

47 Members. Membership classification shall be as defined in Chapter I of the Bylaws.
48

49 **Article V - Governance**

50
51 **Section 10. Legislative Body.** The legislative and governing body of this Association shall be
52 the General Assembly, as provided in Chapter III of the Bylaws.
53

54 **Section 20. Administrative Body.** The administrative body of this Association shall be the
55 Executive Council, referred to as "the Council" or "this Council", as provided in Chapter IV of
56 the Bylaws.
57

58 **Article VI - Officers**

59
60 **Section 10. Elected Officers.** The elected officers of this Association shall be the President,
61 President-Elect, 1st, 2nd, 3rd Vice-Presidents, Member-at-Large, Administrator member, and
62 Public member, each of whom shall be elected as provided in Chapter V of the Bylaws.
63

64 **Section 20. Appointed Officers.** The appointed officers of this Association shall be the
65 Executive Director and the Editor, both of whom shall be appointed by the Executive Council as
66 provided in Chapter VI of the Bylaws.
67

68 **Article VII - Central Office**

69
70 The registered office of this Association shall be known as the Central Office and shall be
71 located in such city as shall be determined by the Executive Council. Branch offices of this
72 Association may be established in such localities and at such times as are deemed necessary by
73 the Executive Council.
74

75 **Article VIII - Meetings and Quorum**

76
77 **Section 10. Meetings.** The Association shall hold an Annual Meeting and such other meetings
78 as may be designated by the Executive Council. Special meetings may be held as provided in
79 Chapter IV, Section 30, Sub-Section (L) of the Bylaws.
80

81 **Section 20. Quorum.** Members, with voting privileges, from a majority of the Member
82 Agencies shall constitute a quorum for the transaction of business at any meeting of the
83 Association.
84

85 **Article IX - Seal**

86
87 This Association shall have a seal for the purpose of authenticating official documents of the
88 Association. The seal may be broken, changed, or renewed at the pleasure of the Association.
89

90 **Article X - Amendments**

91
92 This Constitution may be amended by a two-thirds vote of the Active Members and Life

93 Members present at the Annual Meeting, provided that copies of the proposed amendment shall
94 have been presented in writing to the members of the Association at least thirty (30) days prior to
95 the meeting.

96
97 **BYLAWS OF THE AMERICAN ASSOCIATION OF DENTAL BOARDS**

98
99 **Chapter I - Membership**

100
101 **Section 10.** A Member Agency is a board of dentistry of any state, district, dependency or
102 province of Canada that chooses to belong and pays dues to this Association.

103
104 **Section 20.** A Member is a person who serves or has served on or is an administrator or board
105 attorney of a Member Agency and chooses to belong and pays dues to this Association.

106
107 A Member may become a Life Member of this Association if the person fulfills one of the
108 following:

- 109
110 A. The person has served as President of this Association.
111 B. The person has served two two-year terms as Dental Hygiene Member-at-Large of this
112 Association.
113 C. The person has maintained membership in this Association as a Member for at least ten
114 consecutive years immediately before applying for life membership and has reached the
115 age of 65 by January 1, 1993, after which time a candidate for Life Membership will need
116 to have reached the age of 70.
117 D. The person shall have maintained membership in this Association as a Member for at least
118 six consecutive years, and who shall pay a fee that the Executive Council shall have the
119 authority to set consistent with the fiscal health of the Association.

120
121 **Section 30.** An Associate Agency is a specialty board recognized by the American Dental
122 Association; a regional organization comprised of two or more Member Agencies; or an
123 agency whose purpose it is to certify dental auxiliaries in dentistry and chooses to pay dues to
124 this Association as an Associate Agency

125
126 **Section 40.** An Associate Member is a person who fulfills one of the following:

- 127
128 A. The person is employed to examine on behalf of dental boards such as a proctor, monitor,
129 consultant examiner or auxiliary, is an examiner for a specialty board recognized by the
130 American Dental Association (ADA), or is employed as an administrator by an Associate
131 Agency and who does not qualify for membership in this Association as a Member.
132 B. The person is employed as an administrator or psychometrician by a Member Agency, a
133 regional organization comprised of two or more Member Agencies or an allied dental
134 testing agency.
135 C. The person is recognized as an educator member of this Association by serving as a full or
136 part-time faculty member of a school or program accredited by the Commission on Dental
137 Accreditation and who does not qualify for membership in this Association as a Member.
138 D. The person is recognized as an honorary member of this Association by a vote of the

139 membership for having performed meritorious service to this Association or to dentistry.
140 The Executive Council may nominate a person to this membership for any felicitous
141 reason.

142 E. The person is recognized as a disabled/retired member of this Association and who has
143 maintained membership in the Association as a Member for at least ten consecutive years
144 and has retired due to physical disability.

145
146 An Associate Member may become an Associate Life Member of this Association if the person
147 fulfills one of the following:

148
149 A. The person has maintained membership in this Association in some combination of
150 membership categories for at least ten (10) consecutive years immediately before
151 applying for Associate Life Membership and has reached the age of 70.

152 B. The person shall have maintained some combination of membership categories for at least
153 six consecutive years, and who shall pay a fee that the Executive Council shall have the
154 authority to set consistent with the fiscal health of the Association.

155

156 **Chapter II - Membership Privileges**

157

158 **Section 10.** Members shall enjoy all rights and privileges of this Association.

159

160 **Section 20.** Associate Members and Associate Life Members shall enjoy all rights and
161 privileges of this Association except those of voting and holding office.

162

163 **Section 20. Powers.** The General Assembly shall:

164

165 A. Possess the legislative powers of this Association.

166 B. Determine the policies which govern this Association.

167 C. Have power to enact, amend and repeal the Constitution and/or Bylaws of this Association.

168 D. Elect Honorary Members of this Association.

169 E. Approve all memorials and resolutions in the name of this Association.

170

171 **Section 30. Duties.** The General Assembly shall:

172

173 A. Elect the elected officers of the Association.

174 B. Elect Association representatives to serve on the ADA Council on Dental Education and
175 Licensure, the Commission on Dental Accreditation, on the Appeals Board of the ADA
176 Commission on Dental Accreditation, and on the ADA Joint Commission on National
177 Dental Examinations.

178 C. Adopt an annual budget for the Association.

179

180 **Chapter IV - Executive Council**

181

182 **Section 10. Composition.** The Executive Council:

183

184 A. The voting membership of the Executive Council shall consist of the President,

- 185 President-Elect, the three (3) Vice-Presidents and a Dental Hygienist Member-at-Large.
186 Four (4) voting members of the Executive Council shall constitute a quorum for the
187 transaction of any business.
- 188 B. The Editor of the American Association of Dental Boards shall be an advisory member of
189 the Executive Council.
- 190 C. An Administrator Member nominated by the American Association of Dental
191 Administrators and elected by the General Assembly shall be an advisory member of the
192 Executive Council.
- 193 D. A Public Member nominated by the state boards and recommended by the Executive
194 Council shall be an advisory member of the Executive Council.

195
196 **Section 20. Powers.** The Executive Council shall:

- 197
- 198 A. Be the administrative body of the Association, vested with full power to conduct all
199 business of the Association, subject to the Constitution and Bylaws.
- 200 B. Have the power to establish rules and regulations consistent with these Bylaws, to govern
201 its organization, procedures and conduct.
- 202 C. Have the power to establish ad interim policies when the General Assembly is not in
203 session and when such policies are essential to the management of the Association.
- 204 D. Have the power, through a majority vote and with notification to the President or
205 Executive Director, to call special meetings of the Executive Council.

206
207 **Section 30. Duties.** The Executive Council shall:

- 208
- 209 A. Provide for the maintenance and supervision of the Central Office and all property or
210 offices owned or operated by the Association.
- 211 B. Appoint qualified persons to the offices of Executive Director and Editor, determine the
212 extent of their duties, regulate the operation of their offices, determine their compensation
213 and have full control of all other matters pertaining to their offices.
- 214 C. Conduct, annually, an evaluation of the Executive Director, utilizing an acceptable
215 procedure based upon job specifications established for the position. The Executive
216 Council shall meet with the Executive Director to discuss the evaluation.
- 217 D. Determine the time and place for the convening of the Annual Meeting and any other
218 meetings of the General Assembly.
- 219 E. Determine meeting registration fees for members and non-members of the Association.
220 The Executive Council may, at its discretion, waive meeting registration fees for invited
221 guests.
- 222 F. Approve the program for meetings of the General Assembly.
- 223 G. Review applications for membership and present them, with recommendations for action,
224 to the General Assembly.
- 225 H. Render reports of its actions to the Association at each Annual Meeting.
- 226 I. Submit to the General Assembly, for approval, an annual budget.
- 227 J. Convene prior to the Annual Meeting of the General Assembly and, as needed, between
228 Annual Meetings. Meetings of the Executive Council shall be at times and places
229 designated by the President. Such meetings shall be open to members of the Association,
230 and, with the consent of the Executive Council, any member may be heard on matters

- 231 under consideration.
- 232 K. Review reports of representatives and committees before such reports are presented to the
233 General Assembly. The Executive Council may, at its discretion, comment on any report
234 that it reviews.
- 235 L. Call special meetings of the Association at its discretion, or upon receipt of a petition from
236 ten or more Member Agencies. A notice containing the purpose for a special meeting, plus
237 location and time, shall be mailed to all members at least thirty (30) days prior to said
238 meeting.
- 239 M. Nominate, to the General Assembly, candidates for Honorary Membership.
- 240 N. Designate, if able, a member of the Association as the "AADB_Citizen of the Year" from
241 nominees recommended by the Award Selection Committee.
- 242 O. Appoint a Membership Committee to retain current members and to recruit new members.
243 It shall develop written material to be sent to all prospective members as well as form
244 letters for responding to frequently asked questions. It shall also maintain contact with
245 each state board's and regional testing agency's appointed AADB liaison person.
- 246 P. Have the ability to remove any representative to another dental group if they conclude with
247 just cause, that the representative is either unwilling or unable to fulfill the duties and
248 responsibilities expected of that position.
- 249 Q. Set fees, consistent with the fiscal health of the Association, for life membership under
250 Chapter I, Section 20, C and D.

251

252

Chapter V - Elected Officers

253

254 **Section 10. Number and Title.** Elected officers of this Association shall be eight (8) in
255 number: President, President-Elect, 1st, 2nd, 3rd Vice-Presidents, Dental Hygienist Member-at-
256 Large, Administrator Member, and Public Member.

257

258 **Section 20. Eligibility.** Only Members shall be eligible to serve as elected officers.

259

260 **Section 30. Nominations.** Nominations for President-Elect, 1st, 2nd, and 3rd Vice-Presidents
261 shall be presented by the Nominating Committee and the nominations for the Dental Hygienist
262 Member-at-Large and Public Member shall be from the floor of the General Assembly at the
263 second meeting of the Annual Session. Nominations for the Administrator Member shall come
264 from the American Association of Dental Administrators. Additional nominations from the floor
265 shall be accepted.

266

267 **Section 40. Elections.** The elected officers shall be elected by the General Assembly at the last
268 session of an Annual Session. If there is more than one nomination for any office, election shall
269 be by secret ballot. The candidate receiving the majority of the votes shall be declared the
270 elected officer.

271

272 **Section 50. Tenure of Office.** The elected officers (other than the Dental Hygienist Member-
273 at-Large and the Public Member) shall serve for a term of one (1) year or until their successors
274 are elected and installed. No elected officer shall serve more than five (5) consecutive terms as
275 an elected officer. No one in the office of 1st, 2nd or 3rd Vice-President may remain in that
276 office for more than one year. The Dental Hygienist Member-at-Large shall serve no more than

277 two (2) two-year terms and the Public Member shall serve no more than two (2) one-year terms.
278

279 **Section 60. Installation.** The elected officers shall be installed at the close of the Annual
280 Meeting of the General Assembly. The President-Elect shall be installed as President at the next
281 Annual Meeting following election. The new officers shall be installed by the retiring President
282 or by some other person whom the retiring President designates.
283

284 **Section 70. Distribution.** The President-Elect and the three Vice-Presidents shall be from the
285 East, West, North and South; one being elected from each of these four sections. The Dental
286 Hygienist Member-at-Large shall be elected from the floor of the General Assembly. The
287 sections include the States, the District of Columbia, Puerto Rico, the Virgin Islands and are
288 divided as follows:
289

290 East	290 West	290 North	290 South
291 Connecticut	291 Alaska	291 Illinois	291 Alabama
292 Delaware	292 Arizona	292 Indiana	292 Arkansas
293 District of Columbia	293 California	293 Iowa	293 Florida
294 Maine	294 Colorado	294 Kansas	294 Georgia
295 Maryland	295 Hawaii	295 Michigan	295 Kentucky
296 Massachusetts	296 Idaho	296 Minnesota	296 Louisiana
297 New Hampshire	297 Montana	297 Missouri	297 Mississippi
298 New Jersey	298 Nevada	298 Nebraska	298 North Carolina
299 New York	299 New Mexico	299 North Dakota	299 Puerto Rico
300 Pennsylvania	300 Oregon	300 Ohio	300 South Carolina
301 Rhode Island	301 Utah	301 Oklahoma	301 Tennessee
302 Vermont	302 Washington	302 South Dakota	302 Texas
303 West Virginia	303 Wyoming	303 Wisconsin	303 Virginia
304			304 Virgin Islands

305
306 **Section 80. Duties.**
307

308 **A. President.** The President shall:
309

- 310 a. Preside at all meetings of the General Assembly and the Executive Council
311 preserving order and decorum and enforcing rules of the Association.
- 312 b. Have watchful supervision over the Association.
- 313 c. Serve as an ex-officio member of all committees.
- 314 d. Call special meetings of the General Assembly as provided for in these Bylaws.
- 315 e. Call meetings of the Executive Council as needed or upon the request of the majority
316 of members.
- 317 f. Appoint all committees, subject to approval of the Executive Council, unless
318 otherwise provided in these Bylaws.
- 319 g. Deliver an address to the General Assembly at the Annual Meeting.
- 320 h. Cast the deciding vote in case of tie in either the General Assembly or Executive
321 Council.
- 322 i. Serve, or designate a qualified member to serve, as the official representative of the

- 323 Association in contacts with governmental, civic, business and professional
324 organizations.
- 325 j. Enter into contracts in the name of the Association, upon authorization by the
326 Executive Council. At least one other officer must also sign any contract.
- 327 k. Perform such other duties as custom and parliamentary procedure require.
- 328 l. Appoint, with the consent of the Executive Council, a replacement representative to
329 another group to fulfill the remainder of that term, from which a representative has
330 been removed.
- 331 m. Appoint a Parliamentarian.
- 332 n. Serve as the Association representative on the Board of Directors of the American
333 Board of Dental Examiners or assist the Executive Council in approving a designee
334 to serve as this representative.
- 335

336 **B. President-Elect.** The President-Elect shall:

337

- 338 a. Serve on the Executive Council and as an ex-officio member of all committees.
- 339 b. Assist the President at the President's request.
- 340 c. Advance to the office of President should that office become vacant between Annual
341 Meetings.
- 342 d. Be installed as President at the next Annual Meeting following his election.
- 343

344 **C. Vice-President.** From highest to lowest, Vice-Presidents rank in the following order: 1st,
345 2nd and 3rd. Duties for Vice-Presidents follow:

346

- 347 a. Vice-Presidents shall serve as members of the Executive Council.
- 348 b. Vice-Presidents shall assist the President at the President's request.
- 349 c. If vacancy occurs in the office of President-Elect between Annual Meetings, such
350 vacancy shall be filled by the ranking Vice-President.
- 351 d. If vacancy occurs in the office of 1st or 2nd Vice-President between Annual
352 Meetings, such vacancy shall be filled by the next ranking Vice-President.
- 353 e. If vacancy occurs in the office of the 3rd Vice-President between Annual Meetings,
354 the President shall appoint a nominating committee from the Section no longer
355 represented by a Vice-President or President-Elect and charge this committee with
356 identifying three candidates from its Section. The President, with the approval of the
357 Executive Council, shall select one of the three candidates to fill the office of 3rd
358 Vice President.
- 359

360 **D. Dental Hygienist Member-at-Large.** The Dental Hygienist Member-at-Large shall:

361

- 362 a. Be a dental hygienist.
- 363 b. Serve as a member of the Program Committee.
- 364 c. Serve as a member of the Membership Committee.
- 365 d. If vacancy occurs in the unexpired office of the Dental Hygienist
366 Member-at-Large between Annual Meetings, the President shall request
367 the Nominating Committee to identify three candidates. The President,
368 with the approval of the Executive Council, shall select one of the three

369 candidates to fill the office of Dental Hygienist Member-at-Large.
370 e. Not ascend to the other offices on the Executive Council by virtue of
371 being Member-at-Large.
372

373 **E. Administrator Member.**
374

375 **Section 10. Number and Title.** One (1) administrator shall be elected as the Administrator
376 Member to serve as an advisor to the Executive Council.
377

378 **Section 20. Eligibility.** Only a person who is a dues paying member of both the American
379 Association of Dental Administrators and a dues paying Member of the American Association of
380 Dental Boards shall be eligible to serve as the Administrator Member.
381

382 **Section 30. Nomination.** The nomination of the Administrator Member shall come from the
383 American Association of Dental Administrators. Additional nominations from the floor shall be
384 accepted provided that any additional nominee is deemed to be both a member of the American
385 Association of Dental Administrators and the American Association of Dental Boards.
386

387 **Section 40. Election.** The Administrator Member shall be elected by the General Assembly at
388 the last session of an Annual Session. If there is more than one nomination, election shall be by
389 secret ballot. The candidate receiving the majority of the votes shall be declared the
390 Administrator Member.
391

392 **Section 50. Tenure of Office.** The Administrator Member shall serve for a term of one (1) year
393 or until his or her successor is elected and installed.
394

395 **Section 60. Installation.** The Administrator Member shall be installed at the close of the
396 Annual Meeting of the General Assembly.
397

398 **Section 70. Duties.** The Administrator Member shall:
399

- 400 A. Serve as a member of the Program Committee.
- 401 B. Serve as a member of the Membership Committee.
- 402 C. Serve as a member of the Sponsor Committee.
- 403 D. Serve as Chair of the Administrators' Committee.
- 404 E. If vacancy occurs in the unexpired term of the Administrator Member between
405 Annual Meetings, the President shall appoint, after consultation with the
406 President of the American Association of Dental Administrators and with the
407 consent of the Executive Council, an administrator to serve the unexpired term
408 of the Administrator Member.

409
410 **F. Public Member**
411

412 **Section 10. Number and Title.** One (1) board public member of a Member Agency shall be
413 elected as the Public Member to serve as an advisor without vote to the Executive Council.
414

415 **Section 20. Eligibility,** Only a dues paying public member of the American Association of
416 Dental Boards shall be eligible to serve as the Public Member.
417

418 **Section 30. Nomination.** The nomination process for an advisory public member to the
419 Executive Council shall be: nominations from state boards for past and present public members;
420 CVs or biographies to be forwarded to the Executive Council forty-five days before the Annual
421 Meeting; Executive Council shall review and forward its recommendation to the General
422 Assembly; and nominations for public members from the floor shall be allowed but must have
423 been prequalified as were the other applicants.
424

425 **Section 40. Election.** The Public Member shall be elected by the General Assembly at the last
426 session of an Annual Meeting. If there is more than one nomination, election shall be by secret
427 ballot. The candidate receiving the majority of the votes shall be declared the Public Member.
428

429 **Section 50. Tenure of Office.** The Public Member shall serve for no more than two (2) terms of
430 one (1) year each or until his or her successor is elected and installed.
431

432 **Section 60. Installation.** The Public Member shall be installed at the close of the Annual
433 Meeting of the General Assembly.
434

435 **Section 70. Duties.** The Public Member shall:
436

- 437 A. Serve as a member of the Membership Committee.
- 438 B. Serve as a member of the Sponsor Committee
- 439 C. Advise the Executive Council on all matters, as requested, without vote.
440

441 **Section 71. Vacancy.** If a vacancy occurs in the unexpired term of the Public Member between
442 Annual Meetings, the President shall appoint, with the consent of the Executive Council, a
443 public member to serve the unexpired term of the Public Member.
444

445 Chapter VI - Appointed Officers

446

447 **Section 10. Number and Title.** Appointed officers of this Association shall be two (2) in
448 number: Executive Director and Editor.
449

450 **Section 20. Appointment.** The Executive Director and the Editor shall be appointed by the
451 Executive Council.
452

453 **Section 30. Tenure of Office.** Appointed officers shall serve for a term established by the
454 Executive Council; however, the term of an appointed officer shall not exceed three (3) years.
455 Appointed officers are eligible to be reappointed for consecutive terms without limit.
456

457 **Section 40. Executive Director.** The Executive Director shall:
458

- 459 A. Serve as Executive Director of the Central Office and any branch offices.
- 460 B. Attend meetings of the General Assembly and the Executive Council.

- 461 C. Keep and publish minutes of meetings of the General Assembly and the Executive
462 Council.
- 463 D. Be custodian of all records, books, papers and funds belonging to the Association.
- 464 E. Conduct correspondence on behalf of the Association including sending notification of
465 meetings, notifying officers of their election and notifying committee members of their
466 appointments and duties.
- 467 F. Keep a record of all members and guests present at each meeting of the General Assembly.
- 468 G. Charge, upon the books of the Association, the dues of all categories of dues-paying
469 members.
- 470 H. Demand and receive all funds due the Association including bequests and donations.
- 471 I. Act as custodian for all monies, securities and deeds belonging to this Association and
472 hold, invest, distribute or convey such funds or instruments, in the name of the Associa-
473 tion, at the direction of the Executive Council or the General Assembly. All disbursements
474 shall be made by check signed by the Executive Director or the President.
- 475 J. Submit all financial records to the Executive Council or its auditor at the request of the
476 Executive Council.
- 477 K. Render a written report of the Association's financial position thirty (30) days before the
478 Annual Meeting.
- 479 L. Maintain up-to-date copies of the Constitution and of the Bylaws.
- 480 M. Provide general publicity for meetings of the General Assembly and other important
481 activities of the Association.
- 482 N. Coordinate and support activities of all committees of the Association.
- 483 O. Report activities of the Central Office during meetings of the Executive Council.
- 484 P. Employ such persons as are necessary for the orderly operation of the Central Office
485 subject to restrictions in budget adopted by the General Assembly.
- 486 Q. Draft an annual budget for consideration by the Executive Council and approval by the
487 General Assembly.
- 488 R. Circulate notice of any meeting of the Executive Council called by the President or
489 requested by a majority of members of the Executive Council. Notice shall be circulated at
490 least twenty-one (21) days in advance of the meeting.
- 491 S. Present to the Executive Council an Annual Report of the status of the Association,
492 outlining accomplishments and making recommendations for the advancement of
493 objectives of the Association.
- 494 T. Perform such other duties as are prescribed by the Executive Council.

495
496 **Section 50. Editor.** The Editor shall:

- 497
- 498 A. Serve as editor-in-chief of all journals of this Association and exercise full editorial control
499 over such publications subject only to the policies established by the Executive Council
500 and to these Bylaws.
- 501 B. Perform such other duties as are prescribed by the Executive Council.

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504

Chapter VII - Standing Committees

505 **Section 10. Names.** Standing Committees of this Association shall be the Program Committee,
506 the Constitution and Bylaws Committee, the Nominating Committee, the Award Selection

507 Committee, the Membership Committee, the Sponsor Committee and the Administrators'
508 Committee.

509
510 **Section 20. Duties.**

- 511
- 512 A. The Program Committee shall be responsible for the program and other arrangements for
513 the Annual Meeting and other meetings of the Association. For each meeting, the Program
514 Committee shall appoint a Registration Committee and may appoint a Local Arrangements
515 Committee to offer assistance. The Local Arrangements Committee shall report to the
516 Program Committee. The Registration Committee shall help the Program Committee by
517 overseeing the registration of attendees at the AADB Annual and Mid-Year Meetings.
 - 518 B. The Constitution and Bylaws Committee shall continually review and recommend changes
519 to the Constitution and Bylaws in order to keep them current with the Association's
520 program. The Constitution and Bylaws Committee shall also review changes proposed by
521 others for appropriateness of wording.
 - 522 C. The Nominating Committee shall meet immediately after the first session of the Annual
523 Meeting with members of the four sections for the purpose of selecting nominees for
524 Association offices. Nominations shall be made in accordance with these Bylaws. The
525 chairman of the Nominating Committee or the chairman's designee shall present a list of
526 nominees during the second session of the Annual Meeting.
 - 527 D. The Award Selection Committee shall make recommendations to the Executive Council of
528 the Association to be considered for the "AADB Citizen of the Year" Award to be
529 presented at the Annual Meeting. The criteria for determining who shall be nominated to
530 receive this award will be outlined in a Committee Manual.
 - 531 E. The Sponsor Committee shall be responsible for securing AADB corporate sponsors and
532 promoting them to the AADB membership.
 - 533 F. The Membership Committee shall be responsible for contacting and promoting
534 membership in the AADB with present and past members of all state boards of dentistry
535 and members of all regional testing agencies.
 - 536 G. The Administrators' Committee shall make recommendations to the Program Committee
537 for the Annual Meeting, and other meetings of the Association, and make recommenda-
538 tions to the Executive Council on administrative needs.

539
540 **Section 30. Reporting.** Each standing committee shall report to the General Assembly at the
541 Annual Meeting. The Constitution and Bylaws Committee and the Program Committee shall
542 submit written reports to the Executive Director at least forty-five (45) days before the Annual
543 Meeting. The Nominating Committee may report orally. Matters that require action by the
544 General Assembly shall be presented in reports, in resolution form.

545
546 **Section 40. Composition and Appointments.**

- 547
- 548 A. Standing Committees, except as otherwise provided for in these Bylaws, shall be
549 composed of not less than three, nor more than five, Members or Associate Members of
550 this Association. No more than one Associate Member may serve on a Standing
551 Committee.
 - 552 B. The Nominating Committee shall be composed of five Members. The committee shall

- 553 have at least one member from each section and a hygiene member. The chair shall be
554 appointed by the President.
- 555 C. Terms of members of a standing committee shall end with the close of the Annual
556 Meeting. Members, however, may be reappointed up to a maximum of five years to the
557 same standing committee.
- 558 D. Members of standing committees shall be appointed by the President with the approval of
559 the Executive Council and subject to the following restrictions:
- 560 1. At least one member of the Constitution and Bylaws Committee and the Program
561 Committee shall be a carryover from the previous year.
 - 562 2. At least one new member shall be appointed to each standing committee each year.
 - 563 3. No individual may serve on two standing committees concurrently unless otherwise
564 stated in the Bylaws.

565
566 **Section 50. Vacancy.** In the event of a vacancy in the membership of any standing committee,
567 the President shall appoint a qualified person to fill the vacancy for the remainder of the
568 unexpired term.

569
570 **Section 60. Quorum.** The majority of the members of a standing committee shall constitute a
571 quorum for the transaction of business.

572
573 **Section 70. Expenses.** A standing committee shall not incur expenses without authorization of
574 the Executive Council.

575 **Chapter VIII - Special Committees**

576
577
578 **Section 10. Identification and Duties.** A special committee may be created at any time by the
579 General Assembly or the Executive Council. The body that creates a special committee shall be
580 responsible for describing the duties of that special committee.

581
582 **Section 20. Reporting.** A special committee shall report annually to either the General
583 Assembly or the Executive Council. If created by the General Assembly, the special committee
584 shall report to the General Assembly. If created by the Executive Council, the special committee
585 may report to either the General Assembly or the Executive Council. If the special committee
586 reports only to the General Assembly, the report shall be provided to the Executive Council for
587 comment prior to presentation to the General Assembly.

588
589 **Section 30. Composition and Appointments.**

- 590
- 591 A. Special committees shall be composed of not fewer than three members.
 - 592 B. A special committee, unless renewed by either the General Assembly or the Executive
593 Council, shall terminate its activities at the close of the Annual Meeting.
 - 594 C. If a special committee is mandated by the General Assembly, the General Assembly may,
595 at its discretion, select its membership. If the General Assembly does not select members
596 for a special committee it mandates, or if the special committee is created by the Executive
597 Council, the President, with the approval of the Executive Council, shall appoint its
598 members. No individual, however, may serve concurrently on two special committees.

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Section 40. Quorum. The majority of members of a special committee shall constitute a quorum for the transaction of business.

Section 50. Expenses. A special committee shall not incur expenses without authorization of the Executive Council.

Chapter IX - Representatives to Other Dental Groups

Section 10. Identification. The Association shall appoint representatives to the ADA Council on Dental Education and Licensure, Commission on Dental Accreditation, the Appeals Board of the ADA Commission on Dental Accreditation and the ADA Joint Commission on National Dental Examinations. The number of representatives to be appointed and their terms shall correspond to definitions in the ADA Bylaws.

Section 20. Appointment Procedures. When a vacancy is available on either the ADA Council on Dental Education and Licensure, Commission on Dental Accreditation, the Appeals Board of the ADA Commission on Dental Accreditation, or the ADA Joint Commission on National Dental Examinations, the President, with approval of the Executive Council, shall nominate an Association representative. Nominations from the General Assembly shall also be accepted. All nominees, however, must be Members of this Association. The General Assembly shall elect the representatives of the Association.

Section 30. Duties and Reporting. Representatives to any other groups shall be expected to maintain good attendance and service at their designated meetings, and they shall attend a minimum of one AADB meeting each year, and attend a minimum of one Annual AADB meeting every two years. Representatives to the ADA Council on Dental Education and Licensure, Commission on Dental Accreditation and the ADA Joint Commission on National Dental Examinations shall report as a committee to the General Assembly during the Annual Meeting. The representative on the ADA Appeals Board of the Commission on Dental Accreditation may report, within prescribed limits of confidentiality, but is not required to do so. Representatives to other groups shall report orally or by written report to the Executive Council annually, or may report to the General Assembly as requested.

Section 40. Other Appointments. Nothing in this chapter shall be interpreted to prohibit the President, with the approval of the Executive Council, from making appointments to appropriate organizations other than those specified, as may, from time to time, be required.

Chapter X - Dues

Section 10. The annual dues of each Member Agency shall be no more than \$2,200.00 and due July 1st of each year.

Section 20. The annual dues of an Associate Agency shall be no more than \$2,200.00 and due July 1st of each year.

645 **Section 30.** The annual dues of Members shall be no more than \$350.00 and the first year's dues
646 are payable July 1st following the meeting at which they become such members.
647

648 **Section 40.** The annual dues of Associate Members shall be no more than \$150.00 and due on
649 July 1st of each year.
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651 **Section 50.** Any Member, Member Agency, Associate Member or Associate Agency whose
652 dues remain unpaid for one year shall be dropped from membership after proper notification by
653 certified mail, from the Executive Director and review by the Executive Council.
654

655 **Section 60.** Any Member, Member Agency, Associate Member or Associate Agency who has
656 been dropped for non-payment of dues shall be eligible for reinstatement to membership upon
657 payment of current dues plus one year's dues that was in arrears.
658

659 **Section 70.** Any Member, Member Agency, Associate Member or Associate Agency in good
660 standing, and who is not arrears in dues, may honorably resign from the Association. Upon
661 application for reinstatement to membership, any Member, Member Agency, Associate Member
662 or Associate Agency may be reinstated upon payment of the current year's dues.
663

664 **Section 80.** Life Members, Associate Life Members, and Associate Members recognized as
665 Honorary or Disabled/Retired Members of this Association shall not be subject to the payment of
666 dues.
667

668 **Chapter XI - Order of Business**

669

670 **Section 10. Annual Meeting.** The order of business at the Annual Meeting shall be as follows:
671

- 672 A. Call to order
 - 673 B. Invocation
 - 674 C. Preliminary Report of Committee on Registration-Declaration by President of Quorum
 - 675 D. Introduction of Distinguished Guests and New Members
 - 676 E. Approval of the Minutes
 - 677 F. President's Address
 - 678 G. Reports of Executive Director and the Executive Council
 - 679 H. Reports of Special Committees
 - 680 I. Reports of Standing Committees
 - 681 J. Report of Nominating Committee
 - 682 K. Reports of Representatives
 - 683 L. Unfinished Business
 - 684 M. New Business
 - 685 N. Final Report of Registration
 - 686 O. Election and Installation of Officers
 - 687 P. Adjournment
- 688

689 **Section 20. Special Meetings.** The business at a Special Meeting of this Association shall be
690 confined to the specific objectives for which the meeting is called and of which the general

691 membership is notified as provided in these Bylaws.

692

693 **Section 30. Altering Order.** The order of business at any meeting may be altered or suspended
694 by a three-fourths (3/4) majority vote.

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Chapter XII - Rules of Order

698 **Section 10. Resolutions.** Proposed policy statements or actions shall be presented to the
699 General Assembly in the form of resolutions. A written copy of any proposed resolution shall be
700 furnished to the Executive Director for inclusion in the minutes. If possible, resolutions should
701 be referred to the Executive Council for comment prior to their presentation to the General
702 Assembly for action.

703 **Section 20. Floor Privilege.** No member shall speak longer than 10 minutes upon any subject
704 until all present have had an opportunity to express themselves, and no member shall speak more
705 than twice on the same subject except by permission of the General Assembly.

706

707 **Section 30. Additional Rules.** The rules contained in the current edition of *The Standard Code*
708 *of Parliamentary Procedure* shall govern the deliberations of this Association in all cases in
709 which they are applicable and not in conflict with the Constitution and Bylaws and Standing
710 Rules of Order.

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Chapter XIII - Fiscal Year

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714 The fiscal year of this Association shall be from July 1 to June 30 inclusive.

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Chapter XIV - Membership Applications and Membership Changes

717

718 **Section 10.** Applications for all classes of membership in this Association shall be submitted to
719 the Executive Director thirty (30) days prior to the Annual Meeting. Following approval by the
720 Executive Council and in accordance with the adopted policies of this Association , the
721 application shall be presented to the General Assembly for consideration.

722

723 **Section 20.** Upon completion of service on a Member Agency, any person may retain their
724 Member status by payment of dues as specified in Chapter X, Section 30.

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Chapter XV - Indemnification

728 The Association shall indemnify and hold harmless each officer and each member of a
729 committee, now or hereafter serving the Association, from and against any and all claims and
730 liabilities to which the person may be or become subject, by reason of now or hereafter, being, or
731 having heretofore been, an officer and/or a member of a committee of the Association, and/or by
732 reason of alleged acts or omissions as an officer and/or a member of a committee as aforesaid,
733 and shall reimburse each officer and/or committee member of the Association for all legal and
734 other expenses reasonably incurred in connection with defending such claims or liabilities
735 provided, however, that no officer or committee member shall be indemnified or reimbursed for
736 any expense arising out of the officer's or committee member's own negligence or willful

737 misconduct. The foregoing rights of officers and members of committees shall not be exclusive
738 of other rights to which they may be entitled lawfully.

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Chapter XVI - Amendments

741

742 **Section 10.** The Bylaws may be amended by a two-thirds vote of the Members present at an
743 Annual Meeting, provided copies of the proposed amendment shall have been presented in
744 writing to the voting members of the Association at least thirty (30) days prior to the meeting.

745

746 **Section 20.** An amendment to the Bylaws effecting a change in dues shall not be enacted upon
747 at the Annual Meeting at which introduced, except by unanimous consent unless the amendment
748 has been circulated to the membership thirty (30) days prior to the Annual Meeting.

749

750 **Section 30.** The Bylaws may be amended by unanimous consent of the Members present at an
751 Annual Meeting.

752

753 Revised 10-10-2011