once, for a  
27 maximum of six (6) consecutive years. Where special circumstances exist, the Board of  
28 Trustees by a 3/4 majority vote may appoint a committee member beyond the term set  
29 forth in this section. As new committees are formed, staggered terms of one, two and  
30 three years shall be designated initially to provide continuity for subsequent  
31 appointments.  
32

33 Section 6. Nominations and Elections: Nominations for all committee members shall be  
34 made by the president-elect upon advice of the members of the Society through  
35 recommendations to the Board of Trustees and the Committee on Committees.  
36 Additionally, nominations may be made by any member of the Board of Trustees.  
37 Election shall be by a majority vote of the members of the Board of Trustees present  
38 and voting. The number of members serving on each committee may vary by activity  
39 level, tasks and goals of the committee. Appointment of Dental Hygienist and Allied  
40 members is encouraged across all appropriate committees, especially on the  
41 Committee on Dental Benefits and Practice.  
42

43 Section 7. Chair: The chair of each committee shall be appointed annually by the Board  
44 of Trustees. The chair may serve more than one (1) year in this capacity. The

1 committee chair will appoint an interim chair, from the committee, to serve in the case of  
2 his/her absence.

3  
4 Section 8. Quorum: A majority of the total number of members of any committee shall  
5 constitute a quorum for the transaction of business.

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

15  
16 Section 10. Periodic Review of Standing Committees: The structure, composition, and  
17 tenure of each Standing Committee shall be reviewed periodically. The first review shall  
18 occur in 1990 and subsequent reviews shall occur each five (5) years thereafter.

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

24  
25 Section 11. Duties:

26 A. Common Duties of All Committees.

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

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

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

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

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

1 f. Representation before Other Bodies. Individual members, standing committees,  
2 special or subcommittees, as such, shall not be empowered to represent this  
3 Society in negotiations with representatives of other bodies such as the American  
4 Dental Association, official agencies of the State of Illinois, specialty groups,  
5 purveyors, or administrators of Dental Care Plans, etc., when such negotiations  
6 involve matters affecting the policy of this Society; except when clearance for such  
7 negotiations shall have been arranged through both the chair of the appropriate  
8 committee and the Board of Trustees or the Executive Committee.

9  
10 B. Committee on Access to Care.

11 The duties of the committee shall be:

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

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

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

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

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

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

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

31  
32 C. Committee on Annual Session. The committee shall consist of members, each  
33 appointed for a period of three (3) years only. New members shall be appointed each  
34 year by the vice president. One member shall be designated to serve as general chair  
35 for each year by the chair of the Committee on Committees.

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

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

- 1 D. Committee on Communications. The Editor shall be an ex-officio member of the  
2 committee. When practical, appointments shall be made with geographic distribution. A  
3 representative of the Chicago Dental Society Communications Committee shall be  
4 appointed annually to serve as a liaison. The duties of the committee shall be:
- 5 a. To establish, coordinate and evaluate all programs designed to enhance the  
6 public image of the profession.
  - 7 b. To serve as the agent for other standing committees when public relations are  
8 involved.
  - 9 c. To cooperate with its counterparts at the component level to ensure a well  
10 informed and coordinated effort.
  - 11 d. To assist component societies in the development of policies and programs for  
12 the improvement of the dental health of the public within their jurisdiction.
  - 13 e. To maintain close cooperation with the Dental Division of the Department of  
14 Public Health of the State of Illinois.
  - 15 f. To prepare and publish the journal
  - 16 g. To publish the Transactions of the Society in such form as may be designated by  
17 the Board of Trustees.
  - 18 h. To print at the beginning of each number of the journal and each volume of the  
19 Transactions the following disclaimer: "The Illinois State Dental Society is not  
20 responsible for the opinions, views, or statements made in any essay, discussion, or in  
21 the proceedings which are presented before the Society."  
22
- 23 E. Committee on Dental Education. The duties of the committee shall be:
- 24 a. To prepare and develop plans for courses of study to be sponsored by the  
25 Society and present such plans for action of the Board of Trustees conforming with  
26 policies adopted by the Board.
  - 27 b. To arrange for the presentation of approved programs of continuing study for the  
28 dental team by the Society.
  - 29 c. To maintain professional cooperation between the Society and the schools of  
30 dentistry in the State of Illinois.  
31
- 32 F. Committee on Dental Benefits and Practice. The duties of this committee shall be:
- 33 a. To monitor and educate the membership on any aspects involving running a  
34 dental office including, but not limited to, dental benefits, emerging technology, staffing,  
35 OSHA compliance, infection control and practice management.  
36
- 37 G. Committee on Diversity, Equity, and Inclusion. The duties of the committee shall be:
- 38 a. To give guidance and make recommendations to the Board of Trustees on  
39 matters related to diversity, equity, and inclusion.
  - 40 b. To monitor ISDS policies and bylaws and recommend amendments and public  
41 policy that ensure alignment with the Society's diversity, equity, and inclusion efforts.
  - 42 c. To collaborate with component societies on behalf of the ISDS Board of Trustees  
43 to offer assistance to promote diversity, equity and inclusion.
  - 44 d. To provide leadership training and mentorship.

1 H. Committee on Governmental Affairs. When practical, the appointed chair and/or vice  
2 chair should reside near Springfield, Illinois. One of the members shall be the president  
3 of the DENT-IL-PAC, appointed for the duration of that office. The duties of the  
4 committee shall be:

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

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

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

16 d. To work with the State Board of Dentistry and other state agencies to promote and  
17 monitor the dental health of the public and to enhance the practice of dentistry, and to  
18 constructively evaluate the activities of other state agencies and advocate on  
19 behalf of the interest of dentists and the dental profession.

20 e. Each year the president will appoint a sub-committee within this committee, to  
21 focus on the Capital Conference. It shall be the duty of this sub-committee to assist in  
22 the program planning of the annual Capital Conference which will focus its agenda on  
23 legislative, political and governmental topics.

24  
25 I. Committee on Membership. The committee shall consist of eleven (11) members as  
26 follows: Seven (7) representatives from downstate and when practical, appointments  
27 shall be made with geographic distribution throughout downstate, Three (3)  
28 representatives from the Chicago District, and One (1) Dental Hygienist member. In  
29 addition, each Illinois dental school shall have one non-voting dental student member  
30 serving one two-year term. Dental student members shall not be counted to determine a  
31 quorum. Non-voting dental student members shall have all the privileges of committee  
32 membership other than the right to vote. The duties of the committee shall be:

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

34 b. To conduct a program of membership recruitment and retention of members to  
35 this Society.

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

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

40

41 J. Committee on Member Services. The duties of the committee shall be:

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



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

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

5  
6 K. Committee on the New Dentist and Leadership Development. The committee shall  
7 consist of members who have been out of dental school no more than ten (10) years. In  
8 addition, each Illinois dental school shall have one non-voting dental student member  
9 serving one two-year term. Dental student members shall not be counted to determine a  
10 quorum. Non-voting dental student members shall have all the privileges of committee  
11 membership other than the right to vote.

12 The duties of the committee shall be:

13 a. To advise the Board of Trustees about the needs and problems of the new  
14 dentist.

15 b. To advise ISDS on issues and programs of recruitment and retention of new  
16 dentist members.

17 c. To advise the Board of Trustees on the continuing education needs of the new  
18 dentist.

19 d. To foster peer group interaction for new dentists in order to encourage continued  
20 involvement in organized dentistry and to encourage participation of the new dentist  
21 on ISDS committees.

22 e. To foster programs encouraging leadership development among all members.

## 23 24 CHAPTER V - ELECTION OF OFFICERS AND TRUSTEES

25  
26 Section 1. The House shall elect a president-elect, vice-president, treasurer, secretary,  
27 speaker, vice-speaker, and a trustee at-large. At the opening meeting of the House of  
28 Delegates, nominations shall be made from the floor. No nominating speech shall  
29 exceed three (3) minutes in length. Seconding speeches for any nominee shall be  
30 limited to one (1) minute in length and two (2) in number. In uncontested elections,  
31 there shall be one (1) seconding speech limited to one (1) minute in length. There shall  
32 be no nominating speeches for the position of trustee at-large, however notice of intent  
33 to run for the position must be filed with the Secretary in advance to be included on the  
34 official ballot. Voting shall be by official ballot and the Secretary shall provide facilities  
35 for voting and for the certification of each voter. The vote in contested races shall be  
36 held on the day of the business meeting. When there is only one candidate for an  
37 elective office according to this section, that candidate shall be declared to be elected  
38 without the requirement of taking a ballot vote in the House of Delegates.

39 A candidate receiving a majority of the votes cast for any office on any ballot  
40 shall be considered elected. In the event no candidate receives a majority of the votes  
41 cast on any ballot, the candidate receiving the least number of votes shall be eliminated  
42 and an additional ballot or ballots shall be held until one candidate receives a majority of  
43 the votes cast for that office.

1 A candidate for the trustee at-large position shall not formally announce for office  
2 until the final day of the ISDS Annual Session House of Delegates meeting immediately  
3 preceding their candidacy. Candidates announcing after the final day of ISDS Annual  
4 Session House of Delegates must inform the Secretary of the House of their intent to  
5 run for the trustee at-large position. Campaign activities for the trustee at-large position  
6 will be limited to only a three-minute speech at the Opening Meeting of the House of  
7 Delegates in the year of the election.

8  
9 Section 2. The trustee at-large must have served in the House of Delegates for a  
10 minimum of three (3) terms to qualify as a candidate for the position. The trustee at-  
11 large shall serve a term of three (3) years, with the first term to begin at the close of the  
12 2023 House of Delegates. The trustee at-large may be elected from any component  
13 society of the Illinois State Dental Society.

14  
15 Section 3. Candidates for the office of Secretary of the Society as provided in the  
16 Constitution, Article IV, Section 1 shall rotate in the following order: Chicago District, all  
17 remaining districts, all districts. No member shall be eligible for an elective office who  
18 has been a member of this Society for less than five (5) years.

19  
20 Section 4. Each district entitled that year to elect members of the Board of Trustees  
21 shall conduct said election prior to the business meeting of the House. It shall elect a  
22 member or members of the Board of Trustees to serve a term of three (3) years each.

23  
24 Section 5. All officers, trustees, speaker and vice-speaker who are elected shall be  
25 installed and assume their duties at the termination of the last meeting of the annual  
26 session at which they are elected.

27  
28 Section 6. A trustee, having served a full term, shall not be eligible for a period of three  
29 (3) years for reelection.

30  
31 Section 7. Component societies in a district shall be represented on the Board in the  
32 order and combination of components as reflected in Chapter XII.

### 33 34 CHAPTER VI - ANNUAL SESSION

35  
36 Section 1. The annual session of the Society shall be held at a time and place selected  
37 by the Board of Trustees. It shall be devoted to an address by the president, the  
38 presentation and discussion of essays and clinics, House of Delegates, and other  
39 matters of interest to the profession.

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

1 Section 2. The opening general meeting of the House of Delegates shall be the first  
2 meeting of the annual session and shall convene no later than the second day of the  
3 annual session.

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

7  
8 Section 4. Scientific sessions of this Society shall be held for the purpose of  
9 disseminating information pertaining to the science and art of dentistry through the  
10 media of lectures, essays, clinics, discussions, and scientific and technical exhibits  
11 which may be of interest to the members of this Society.

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

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

19  
20 Section 5. The Committee on the Annual Session shall have full charge of all  
21 arrangements for clinics presented during the annual session and shall determine the  
22 number and type. Only members of the Society in good standing, office assistants and  
23 hygienists of members in good standing properly vouched for, members of their  
24 immediate families, members of the state medical societies, members of the American  
25 Dental Association and those having made application for membership whose  
26 application bears the written endorsement of two (2) members of this Society in good  
27 standing, students of dental colleges, members in good standing of the Illinois Dental  
28 Laboratory Association, and dental laboratory technicians who have been vouched for  
29 by a member of this Society in good standing shall be admitted to the clinics.

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

33  
34 Section 6. No person who is not a member of this Society shall be admitted to the  
35 business meeting, except upon approval of the Speaker or Secretary of the House. No  
36 member without the official badge issued at the registration desk shall be admitted to  
37 the business meeting of the Society. No person without the official badge issued at the  
38 registration desk shall be entitled to attend scientific sessions or clinics of the Society.

39  
40 Section 7. All non-members shall register.

#### 41 42 CHAPTER VII - RULES OF ORDER

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

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CHAPTER VIII - AMENDMENTS

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

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

CHAPTER IX - PROFESSIONAL CONDUCT

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

Section 1. Conduct Subject to Discipline: Any member of this Society who has been (1) found guilty of a felony, (2) found guilty of violating the Illinois Dental Practice Act, or (3) who violates these Bylaws or the "Principles of Ethics and Code of Professional Conduct of the Illinois State Dental Society" may be disciplined for such conduct. An active member, a life member, or the Board of Trustees of this Society may bring a complaint against any member of this Society for such conduct. Any such complaint shall be transmitted in writing to the Executive Director of the Illinois State Dental Society.

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

1 Section 3. Disciplinary Proceedings: Before a disciplinary penalty is invoked against a  
2 member, the following procedures shall be followed by the Illinois State Dental Society  
3 with respect to any complaint:  
4

5 A. Hearing. The accused member shall be entitled to a hearing before the Policy and  
6 Structure Committee at which the member shall be given the opportunity to present a  
7 defense to all complaints. The Committee shall permit the accused member to be  
8 represented by legal counsel.  
9

10 B. Notice. The accused member shall be notified in writing of complaints brought  
11 against the member and of the time and place of the hearing, such notice to be sent by  
12 registered letter addressed to the member's last known address and mailed not less  
13 than twenty-one (21) days prior to the date set for the hearing. An accused member,  
14 upon request, shall be granted one postponement for a period not to exceed thirty (30)  
15 days.  
16

17 C. Complaint. The written complaints shall include an officially certified copy of the  
18 alleged conviction or determination of guilt, or a specification of the Bylaw or ethical  
19 provisions alleged to have been violated, as the case may be, and a description of the  
20 conduct alleged to constitute each violation.  
21

22 D. Recommendation of Policy and Structure Committee. After the hearing, the Policy  
23 and Structure Committee shall make a recommendation in writing to the Board of  
24 Trustees with respect to each complaint which it has considered. Such  
25 recommendation shall represent the conclusions of a majority of the Policy and  
26 Structure Committee. Such written recommendation shall specify the complaints made  
27 against the member, the facts which substantiate or invalidate any or all of the  
28 complaints, and the recommendation of the Policy and Structure Committee as to an  
29 appropriate disciplinary penalty, if any. Within ten (10) days of the date on which the  
30 written recommendation is forwarded to the Board of Trustees, a copy thereof shall be  
31 sent by registered mail to the last known address of the accused member and the  
32 complainant. Each accused member and each complainant, if other than the Board of  
33 Trustees, shall be entitled to submit a written brief in support of each position to the  
34 Board of Trustees. A party shall be entitled to submit a written brief only if it is filed  
35 within forty-five (45) days after a recommendation has been made by the Policy and  
36 Structure Committee.  
37

38 E. Decisions. The Board of Trustees, acting at its next regularly scheduled meeting,  
39 after the receipt of the written recommendations of the Policy and Structure Committee,  
40 the transcript of the record of the hearing, and the written briefs of the parties, if any,  
41 shall make a decision as to the disciplinary penalties, if any, which shall be imposed  
42 upon an accused member pursuant to Section 2 of this Chapter. Every decision which  
43 shall result in censure, suspension, or expulsion or in probation shall be reduced to  
44 writing and shall specify the charges made against the member, the facts which

1 substantiate any or all of the charges, the verdict rendered, the penalty imposed or,  
2 when appropriate, the suspended penalty imposed and the conditions for probation, and  
3 a notice shall be mailed to the accused member informing the accused of the right of  
4 appeal. Within ten (10) days of the date on which the decision is rendered, a copy  
5 thereof shall be sent by registered mail to the last known address of each of the  
6 following parties: the accused member; the secretary of the component society of which  
7 the accused is a member; the Chair of the Council of Ethics, Bylaws, and Judicial Affairs  
8 of the American Dental Association, and the Executive Director of the American Dental  
9 Association.

10  
11 F. Appeals. An accused member under sentence of censure, suspension, or  
12 expulsion, or in probation shall have the right to appeal from the decision of the Board of  
13 Trustees to the Council on Ethics, Bylaws, and Judicial Affairs of the American Dental  
14 Association by filing an appeal in affidavit form with the Chair of the Council on Ethics,  
15 Bylaws, and Judicial Affairs. An appeal from any decision shall not be valid unless  
16 notice of appeal is filed within thirty (30) days and unless the procedures for the  
17 prosecution of appeals are followed in accordance with Chapter XI of the Bylaws of the  
18 American Dental Association. No decision of the Board of Trustees shall become final  
19 while an appeal therefrom is pending or until the thirty (30) day period for filing notice of  
20 appeal has elapsed. In the event of a sentence of expulsion and no notice of appeal is  
21 received within the thirty (30) day period, the Executive Director of the Society shall  
22 notify all parties of the failure of the accused member to file an appeal. The sentence of  
23 expulsion shall take effect on the date the parties are notified.

## 24 25 CHAPTER X - COMPONENT SOCIETIES

26  
27 Section 1. Organization: A component society may be organized and chartered, subject  
28 to the approval of the House of Delegates, upon the application of at least twenty-five  
29 (25) dentists practicing in any prescribed territory in Illinois, who are active or life  
30 members, in good standing, of this Society. The Headquarters Office  
31 of this Society is authorized to issue a charter, in a form approved by the Board of  
32 Trustees, to each component society denoting its name and territorial jurisdiction. No  
33 such society shall be chartered in any prescribed territory in Illinois in which a  
34 component society is already chartered by this Society. The House of Delegates may  
35 at any time, for good and sufficient cause, revoke the charter of any component society.

36  
37 Section 2. Name: Each component society shall be given a name in conformity with a  
38 recommendation made by the governing body of such component society subject to the  
39 approval of the Board of Trustees.

40  
41 Section 3. Powers and Duties:

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

1  
2 B. It shall have the power to organize its members into branch societies within the limits  
3 imposed by Chapter XI of the Bylaws.

4  
5 C. It shall have the power to provide for its financial support and to make laws, rules,  
6 and regulations to govern its members, provided such laws, rules, and regulations do  
7 not conflict with these Bylaws.

8  
9 D. It shall have the duty to elect delegates and alternate delegates to the House of  
10 Delegates of this Society according to Chapter II, Section 1B of these Bylaws. A  
11 component society may delegate this function to its branch societies.

12  
13 E. The secretary of each component society shall keep a roster of its members and  
14 endeavor to obtain a complete list of the dentists within the jurisdiction of that society  
15 who are eligible for membership.

16  
17 Section 4. Membership: The fully privileged membership of each component society  
18 shall be dentists practicing within the territorial jurisdiction of such component society or  
19 dentists officially assigned to a component by the Board of Trustees, or to dentists in  
20 federal dental service, provided that such dentists are fully privileged members in good  
21 standing of this Society and the American Dental Association. Any dentist who has  
22 retired from active practice or who is engaged in activities furthering the object of this  
23 Society may be considered to be practicing dentistry within the meaning of this section.

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

29 In special instances, when a member's dental practice approximates an adjacent  
30 component society and it would be geographically more convenient for that member to  
31 be affiliated with such component society, on an educational and referral basis, the  
32 member may present a request for transfer of membership to the Board of Trustees for  
33 review and official assignment. The decision of the Board of Trustees shall be binding.

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

38  
39 Section 5. Officers: The officers of a component society shall be president, secretary,  
40 treasurer, and such others as may be prescribed in its constitution and bylaws.

41  
42 Section 6. Business Sessions: A component society shall hold a business session at  
43 least once each calendar year. Each component society shall nominate and elect its  
44 officers annually.

1  
2 Section 7. Principles and Standards of Ethics: Both the "Principles of Ethics and the  
3 Code of Professional Conduct" of the American Dental Association and of this Society  
4 shall be the instruments used for governing the professional conduct of the members of  
5 a component society and this Society.  
6

7 Section 8. Constitution and Bylaws: Each component society shall adopt and maintain  
8 a constitution and bylaws which shall be revised regularly and shall not be in conflict  
9 with the Constitution and Bylaws of this Society or that of the American Dental  
10 Association and shall file a copy thereof, and any changes or revisions which may be  
11 made thereafter, with the Executive Director of this Society.  
12

### 13 CHAPTER XI - BRANCH SOCIETIES 14

15 Branch Societies of a component society may be organized in conformity with a plan  
16 approved by the component society of which they will be recognized entities. The fully  
17 privileged members of each branch society shall be dentists who are members in good  
18 standing of the component society, this Society and the American Dental Association.  
19

### 20 CHAPTER XII – TRUSTEE DISTRICTS 21

#### 22 Section 1. Organization of Trustee Districts.

23 This Society shall be divided into eight (8) trustee districts, composed of component  
24 societies designated as follows:  
25

26 Northwestern District. Component Societies: Winnebago, U.S. Grant, McHenry.  
27 Trustee, one (1).

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

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

32 Central District. Component Societies: McLean County, Prairie Valley, Peoria. Trustee,  
33 one (1).

34 Central Western District. Component Societies: Madison, G.V. Black, T.L. Gilmer.  
35 Trustee, one (1).

36 Central Eastern District. Component Societies: Illini, Eastern Illinois, Decatur. Trustee,  
37 one (1).

38 Southern District. Component Societies: Wabash, St. Clair, Southern Illinois.  
39 Trustee, one (1).

40 Chicago District. Component Society: Chicago. Trustees, seven (7).  
41

#### 42 Section 2. Rotation of Trustee Districts

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



1  
2 Northwestern District: McHenry, Winnebago, U.S. Grant, McHenry, Winnebago,  
3 McHenry, US Grant, Winnebago (repeat).  
4 Northeastern District: Will County, Fox River Valley, Kankakee, Fox River Valley  
5 (repeat).  
6 Central Northern District: Rock Island, Whiteside-Lee, Illinois Valley (repeat).  
7 Central District: Peoria District, McLean County, Peoria District, Prairie Valley,  
8 McLean County (repeat).  
9 Central Western District: T.L. Gilmer, Madison, G.V. Black, Madison; T.L. Gilmer,  
10 G.V. Black, Madison, G.V. Black (repeat from start).  
11 Central Eastern District: Decatur, Illini, Eastern Illinois, (repeat).  
12 Southern District: Southern Illinois, Wabash, St. Clair (repeat).  
13

### 14 Section 3: Periodic Review of Membership Distribution

15 The Board of Trustees shall appoint a Special Committee on a periodic basis to study  
16 membership distribution, the assignment of trustees and the rotation of trustees within  
17 districts and assess the need for redistricting. The first review shall occur in 2012 and  
18 subsequent reviews shall occur each five years thereafter.

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

21 If, in a district, a component elects not to submit a candidate for trustee during its  
22 normal rotation, the opportunity to fill that position will go to the next component in the  
23 rotation. The component that chooses to be bypassed will wait through the entire  
24 rotation before submitting its next candidate for trustee.  
25

## 26 CHAPTER XIII - BOARD OF TRUSTEES

27

28 Section 1. Composition: The Board of Trustees shall consist of the president,  
29 president-elect, vice president, treasurer, secretary, fourteen (14) elected trustees as  
30 provided in Chapter XII, one (1) trustee at-large as provided in Chapter V, and the Chair  
31 of the ISDS New Dentist Committee; and ex-officio, the Speaker of the House of  
32 Delegates, who shall not have the power to vote.  
33

### 34 Section 2. Meetings of the Board of Trustees:

35 A. The Board of Trustees shall meet immediately at the close of each annual session of  
36 the Society for organizational purposes and business requiring immediate action.  
37

38 B. The annual meeting of the Board of Trustees shall convene the day previous to the  
39 annual session of the Society. The annual reports of the Executive Director and the  
40 Treasurer will be presented at this meeting along with annual reports of all committees.  
41

42 C. The Board of Trustees shall convene in three (3) additional meetings during the fiscal  
43 year at times most feasible in relation to the business of the Society, as determined by  
44 the Board of Trustees.

1 D. A special meeting may be called at any time by the president of the Society, or at the  
2 request of five (5) or more members of the Board of Trustees provided that due notice  
3 of such session is given to each member of the Board at least forty-eight (48) hours in  
4 advance of the scheduled date of such meeting. No business shall be considered other  
5 than that provided in the call, except by unanimous consent of the members present  
6 and voting.

7  
8 Section 3. Powers and Duties:

9 A. The Board of Trustees shall administer the business of this Society. Any member of  
10 the Society desiring to bring any matter of business before the Board may do so in  
11 writing, and may appear in behalf of such measure by consent of the Board of Trustees.  
12 A majority shall constitute a quorum. The "Standing Rules of the Board of Trustees," as  
13 adopted by the Board, shall govern procedure.

14  
15 B. It shall appoint the Executive Director and may appoint the Historian. It may appoint  
16 the Editor and shall appoint all Standing Committees annually, except the Committee on  
17 Committees and Committee on the Annual Session and shall also select the time and  
18 place of the annual session.

19  
20 C. It shall set the annual dues for the following member categories: Retired, Associate,  
21 Dental Hygienist, Allied, Affiliate, Honorary, Insurance, Student and Provisional.

22  
23 D. It shall pass on the expenditures of all money by the Society. It may authorize  
24 certain officers or committees to expend monies for specific purposes. All monies  
25 appropriated by this Society shall, upon recommendation by the Board, have the  
26 approval of a majority vote of the House of Delegates at the annual business meeting.

27  
28 E. It may delegate its authority and power to the Executive Committee of the Board of  
29 Trustees by a majority vote of the entire Board. In the event such authority and power  
30 is granted, said Executive Committee shall administer the business of the Society  
31 during intervals between meetings of the Board of Trustees.

32  
33 F. It shall perform such other duties as are prescribed by these Bylaws.

34  
35 Section 4. Committees of the Board of Trustees:

36 A. Number and Name. The Board of Trustees is organized into three (3) Board  
37 committees and such special committees as may be established from time to time. The  
38 standing committees shall be:

39 ~~Constitution and Bylaws Committee \*~~

40 ~~Capital Conference Committee \*~~

41 Committee on Committees

42 Committee on Policy and Structure

43 Executive Committee

44 ~~Executive Director Review Committee \*~~

1        ~~Judicial Affairs Committee~~ \*  
2        ~~Policy Manual Committee~~ \*

3  
4        \* Denotes committee was eliminated at the 2022 House of Delegates. For historical purposes, these  
5        committees will remain stricken-through in the ISDS bylaws for a period of time until the conclusion of the  
6        2024 ISDS House of Delegates, at which point will be fully deleted from the bylaws.

7  
8        B. Meetings. All committees shall be subject to the call of the chair or any two (2)  
9        members.

10  
11       C. Committee on Committees. The Committee shall consist of the president-elect, who  
12       shall serve as Chair, the vice president, the treasurer, the secretary and two members  
13       of the Board of Trustees, appointed by the president at least thirty (30) days preceding  
14       the meeting of the Board of Trustees called to elect standing committees  
15       and/or delegates and alternates.

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

18  
19       D. Committee on Policy and Structure. The Committee shall be appointed by the  
20       president and sub-committee members appointed as needs arise. The duties of this  
21       committee shall include:

- 22       a.       Duties of regular policy manual review  
23       b.       Judicial affairs  
24       c.       Mediation and peer review  
25       d.       Constitution and bylaws review

26       The description of duties for b., c., and d. above, can be found in the Board  
27       Policy Manual.

28  
29       E. Executive Committee. The Executive Committee shall consist of the president, vice  
30       president, president-elect, treasurer, secretary and three (3) appointed members of the  
31       Board of Trustees. The president will preside over meetings of the Executive  
32       Committee as chair. The term of office of the Trustees shall be for three (3) years, with  
33       the senior Trustee acting as vice-chair and presiding over the financial duties of this  
34       Committee. The trustee in the first year of his or her term will serve in a non-voting  
35       capacity. Actions of the Executive Committee must be reported to the Board of  
36       Trustees.

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

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

- 42       a.       Fiscal policies  
43       b.       Investments and expenditures  
44       c.       Preparation of the annual budget for presentation at the annual business  
45       meeting

- 1 d. Inspection of finances, leases, and facilities
- 2 e. Future policy procedure and long-range planning not otherwise specified
- 3 f. Annually evaluate the Executive Director to determine if the duties of the
- 4 Executive Director that are described in Chapter XIV Section 3 of the Bylaws and the
- 5 Executive Director's employment contract are being properly administered and
- 6 implemented. The Executive Director Review Committee will annually present an oral
- 7 report to the Board in executive session at the December Board meeting.

8  
9 Section 5. Removal of a Trustee for Cause.

10 A. A District may remove its trustee for cause in accordance with procedures

11 established by the Board of Trustees, which procedures shall provide for notice of the

12 charges and an opportunity for the accused to be heard in his or her defense. If a

13 District elects to remove its trustee, that action shall create a vacancy on the Board

14 which shall be filled by a member from the same District for the remainder of the term.

15  
16 B. The Board of Trustees may remove a trustee for cause in accordance with

17 procedures established by the Board which shall include: notice to the trustee, in

18 writing, of the charges and allegations of the conduct purported to constitute each

19 violation, and an opportunity for the trustee to present a defense for all allegations. The

20 trustee is entitled to a representative from his or her component. Prior to the Board

21 issuing its final decision, the trustee shall retain all rights and privileges of the office.

22  
23 Section 6. Trustee Vacancy. If a trustee vacates the office of trustee for any reason, the

24 component society of that trustee shall elect a replacement trustee for the remainder of

25 that term of office, unless the position is the trustee at-large, in which case the House of

26 Delegates will elect a qualified member to assume the remainder of the term.

27  
28 CHAPTER XIV - APPOINTIVE OFFICERS

29  
30 Section 1. Number and Titles: The appointive officers of this Society shall be two (2) in

31 number: The Editor and Executive Director, as provided in Article IV, Section 2 of the

32 Constitution.

33  
34 Section 2. Duties of the Editor shall be:

35 A. To be editor-in-chief of the journal and, as such, be free to editorialize his/her

36 opinions on all subjects and to exercise full editorial control over such publication

37 subject only to policies and procedures established by the Board of Trustees or these

38 Bylaws.

39  
40 B. To perform such other duties as are prescribed by the Board of Trustees or these

41 Bylaws.

- 1 Section 3. Duties of the Executive Director shall be:  
2 A. To be the chief administrative officer of the Society and responsible for maintaining  
3 the membership rolls.  
4  
5 B. To prepare the necessary notices for newspapers and other publications.  
6  
7 C. To supervise the internal operations of the Society so that the minutes are  
8 adequately and systematically maintained and distributed.  
9  
10 D. To maintain accurately all records.  
11  
12 E. To prepare the necessary publications and reports required of said Society.  
13  
14 F. To bill all current members directly for the annual dues of the component society, this  
15 Society and the American Dental Association, and to collect such dues.  
16  
17 G. To send a list of all members in good standing to the component societies and to the  
18 American Dental Association, with vouchers of their annual dues at regular intervals.  
19  
20 H. To institute and maintain the necessary financial control of the Society, including the  
21 collection of dues, preparation of the budget for yearly operation and the payment of  
22 expenses authorized under said budget by appropriate vouchers approved by the  
23 governing board of the Society.  
24  
25 I. To receive and keep all monies belonging to the Society, and pay all current operating  
26 expenses on the written order of the Treasurer.  
27  
28 J. To send a list to the American Dental Association of the delegates and alternates to  
29 the House of Delegates of the American Dental Association.  
30  
31 K. To coordinate the activities of and assist all committees in regard to their specific  
32 assignments and systematize the preparation of all reports of such committees.  
33  
34 L. To submit to the Board of Trustees annually a report of the receipts and  
35 disbursements of the Society as audited by a Certified Public Accountant, whose  
36 selection shall be approved by the Board of Trustees.  
37  
38 M. To prepare an annual report of this office with recommendations for changes the  
39 executive director deems necessary.  
40  
41 N. To publish in the journal the official notice of the time and place of the annual  
42 session and meetings of the House of Delegates, and to provide official notice to each  
43 delegate and alternate delegate.  
44

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 1<sup>st</sup> 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  
41 Section 3. Frequency of Issue: The frequency of issue of the journal shall be  
42 determined by the Board of Trustees.

43

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

3  
4 Section 5. Editor: The editor of this Society shall be the editor of the journal.

## 5 6 CHAPTER XVII - FINANCES

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

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

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

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

## 23 24 CHAPTER XVIII - HISTORIAN

25  
26 Section 1. Duties: The duties of the Historian shall be:

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

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

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

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

## 40 41 CHAPTER XIX - INDEMNIFICATION OF OFFICERS AND TRUSTEES

42  
43 The Society shall indemnify and hold harmless each officer and each trustee now  
44 or hereafter serving the Society from and against any and all claims and liabilities to



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