

# CONSTITUTION OF THE CHATTANOOGA AREA DENTAL SOCIETY

## A Component of the Tennessee Dental Association

### **Article I - NAME**

The name of this organization shall be the Chattanooga Area Dental Society, hereinafter referred to as "the Society" or "this Society".

### **Article II - OBJECT**

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

### **Article III - ORGANIZATION**

*Section 10.* BYLAWS: This Society is a component of the Tennessee Dental Association and is organized as prescribed by Chapter 2 of the Bylaws of the Tennessee Dental Association and Chapter 3 of the Bylaws of the American Dental Association.

### **Article IV - GOVERNMENT**

*Section 10.* AUTHORITY: This Constitution and Bylaws shall replace and take precedence over any previous rules, resolutions or governing laws for this Society.

*Section 20.* GOVERNING BODY: The governing body of the Chattanooga Area Dental Society shall be the membership of the Society having full voting privileges.

*Section 30.* ADMINISTRATIVE BODY: The administrative body of this Society shall be a Board of Trustees which may be referred to as "the Board" or "this Board", as provided in Chapter II of the Bylaws.

### **Article V - OFFICERS**

*Section 10.* ELECTIVE OFFICERS: The elective officers of this Society shall be a president, a president-elect, a secretary and a treasurer, each of whom shall be elected by the Governing body of this Society as provided in Chapter IV of the Bylaws.

*Section 20.* TRUSTEES: The Trustees of this Society shall be those members who have been elected to serve this Society in the capacities explained in Chapter II, Section 10, of the Bylaws.

*Section 30.* APPOINTIVE POSITIONS: The appointive positions of this Society shall be those positions as provided for in Chapter III of the Bylaws.

### **Article VI - MEETINGS**

*Section 10.* REGULAR MEETINGS: Regular meetings of this Society shall be held at such time as may be provided for in the Bylaws.

*Section 20.* ANNUAL MEETING: The regular meeting of the Society held closest to February 15th of each year shall be declared the Annual Meeting. Officers, the Trustees to the Tennessee Dental Association, delegates and alternate delegates to

the Tennessee Dental Association, District at-large trustees and members of Standing Councils of this Society shall be elected at this meeting.

*Section 30. SPECIAL MEETINGS:* Special meetings shall be held at the call of the President of this Society or upon his receipt of the written request of ten (10) members in good standing.

*Section 40. QUORUM:* Ten (10%) percent of active members shall constitute a quorum for the transaction of business provided the entire membership shall have been properly notified in writing of the time, place and purpose of the meeting.

#### **Article VII - PRINCIPLES OF ETHICS**

The Principles of Ethics of the American Dental Association shall be the Principles of Ethics of the Society and shall govern the professional conduct of the membership.

#### **Article VIII - MANAGEMENT**

The management of this Society and control and disposition of its properties shall be vested in an executive board to be known as the Trustees, consisting of such numbers of individuals as may be provided for in Chapter II of the Bylaws.

#### **Article IX - AMENDMENTS**

This constitution may be amended by a two-thirds (2/3) vote of the membership present and entitled to vote at any regular meeting provided the proposed amendment shall have been presented in writing at a previous meeting, signed by ten (10) members in good standing, and further provided that a copy of the proposed amendment has been mailed by the Secretary to all active members in good standing of the Society at least ten (10) days prior to the regular meeting of the Society at which time action upon the amendment is to be taken. No amendment shall be considered which in any way conflicts with the Constitution and Bylaws of the Tennessee Dental Association or the requirements of the Charter granted to the **Chattanooga Area Dental Society** by the State of Tennessee.

# BYLAWS

## CHAPTER I – Membership

### Section 10. CLASSIFICATION:

The classes of membership of this Society shall be:

- A. Active
- B. Life
- C. Honorary
- D. Associate
- E. Student
- F. Retired
- G. Dental Office Auxiliary

### Section 20. QUALIFICATIONS:

- A. Active Member: A person who meets one of the following requirements may apply for active membership in the Chattanooga Area Dental Society.
  - 1. A dentist licensed to practice in Tennessee.
  - 2. A dentist who is a full-time dental educator residing in Tennessee and who is a member in good standing of the American Dental Association.
  - 3. A dentist who is a member of the Federal Dental Service and a fully privileged member of the American Dental Association.
  - 4. A dentist residing or licensed in an immediately adjoining territory, state, or district with permission of the Society of that territory in which the applicant lives, if there is such Society.
- B. Election to Active Membership:
  - 1. A candidate for membership shall make an application upon the form prescribed for this purpose. Application forms may be secured from the Executive Director of the Society or through the Tennessee Dental Association or the American Dental Association. Once approved by the Tennessee Dental Association, and as part of the ADA tri-partite membership system, the new member will be considered an active member of the American Dental Association, the Tennessee Dental Association, and the Chattanooga Area Dental Society.
  - 2. A dentist who presents an application for membership with a transfer card or letter from another component Society shall be admitted to membership in the same manner as a new member. If dues have been paid to another Component Society for the current year, the applicant shall be excused from the payment of dues to this Society for that year.
- C. Life Member: A member in good standing who has been an active and/or retired member in good standing for thirty (30) consecutive years or a total of forty (40) years of active membership, having attained the age of sixty-five (65) years, shall be eligible for, and upon approval of his/her application by the board of Trustees of the Tennessee Dental Association, be classed as a Life Member of this Society. Maintenance of membership in the American Dental Association and in the Tennessee Dental Association shall be a requisite for continuance of Life Membership in this Society.
- D. Honorary Member: An individual who has made outstanding contributions to the advancement of the art and science of dentistry, or who has rendered important service to the profession or to this Society and who has been elected by the Membership on nomination of the Board of Trustees, shall be classified as an Honorary Member of this Society.

- E. Associate Member: A person residing within the jurisdiction of this Society, not eligible for active or life membership in this Society, may be proposed for associate membership in the Tennessee Dental Association upon nomination by the Board of Trustees of this Society and approval by the membership. Acceptance of this associate membership by the Tennessee Dental Association will grant this individual associate membership in this Society for the duration of such membership in the Tennessee Dental Association. (3 years)
- F. Student Member: A dentist eligible for membership in this Society who is engaged full-time in an advanced training course of not less than one (1) academic year in an accredited educational facility may make application for student membership to the Board of Trustees of this Society. Student membership will allow for qualification for waiver of dues consistent with TDA and ADA Bylaws.
- G. Retired Member: An active member in good standing who has been an active member for twenty-five (25) years or more and is no longer earning income from the performance of service as a member of the faculty of a dental school, as a dental administrator or consultant, or as a practitioner of any activity for which a license to practice dentistry is required by the State, is considered retired by this Society. (see TDA Bylaws. Chap. I, Sec. 20, Sub-sec. F)
- H. Auxiliary Member: A person not eligible for any other type of membership in the Tennessee Dental Association and its component societies, who is employed in a setting delivering dental care, and at the time of application is employed or supervised by an active or component dental society, and who has not met the educational requirement for licensure as a dentist anywhere in the United States, shall be classified as a Dental Office Auxiliary Member of the Tennessee Dental Association and corresponding component dental society upon application to and approval by the component dental society board of trustees.
- I. Border State American Dental Association Members:
  - 1. Members in good standing of their respective state Dental Associations and the American Dental Association are welcome to attend Chattanooga Area Dental Society continuing education programs at the current member rate for that event.
  - 2. Members in good standing of their respective state Dental Associations and the American Dental Association wanting to hold an office on the Chattanooga Area Society Board of Directors will be required to be also a member of the Tennessee Dental Association and Chattanooga Area Dental Society with dual membership in each state and the associated fees indicated by the Tennessee Dental Association.

*Section 30. IN GOOD STANDING:*

A member of this Society is in good standing within the meaning of these bylaws:

- 1. If the individual's dues and assessments for the current calendar year have been paid, or if he has been exempted from payments as provided in these bylaws; and
- 2. If the individual is not under final sentence of suspension or expulsion from this Society, the Tennessee Dental Association or the American Dental Association.

*Section 40. PRIVILEGES:*

- A. Active Members: Active members in good standing shall enjoy all the rights and privileges of membership, including the right to vote, to hold office, to attend meetings of this Society and shall be entitled to such other services as are provided by this Society.
- B. Life Members: Life members shall have all the rights and privileges of active members.
- C. Honorary Members: An honorary member shall enjoy all the privileges of active membership except the right to vote or hold elective office.

- D. Associate Members: An associate member, in good standing, shall have the same rights and privileges of an active member except the right to vote or hold office. An associate member is exempt from payment of dues.
- E. Student Members: A student member, in good standing, shall enjoy all the rights and privileges of membership except the right to vote or hold elective office.
- F. Retired Members: A retired member shall be entitled to all the privileges of an active member.
- G. Auxiliary Members: Dental Office Auxiliary Members shall receive a certificate of Dental Office Auxiliary Membership, shall have the privileges of attending all scientific sessions and meetings of the Association, but shall have no vote nor shall be eligible to hold office in the Association. If appointed by the TDA Board of Trustees, a Dental Office Auxiliary Member may serve on a council or committee in an advisory capacity. Dental Office Auxiliary Members shall be subject to all regulations of the Constitution and Bylaws of the TDA and shall receive the Newsletter of the Association.
- H. Right of Hearing: A member who is charged (1) with having been found guilty of a felony; or (2) with having been found guilty of violating the Dental Practice Act of this State; or (3) with violating the Principles of Ethics of the Society, the Tennessee Dental Association, or the American Dental Association; or (4) with violating the Constitution and Bylaws of this Society; or (5) with failure to abide by a final decision of the Peer Review Committee shall have the right of a hearing before the Peer Review Council, which is the council charged with enforcing the professional ethics of this Society. The person so charged shall be given in writing a list of the specific charges made against him and a written notice of the time and place of the hearing at least ten (10) days prior to said hearing. The hearing shall be conducted in an impartial manner, giving to interested parties full opportunity to present all relevant and material evidence and testimony. A written record of said hearing shall be recorded by the Secretary of this Society, or by a person designated by the Secretary, and be made available to the accused member.
- I. Preferring Charges: A member in good standing of this Society may prefer charges against any member thereof for violations of the Constitutions and Bylaws or malpractice or other gross misconduct by filing with the Secretary a written complaint with specifications clearly setting forth each violation. The member so charged shall have transmitted to him a written copy of the charges with notice of the time and place of hearing before the Peer Review Council. The accused shall have the opportunity to be heard in his own defense. The Peer Review Council shall use every possible means to gather all the facts on both sides in such cases before reaching a decision. At the next regular meeting after the hearing has been completed this Council shall report its recommendations that the charges are not sustained, or the accused be reprimanded or suspended for a specific time, or expelled. A two-thirds (2/3) majority of all votes cast shall be necessary to approve the report, provided the entire membership has been notified by the Secretary in writing of the proposed action at least one (1) week before such meeting.
- J. Right of Appeal: An accused member shall have the right of appeal to the Board of Trustees of the Tennessee Dental Association from the decision of this component Society as described in Chapter I, Section 40, Paragraph H of the Bylaws of the Association.
- K. Members Expelled: Members expelled from this Society for any cause shall be eligible for membership after one (1) year from date of expulsion and on the same terms and in like manner as an applicant for active membership.

## **CHAPTER II – Board of Directors of the Chattanooga Area Dental Society**

*Section 10.* COMPOSITION: The Board of Directors of this Society shall consist of the President, the Immediate Past-President, the President-Elect, the Secretary, the Treasurer, the Program Chairman, the Trustee to the Tennessee Dental Association, the Trustee to the American Dental Association, and the Chairmen of the Standing Councils of this Society.

*Section 20.* QUOROM: Forty (40) percent of the board members shall constitute a quorum for the transaction of business.

*Section 30.* DUTIES: The Board shall transact the business of this Society and make regular reports to the membership. It shall, in case of a vacancy in the office of President-elect, Secretary, or Treasurer, be empowered to appoint a member to the office who shall serve until the next annual meeting.

*Section 40.* **EXECUTIVE DIRECTOR:** The Board shall have the responsibility of employing and/or terminating the employment of an Executive Director by a vote of a simple majority of the Board. The Board shall be responsible for assigning and supervising the activities of the Executive Director. The Executive Director may attend all meetings of this Society, Board of Trustees, and other councils and committees; but shall not have the right to vote or hold office.

### **A. Duties:**

- Provide an annual report of activities at the annual meeting.
- Attend Board meetings and keep minutes.
- Maintain financial records of the Society.
- Coordinate employment opportunities for office auxiliary and dentists.
- Editor of newsletter, includes printing and mailing.
- Receive and process all meeting reservations.
- Maintain attendance records of each meeting
  - Work with Education Chairperson in giving continuing education credits
  - Work with Program Chairperson in setting up meeting facility
- Process membership applications and dues.
- Handle and direct calls from patients and others.

### **B. Terms of Employment:**

The Executive Director works for the Board. An annual review should be done and the salary set by the Board.

## **CHAPTER III – Appointed Officers**

*Section 10:* APPOINTED OFFICERS:

### **A. Program Chairman**

1. This officer shall be appointed by the future President associated with their term of office.
2. Appointment should be made as soon as possible to allow adequate time for the future Program Chair to research and plan programs for this Society. (Ideally when future President is Treasurer.
3. This officer shall be responsible for all programs of this Society.
4. This officer shall also be responsible for organization of social functions of this Society.

*Section 20.* SPECIAL STANDING COMMITTEES: Special Standing Committees of this Association may be created at any session of the Board of Trustees for the purpose of performing duties of a continuing nature not otherwise assigned by these bylaws. The composition, term and duties of such committees shall be set forth in the resolution creating such committees. The authority for the creation of a special standing committee shall be set forth in the resolution creating such committee.

## **CHAPTER IV – Election of Officers**

*Section 10.* **NOMINATING COMMITTEE:** The Nominating Committee shall be composed of four (4) members. The Immediate Past -President shall be a member and the chairperson for this committee. From the Board, the Treasurer shall also be an automatic member. The chairperson will also appoint two (2) additional members – One Board member and one non-Board member at least two (2) meetings prior to the annual meeting.

*Section 20.* **FUNCTION OF NOMINATING COMMITTEE:** The Committee shall nominate at least one member for each office to be filled. It shall further be the duty of this Committee to fully inform each prospective nominee of the obligations and responsibilities of the position for which he is being nominated and to ascertain his willingness to perform these duties to the best of his ability in the interest of the Society.

*Section 30.* **REPORT OF NOMINATION COMMITTEE:** The report of the Nominating Committee shall be presented in the newsletter prior to the meeting before the annual meeting and at the meeting before the annual meeting.

*Section 40.* **NOMINATIONS FROM THE FLOOR:** Nominations from the floor are encouraged. Nominations from the floor may be made at any time subsequent to the report of the Nominating Committee. Nominations from the floor will be made by written petition signed by five (5) active members in good standing.

*Section 50.* **NOMINATIONS CLOSED:** Nominations will automatically close following the board meeting prior to the annual meeting.

*Section 60.* **BALLOTS PREPARED:** Printed numbered ballots will be prepared by the Executive Director if required.

*Section 70.* **NOMINATIONS PUBLISHED:** A complete slate of all nominations will be printed in the Newsletter prior to the annual meeting.

*Section 80.* **ELECTION PROCEDURE:** The Officers, Trustee to the Tennessee Dental Association, and Standing Representatives of this Society shall be elected by secret ballot at the annual meeting by a majority vote. The Secretary shall have the power to cast the unanimous ballot of the Society provided only one nomination is made for the office being voted upon. Newly elected officers of this Society shall be installed at the last regular meeting of the Society following their election.

## **CHAPTER V – Duties of Officers**

*Section 10.* **PRESIDENT:** It shall be the duty of the President:

- To preside at all meetings of the Society and perform such other duties as customary and parliamentary usages require.
- To endeavor particularly to hold discussion of questions to the point under discussion at the moment.
- To sign the minutes of each meeting of the society after they have been read and approved.
- To be the head of the profession in the district during the year and it shall be his pride and ambition to leave it in better condition in both scientific attainment and harmony than at the beginning of his term of office.
- To be the Chairman of the Board of Trustees and appoint all other committees as the need arises and to fill by appointment vacancies occurring in councils during his term of office.
- To authorize in writing all disbursements by counter-signing checks presented by the Treasurer in payment from funds owned by the Society.
- To be on the Advisory Board to the Chattanooga State Dental Program.
- To be a delegate to the Tennessee Dental Association.
- To serve as an alternate trustee to the Tennessee Dental Association.

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

- To assist the President in the performance of his duties and to preside in his absence or at his request and shall succeed to his office in case of vacancy from any cause.
- To succeed to the office of President at the expiration of his term as President-Elect. A vacancy occurring in the office shall be filled at the special election to be held at the next meeting after the vacancy occurs.
- To be on the Advisory Board to the Chattanooga State Dental Program.
- To serve as an alternate delegate to the Tennessee Dental Association.

*Section 30. **SECRETARY:*** It shall be the duty of the Secretary:

- To keep the records of the Society and perform such other duties as usually pertain to that office.
- To receive and account for all records and property of whatever nature, except cash assets, belonging to his Society including its Charter.
- To turn over to the successor all property of the Society in the Secretary's possession and have the receipt for same recorded in the minutes of the next regular meeting in itemized form.
- To be responsible for an annual report to the Tennessee Dental Association on the date specified by the State Secretary.
- To coordinate the alternate and delegates to the Tennessee Dental Association House of Delegates.
- Necrology
- To record and process membership applications
- To make the annual report to the Society at the annual meeting.

*Section 40. **TREASURER:*** It shall be the duty of the Treasurer:

- To receive all funds belonging to the Society and pay out the same on written order signed by the President.
- To remit promptly to the Tennessee Dental Association all annual dues collected from members of this Society for membership in the Tennessee Dental Association and the American Dental Association.
- To cooperate with the Secretary or any other representative of the Tennessee Dental Association in furnishing records of any nature to maintain this Society in good standing at all times. To perform such other duties as are required of this office by the Constitution and Bylaws of the Tennessee Dental Association.
- To promptly turn over to the successor all property of the Society in possession and have the receipts for same recorded in the minutes of the next regular meeting in itemized form.
- To make an annual report to the Society at the annual meeting.
- To be responsible for the Corporate Sponsorship Program.
- To open the accounts and books for inspection at the request of any committee appointed for that purpose.

## **CHAPTER VI – Standing Representatives**

*Section 10.* The Standing Representatives shall be appointed by the Nominating Committee and shall include:

- Representative for Community Dental Health (Two (2) Year Term)
- Representative for New Dentists (Three (3) Year Term)
- Representative for Membership Benefits and Awards (Two (2) Year Term)
- Representative for Bylaws, Policy, and Legislation (Two (2) Year Term)



- Representative for Peer Review (Three (3) Year Term)

*Section 20.* Vacancies: Vacancies of elected members occurring shall be filled by appointment of the President with the approval of the Board of Directors.

*Section 30.* OMIT (MARCH 2018 REVISION)

*Section 40.* Representative for Community Dental Health:

This representative shall be appointed for a two year term.

Duties shall include:

- A. Study, make recommendations and maintain programs designed to promote and improve dental health in our community.
- B. Coordinate activities for Children's Dental Health Month
- C. Coordinate indigent care in our area and provide information on facilities offering indigent care in our area
- D. Supervise the dental portion of the Regional Science Fair
- E. Provide support for local Health Fairs
- F. Provide a listing of Recruit volunteers for charitable projects

*Section 50.* Representative for New Dentists (within the first 10 years of graduation)

This representative shall be appointed for a three year term.

Its duties shall include:

- A. Promote CADS, the TDA, and the ADA to the new dentists in the area.
- B. Be an active District Representative on the TDA New Dentist Committee
- C. Become a personal contact to all new dentists in the district.
- D. Attend CADS Board meetings and encourage new dentist leadership
- E. Hold 1-2 New Dentist social events per year for the district

*Section 60.* OMIT (MARCH 2018 REVISION)

*Section 70.* Representative for Membership Benefits and Awards:

This representative shall be appointed for a two year term.

Its duties shall include:

- A. Raise funds for Dental Relief Program
- B. Evaluate applications for Dental Relief Funds and Waiver of Dues
- C. Recommend recipients for District and TDA awards
- D. Promote information to members regarding benefits of American Dental Association and Tennessee Dental Association membership
- E. Liaison with Concerned Dentist Program
- F. Supervise publication of newsletter

*Section 80:* OMIT (MARCH 2018 REVISION)

*Section 90:* Representative for Bylaws, Policy, and Legislation:

This representative shall be appointed for a two year term.

Its duties shall include:

- A. Provide decisions on Parliamentary Procedure
- B. Upgrade and revise constitution and bylaws
- C. Develop and improve Policy Manuals for Board members
- D. Help promote interaction with legislators and provide a listing of current legislators
- E. Serve as liaison to Tenn-D-Pac

*Section 100:* Representative for Peer Review:

This representative shall be appointed for a three year term

Its duties shall include:

- A. Receive, review and recommend action on complaints filed by the public or by the membership against members of the profession with this Society.
- B. Receive charges made against the Society or its members for reprehensible conduct and in handling them, shall follow rules set out in these Bylaws.
- C. Following rules and guidelines set forth in the TDA Peer Review manual.

D. The chairman must serve on the state Peer Review Committee. (It is imperative that he attend all state committee meetings, as he cannot function without input from the state committees.)

## **CHAPTER VII – Finances**

### *Section 10. Membership Dues:*

- A. Active Members: The annual dues of active members shall be determined by the Board of Trustees with approval of 2/3 majority vote at the annual membership meeting. Dues are payable with the current dues of the Tennessee Dental Association and the American Dental Association. Dental graduates may be elected to active membership without payment of dues for the year of their graduation or completion of internship, residency or graduate work. An active member who resigns to resume American Dental Association student membership during a period of post-graduate training shall upon again being elected to active membership pay full dues beginning with the next calendar year. Any dentist who satisfies any of the following conditions shall be entitled to pay the reduced active member dues.
1. On a one-time basis, any new graduate, when awarded a D.D.S. or D.M.D. degree, shall be exempt from the payment of active member dues for the remaining period of that year, and shall pay twenty-five percent (25%) of active member dues for the first full calendar year following the year in which the degree was awarded, fifty percent (50%) of active member dues in the second year, seventy-five percent (75%) of active member dues in the third year, and one hundred percent (100%) in the fourth year and thereafter.
  2. The dentist who is engaged full-time in:
    - a. An advanced training course of not less than one academic year's duration in an accredited school or residency program in areas neither recognized by the American Dental Association nor accredited by the commission on Dental Accreditation or;
    - b. A residency program or advanced education program in areas recognized by the American Dental Association and in a program accredited by the Commission on Dental Accreditation shall pay twenty dollars (\$20.00) due on January 1 of each year until December 31 following completion of such program. For the dentist who enters such a course or program within one (1) year of the award of D.D.S. or D.M.D. degree and who pays dues of twenty dollars (\$20.00) per annum while in such a program, the applicable foregoing condition 1. Shall toll until completion of that program. Upon completing the program, the dentist shall pay dues for active members at the next period-in-time level that is applicable under condition 1.
- B. Life Members:
1. Active Life Members: Regardless of a member's previous classification of membership, the dues of life members who have not fulfilled the qualifications of Chapter I, Section 20, Paragraph G of these Bylaws with regard to income related to dentistry shall be 50% of the dues of active members, due January 1 of each year.
  2. Retired Life Members: Life members who have fulfilled the qualifications of Chapter I, Section 20, Paragraph G of these Bylaws with regard to income related to dentistry shall be exempt from payment of dues.
- C. Honorary, Associate and Student Members: Honorary, Associate and Student Members shall be exempt from the payment of dues.
- D. Retired Members: The annual dues for retired members shall be twenty-five percent (25%) of the annual dues of active members, due and payable March 1.
- E. Auxiliary Members: The annual dues for auxiliary members shall be ten (\$10) dollars, payable directly to the TDA.

- F. Members Elected after July 1 and October 1: All members subject to the payment of dues elected to membership on or after July 1 shall pay one half (1/2) of the current year's dues. Members elected after October 1 shall pay one fourth (1/4) of the current year's dues.
- G. Reinstatement of Voided Membership: Reinstatement of a voided membership shall require the payment of a twenty-five (\$25) dollar penalty plus the payment of the current year's dues. If the membership has been voided for more than nine (9) months, a new application for membership must be presented to the Society along with payment of one year's back dues plus payment of the current year's dues plus a twenty-five (\$25) dollar penalty.
- H. Duty with Armed Forces: Members of this Society who shall be called into active duty with the Armed Forces of this country are exempt from the payment of dues for a period of time not to exceed three (3) years.
- I. Dues of Members Who Suffer Financial Hardship: Those members who have suffered a significant financial hardship that prohibits them from payment of their full dues may be excused from the payment of fifty percent (50%), seventy-five percent (75%) or all of the current year's dues. All requests for waiver of dues will be evaluated by the Representative for Membership Benefits and Awards. This Representative will make recommendations to the Board for waiver of dues which must be approved by a majority vote of the Board.
- J. Full-Time Faculty Members: The annual dues of all full-time dentist faculty members of institutions offering American Dental Association accredited programs in Tennessee shall be one-half annual dues, due and payable January 1.

## **CHAPTER VIII – Trustee to the Tennessee Dental Association**

*Section 10. Qualifications:* This Society shall elect one (1) trustee to the Tennessee Dental Association. This trustee shall have been an Active or Life member of the Tennessee Dental Association for at least five (5) years and a fully-privileged member of this Society for at least three (3) years.

*Section 20. Term of Office:* The term of office of a trustee shall be three years. The consecutive tenure of a trustee shall be limited to two (2) terms of three (3) years each. If a member is elected to fill an unexpired term, this will not limit him or her from serving two (2) consecutive terms of three (3) years each.

*Section 30. Alternate Trustee:* The president shall serve as alternate to the Trustee to the Tennessee Dental Association.

*Section 40. Duties and Powers:* The duties and powers of the Trustee to the Tennessee Dental Association shall be outlined in Chapter IV, Sections 60 and 70 of the Bylaws of the Tennessee Dental Association. The representative trustee to the Tennessee Dental Association elected by the members of this Society shall attend and faithfully represent the profession of this District in all sessions of the Board of Trustees of the Tennessee Dental Association and report such proceedings of that body that should be considered by members of this society. One representative trustee shall be elected for a term of three (3) years. The Constitution and Bylaws of the Tennessee Dental Association fixes the number of representative trustees and alternates that can be elected by each component.

*Section 50. Vacancy:* The President shall fill by appointment any vacancy occurring in the office of Trustee to the Tennessee Dental Association until such time as a successor can be elected. In the absence of the trustee and alternate to the trustee the President shall appoint a substitute trustee for a particular meeting.

## **CHAPTER IX – Delegates to the Tennessee Dental Association**

*Section 10. Representation:* This Society shall select delegates and alternate delegates to the House of the Tennessee Dental Association proportionate to the number of active members of

this Society as prescribed in chapter III, Section 20, of the Bylaws of the Tennessee Dental Association.

The President of this Society shall serve as delegate to the House of the Tennessee Dental Association and the President-elect shall serve as his/her alternate.

Delegates shall be first selected from the members of the Board of Directors and secondly from the general membership as needed to fulfill the required number of delegates for that upcoming annual session.

*Section 20. Qualifications:* Each delegate and alternate delegate shall have been a fully privileged member in good standing of the American Dental Association and the Tennessee Dental Association for at least five (5) years and a fully privileged member in good standing of this Society for at least two (2) years.

*Section 30. Term of Office:* Delegates will be selected prior to the Tennessee Dental Association Annual Session, in time for deadlines required by the Tennessee Dental Association for that given year. Once selected, that delegate's term shall be for one year until the following year's delegates have been selected.

*Section 40. Power and Duties:* The power and duties of the delegates shall be as prescribed by Chapter III, Sections 60 and 70 of the Bylaws of the Tennessee Dental Association.

*Section 50. Vacancies:* Vacancies occurring in the number of delegates and/or alternate delegates shall be filled by appointment by the President until a successor can be elected. In the absence of a delegate and alternate delegate the President may appoint a substitute delegate.

## **CHAPTER X – Miscellaneous**

*Section 10. Changes in Order of Business:* the Order of Business may be changed at the discretion of the presiding officer.

*Section 20. Usual Order of Business:*

- A. Call to order
- B. Reading of minutes of previous meeting
- C. Reading of minutes of Board of Trustees meeting
- D. Recognition of New Members
- E. Reports of standing councils
- F. Reports of special councils
- G. Reports of officers (at annual meeting)
- H. Election of officers and others (at annual meeting)
- I. Unfinished business
- J. New business
- K. Unusual case reports from practice or short presentation
- L. Scientific programs and discussions
- M. Adjournment

*Section 30. Elections:* All elections requiring a ballot shall be by printed numbered ballots. Election results shall be announced as soon as the results are verified.

*Section 40. Gender:* Whenever the masculine gender is used in these bylaws, the same shall also signify the feminine gender.

## **CHAPTER XI – Elected Officers to the Tennessee Dental Association**

*Section 10. Officers:* It is customary for the elected officers of the Tennessee Dental Association, as well as, delegates and alternate delegates to the American Dental Association to be nominated and endorsed by their respective districts. The Tennessee Dental Association elected officers include President-Elect, Secretary, Treasurer, Speaker of the House, and Vice President from East Tennessee.

*Section 20.* Nominations: Nominations for Tennessee Dental Association officers and American Dental Association delegates and alternate delegates should be made to the Board of Trustees prior to the Annual Business Meeting. If there is more than one nominee for a position, a poll of the members should be taken at the Annual Business Meeting by secret ballot. The nominee receiving the most votes will then receive the endorsement and nomination of the Chattanooga Area Dental Society.

#### **CHAPTER XII – Amendments**

These Bylaws may be amended by two-thirds (2/3) vote of the members present and voting at any regular meeting. The proposed amendment shall have been presented in writing and signed by five (5) members in good standing at a previous regular meeting or must have been approved by a 2/3 vote of the Board of Trustees. The proposed amendment must be published in the newsletter preceding the meeting at which it is to be voted on. No amendment shall be considered which in any way conflicts with the bylaws of the Tennessee Dental Association.

#### **CHAPTER XIII – Procedures**

All questions not provided for in the Constitution and bylaws of this Society or of the Tennessee Dental Association shall be governed by Robert's Rules of Order, Revised.

**Revised 3/2018**