

MEMBERSHIP

Procedures for Membership Application

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Active

1. Complete formal application and submit with fee of \$125.00 to the SSPD Central Office. Applicants approved between January 1st and June 30th shall be billed for the first year's dues with the next dues mailing. Applicants approved between July 1st and December 31st shall not be billed for first year's dues until the second year after becoming a member.
2. Previous student members of the Society shall automatically become Active members with the receipt of a completed application. Previous student members of the Society whose applications for Active membership are received by the Central Office on or before December 31st of the year following completion of a pediatric dental specialty program shall pay no application fee, dues or assessment for the first year of membership. These members shall pay 50% of the annual dues and assessment for the following year of membership. Students entering another recognized specialty program after completion of pediatric dentistry training shall retain student status.
3. Membership in the Society becomes effective upon approval by the Board of Directors.

Affiliate

1. Complete formal application and submit with fee of \$125.00 to the SSPD Central Office. Applicants approved between January 1st and June 30th shall be billed for the first year's dues with the next dues mailing. Applicants approved between July 1st and December 31st shall not be billed for dues until the second year after becoming a member.
2. Two society members selected by the applicant must sign the application or submit letters of recommendation directly to the Executive Director.
3. Membership in the Society becomes effective upon approval by the Board of Directors.
4. Affiliate members may not use the Society name, membership status or logo, nor imply expertise or training in pediatric dentistry

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Students

1. Complete application and send to the Society Central Office. The signature of the student's program director or department chair shall be provided on the application.
2. Students in pediatric dentistry training programs in institutions in the southeastern district shall automatically become student members of the Society. Students not wishing such membership shall be removed from the rolls upon request to the Society Central Office.
3. Students in programs outside the southeastern district may become student members upon application.
4. Pre-doctoral students shall complete an application signed by the program director or department chair and send to the Central Office. Pre-doctoral students have the same rights and privileges as Postdoctoral student members.
5. The application fee and dues shall be waived.
6. Registration fees for Annual Sessions and Continuing Education courses shall be waived. Student members shall pay a designated fee for meeting social events they or their guests wish to attend.

Life

1. Requests for Life membership may be made at any time in writing to the Society Central Office. Current dues and assessments must have been paid for in the year in which Life membership is being requested.
2. An Active member who applies may be elected to Life membership upon review and approval of the application by the Central Office.
3. The annual dues shall be 1/2 the regular member dues for Life members who derive some income from dentistry. Life members who derive no income from dentistry are exempt from the payment of dues. Life members approved prior to January 1, 2000 are exempt from the payment of dues.

Retired

1. Requests for retired status may be made at any time in writing to the Society Central Office. The written request must state that the member has retired from the full-time practice or teaching of dentistry. Current dues must have been paid for the year in which retired status is requested.
2. An Active member who thus applies, may be appointed to Retired Membership upon the approval of the Board of Directors.

3. If a retired member resumes full or part time practice or full-time teaching for which remuneration is received, it is the member's responsibility to inform the Executive Director and request a change in membership status.
4. Registration fees for Annual Sessions and Continuing Education courses for retired members shall be waived. Retired members shall pay a designated fee determined by the Board of Directors for meeting social events they or their guests wish to attend.

International

1. Complete the formal application and submit with a fee of \$50.00 (US Currency) to the Society Central Office
2. Meet qualifications of Active membership as outlined in Chapter 1, Section 3, but practice, teach or do research outside the United States.
3. An application fee is not required for current Society members changing membership classification.

Inactive³

1. Submit a request for this membership classification in writing to the Executive Director
2. Dues for Inactive members shall be waived.
3. Pay regular registration fees for all society programs and functions attended.

General Membership Policies

The names of new members shall be published at the annual business meeting of the Society and new active and Life members shall be eligible to vote in any elections held at that meeting.

BOARD OF DIRECTORS

Meetings of the Board

1. The Board of Directors shall meet at least once prior to the start of the Annual Business Meeting. Additional meetings may be held as determined by the President.
2. A social function of the Board of Directors shall be held, at the discretion of the President, in conjunction with any meeting of the Board.

COMPOSITION OF BOARD OF DIRECTORS

The Board of Directors shall consist of the President, President-Elect, Vice-President, Secretary, the two (2) immediate past Presidents, and up to eleven (11) Directors

representing the state units and one Member-At-Large elected by the Society membership if desired. The Executive Director, Resident Agent, Editor, Parliamentarian, Student liaison and the AAPD elected district trustee shall serve as ex-officio members of the Board without vote.

General Duties of Board Members

1. Review and approve a budget for each ensuing fiscal year
2. Approve and provide for the dispersal of funds on the behalf of the Society
3. Provide for the maintenance and supervision of the Central Office and all property of the Society
4. Provide for the publication and distribution of all official publications of the Society
5. Approve appointments, as provided in the Bylaws
6. Review the reports of all officers and committees and act upon recommendations
7. Review all proposed amendments to the Constitution and Bylaws and recommend action to the membership
8. Create or abolish committees, except as set forth in the Bylaws
9. Approve all awards, honors or other special commendations given in the name of the Society
10. Represent the Society as appropriate
11. Maintain liaison with dental and other health professions
12. Perform such other duties as prescribed in the Bylaws.

Board Reimbursement for Expenses

No elected officer, member of the Board of Directors or other member of the Society shall be reimbursed for expenses incurred to attend any meeting of the Board of Directors or a committee unless specifically approved by the President, in consultation with the Executive Director prior to the expense being incurred or specified elsewhere in the bylaws or policy of the Society. The President, in consultation with the Executive Director, shall act on any request for travel expenses if a decision must be made before the next scheduled meeting of the Board of Directors.

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Conference Calls

Conference calls shall be at the call of the President. The agenda shall be circulated in advance whenever possible. The Secretary shall prepare a record of the call and send the report to the Executive Secretary who shall file a record of the call and distribute the report to the Executive Committee and/or Board of Directors as indicated.

Phone and Mail Ballots

A phone or mail ballot may be used for decision making by the Board of Directors or Executive Committee. Such ballot must have the approval of the majority of the voting members of the Board of Directors or Executive Committee. Mail ballots must be returned to the President within fourteen (14) days from the date mailed. The President shall mail to the Board of Directors or Executive Committee the results of any ballot within ten (10) days of completion of the ballot.⁵

Conducting Electronic Business of the Board of Directors

1. Request for Opinions

The President may solicit the members of the Board of Directors for an opinion. The President begins an email asking for input on an issue. Each Board member may comment by typing below the preceding message and then click “reply all”.

2. Convening a Meeting

- a. The President can convene an electronic meeting at his/her discretion or at the request of five (5) Board of Director members.
- b. The President asks for a meeting by posting the request to the Board of Directors and states the reason for the meeting and makes the motion to be debated.
- c. A quorum is ascertained by the President if a majority of the voting members of the Board of Directors reply to the call for a meeting.

3. The Meeting

- a. Once a quorum is established, the meeting begins.
- b. Comment is made by typing at the bottom of the previous email and posting by clicking on the “reply all” button.
- c. Each member may offer comment three times before the vote is taken.

4. Meeting Time

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- a. The President will call for a vote 72 hours after the main motion is made.
- b. Because debate is time limited, motions to close or limit debate, as well as calling the question will be out of order.
- c. The President will immediately report the vote to all Board members.

5. Right to Receive All Communications

A Board of Directors member will receive all motions and email debate, even if they don't reply to the original call for meeting. A tardy member will be allowed to vote if they reply before the vote is taken.

6. Report of Motion and Vote

The motion and the vote will be included in the record of the next meeting of the Board of Directors. It will be included immediately following the disposition of the minutes of the previous meeting of the Board.

The Executive Committee shall review attendance of Board members. If a member fails to attend three (3) consecutive meetings the President shall notify the member that the Executive Committee may recommend that the Board of Directors institute recall procedures for the member as specified in the Bylaws Chapter VI, Section 8.⁶

Non-Smoking Policy

There shall be no smoking permitted in any meeting room of the Society or it's Board of Directors.

EXECUTIVE COMMITTEE

Executive Committee Composition

1. An Executive Committee shall be composed of the President, President-Elect, Vice-President, Secretary-Treasurer and Immediate Past President. The Executive Director and Parliamentarian shall serve as ex-officio members of the committee without vote.
2. The Executive Committee shall conduct the business of the Society between meetings of the Board of Directors. Executive committee meetings and conference calls shall be at the call of the President.

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Spokesperson for the Society

1. In general, the President, or in his absence, the President-Elect, shall be the spokesperson for the SSPD. In other instances, especially as they relate to the work of technical committees and task forces, the spokesperson appointed by the President will frequently be another member of the Society. In case of major policy decisions, the Board of Directors shall be consulted if time permits. If not, the Board of Directors shall be informed of such actions as soon as possible.
2. Testimony to be given in the name of the Society shall be sent to the Executive Committee two (2) weeks prior to presentation for their information and comment.⁷
3. Where there is not clear agreement between members of the Executive Committee; or where it is considered by the President to be of great importance; the subject shall be referred to the members of the Board of Directors for final decision either at the next scheduled meeting or a special meeting or conference call scheduled for that purpose.

President-Elect's Retreat

The Executive Committee may meet after the Annual Business Meeting in a planning retreat chaired by the President Elect. The retreat shall be a planning session for the activities of the Society during the coming year. The Executive Committee may hold a formal meeting at a location determined by the President Elect or by conference call as determined by the agenda.

Housing and meals will be provided for members of the Executive Committee. Members will be responsible for their own transportation unless specified differently in other sections of this policy or the Bylaws.

ELECTED OFFICERS

President

1. The President shall prepare and distribute an agenda of all meetings of the Executive Committee, Board of Directors and membership of the Society.

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2. The President or designated representative shall represent the Society at the annual meeting of the Board of Trustees of the American Academy of Pediatric Dentistry when so invited.
3. Co-chair the Credentials and Ethics Committee.

President-Elect

1. The President-Elect shall maintain liaison with the American Academy of Pediatric Dentistry.
2. The President-Elect shall present to the Board of Directors a list of proposed committee chairs and members for the next year to the Board of Directors. This may be done via an electronic meeting prior to the annual meeting of the Board.
3. The President-Elect or designated representative shall represent the Society at the ad interim meeting of the Board of Directors of the American Academy of Pediatric Dentistry when so invited.
4. Serve as interim President in the absence of the President. ⁸
5. Co-chair the Credentials and Ethics Committee.

Vice-President

1. Shall perform all duties delegated by the bylaws.

Secretary-Treasurer

1. The Secretary-Treasurer shall perform all duties delegated in the bylaws.

Immediate Past President

1. The Immediate Past President shall be responsible for reviewing the policy and procedure manual of the Society and submitting a report with suggested changes and additions to the Board of Directors at its annual meeting.

General Policy - Officers

The elective officers, along with the newly elected members of the Board of Directors, shall be installed at the annual session. The President-Elect shall be installed as President at the next annual session following election.

APPOINTED OFFICERS

Resident Agent

The Resident Agent shall be an ex-officio member of the Board of Directors without vote.

Editor

1. The Publication Editor is responsible for the publication and management of all the publications deemed appropriate by the Board of Directors. These responsibilities include:⁹
 - a. Correspondence with professional journals and publications.
 - b. Planning of the Journal and Newsletter
 1. Develop long range plan for direction and content
 2. Develop content plan and schedule
 - c. Content and manuscript solicitation
 1. Develop guidelines for invited and submitted material
 2. Manage process to identify, contact and negotiate with invited authors
 3. Work with authors on content development
 4. Actively solicit submitted material
 5. Write editorial comment as necessary on each issue
 - d. Content Review
 1. Develop and manage review process
 2. Make final determination on acceptance/rejection of submitted papers
 3. Provide feedback to authors
 4. Work with authors on making refinements
 5. Provide guidance during final copyediting
 - e. Management
 1. recommend and evaluate associate editors
 2. Represent SSPD as necessary

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3. It is intended that the Society Newsletter will be self-supporting
4. Provide guidance to the Board of Directors
2. The Editor serves as an ex-officio member of the Board of Directors without vote.
3. The Editor shall present a proposed budget for editorial needs for the year to the Executive Director for information in preparation of the overall budget for the Society.
4. Reimbursement Policy

A hotel room shall be provided for the Annual Business/CE Meeting.
5. The Editor shall be responsible for the development and publication of a quarterly Journal when directed to by the Board of Directors. Special issues maybe published as necessary. Journal organization and operation is referenced in the Editorial Policy of the Society.
6. Advertising¹⁰

The Editor shall be responsible for seeking advertising for the Society's publications when appropriate.
7. The Editor shall be nominated by a search committee and appointed by a majority of the votes cast by the Board for a three year term. The Editor may be reappointed for up to two additional three year terms upon the recommendation of the Executive Committee and approval by the Board. The President shall appoint the members and designate the chair of the search committee with approval from the Board.

Executive Director

1. The Executive Director shall be responsible for the day-to-day financial management of the Society.
2. The Executive Director shall sign all contracts with a monetary obligation to the Society.
3. The Executive Director shall provide to the Society's accountant the necessary information to complete all necessary tax reporting obligations of the Society. The Budget and Finance Committee, in concert with the Executive Secretary, shall obtain an audited financial statement of the Society prior to the annual meeting of the Board of Directors and the membership.
4. Hotel room and expenses will be provided for the Annual Business/CE and Resort meetings.

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Round trip coach airfare and/or ground transportation reimbursement at prevailing federal government rate shall be provided for the Annual Business/CE Meeting

B. Contracts shall be negotiated jointly by the Central Office and the Program Chair with approval by the Executive Committee.

C. Total expenses for all speakers for a meeting approved by the Executive Committee.

D. Speaker contracts shall include:

1. State speaker's fee plus any established allowance for travel, food and lodging.

Whenever possible the speakers shall be responsible for their own expenses. If the SSPD covers the speaker's expenses, it is best to contract for a specific amount.

SSPD will not be responsible for speakers miscellaneous expenses

2. Speakers shall provide any handout material at their expense. This cost needs to¹¹ be considered when contracting speakers.

3. Speakers shall be responsible for their own travel and hotel reservations.

Speakers shall be mailed necessary hotel and airline information.

4. Speakers and spouse (guest) shall be invited to all social functions of the meeting as guests of the Society

5. Speakers shall be informed of the IRS 1099 rules and will provide the Society with the required SS or Corporate ID, a 1099 will be provided by the Executive Secretary

Executive Secretary

1. The Executive Secretary shall be employed under contractual arrangements, as determined by the Executive Committee and approved by the Board of Directors.

2. The Executive Secretary shall be responsible for maintaining the day-to-day records and operation of the Society in concert with the President, executive Committee and Board of Directors.

3. The Executive Secretary shall prepare all checks for obligations incurred by the Society and forward them for proper signature and mailing.

4. The Executive Secretary shall maintain the files of the Society including the archival of all publications, reports and correspondence

5. The Executive Secretary shall be reimbursed for actual expenses incurred for attendance at required meetings for the Society. (hotel room, coach airfare or mileage at the prevailing federal

¹¹ 1/2016

government rate not to exceed the round trip coach airfare for ground transportation).

6. The Central Office shall be responsible for the maintenance of a web based membership directory to be updated regularly. The directory shall be completed as soon as possible after the Annual Business Meeting and include the names of new active members.

STUDENT LIASION

1. The Student Liaison shall be responsible for maintaining communication between the Resident representatives to the SSPD and the Board of Directors. These responsibilities shall include:
 - a. Required to attend all board meetings
 - b. Help with organization and be present at all resident events scheduled for any society meetings
 - c. Contact all residencies in the district to maintain active list of residents
 - d. Work alongside resident representatives to develop future resident programs at society meetings including lunch and learn programs
 - e. Work with executive secretary to promote resident programs
2. Term of office shall be for 3 years
3. Position to be appointed by President and approved by Board of Directors
4. Shall serve as Chair of the Frank H. Farrington Service and Leadership Award Committee
5. Must be within 7 years of completing Pediatric Dental Residency in order to be appointed, however can serve past the seven year mark.
6. Hotel room and tax to be paid by society at Annual Business/CE meeting only
7. All meeting registrations and membership dues are the responsibility of the liaison

Parliamentarian

1. **To attend all meetings of the Board of Directors, the Executive Committee and membership of the Society.**
2. **To advise the President, in the position as Chair, in the conduct of the meetings of the Executive Committee, the Board of Directors and the membership of the Society. The Parliamentarian cannot make rulings, but advises the presiding officer.**
3. **To aid, give opinion, advise, or explain a procedural problem when requested by the Board of Directors, committees, members or Office staff.**
4. **To instruct tellers as to their duties and assist in certification of ballot results.**
5. **To be responsible for seeing that no procedural details are overlooked, to anticipate parliamentary strategy and be certain that all parliamentary requirements are observed.**

6. **To perform such other duties as prescribed by the President.**
7. **The term of office is one year with unlimited reappointments.**

GENERAL OFFICE POLICY

1. All minutes and committee reports to the Board of Directors shall be retained on file by the Executive Secretary.
2. Information contained in the membership application and record shall be considered confidential.

Telephone Credit Cards

The Board of Directors shall review the annual distribution of telephone credit cards annually.

The recipients shall include officers, members of the Board of Directors and necessary committee chair. Others may be included as assignments warrant.¹²

Membership Roster Distribution

1. Membership mailing lists and labels shall not be provided to any individual or organization unless approved by the President and Executive Director. All approved requests shall be charged a fee of \$50.00 for mailing labels or lists (including a CD of the labels or list) unless the use is directly related to an activity of the Society.
2. Membership rosters are to be distributed only to members of the Society unless otherwise approved by the President and Executive Director. The Central Office of the American Academy of Pediatric Dentistry shall be provided with necessary online copies of each new directory.

MEETINGS

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Finances

The continuing education meetings of this Society shall be self-sustaining or profit-making events.

The Meeting Master Account

The President, Executive Secretary, Local Arrangements Chair and the Executive Director shall be authorized to place charges on the Society master account at any meeting. Additional individuals may be added to the list of authorized signatures only if it is found necessary for proper operation of the function.

Member Compensation for Program Participation

Society members shall not be compensated for participation in the Resort Meeting scientific¹³ program unless approved by the Executive Committee.

Complimentary Rooms

Complimentary hotel room shall be provided for the Local Arrangements Chair/s and spouse/s.

Attendance Policy

All courses shall be open to members of the Society in good standing. In cases where there is limited space, a registration deadline shall be set.

Student Member Attendance at CE Meeting

Student members are eligible to attend courses without tuition except as determined by the Board of Directors. In courses where there is limited space, Student Members shall be placed on a sequential stand-by list and shall be registered after the registration deadline date for members.

Non-Member Groups

1. At the discretion of the Board of Directors. specific courses may be open to non-member groups. Courses open to non-members and tuition for such courses shall be determined by the Board of Directors.

2. A registration fee for non-members to attend the Resort Meeting, Annual Business Meeting, or continuing education programs shall be set by the Board of Directors.
3. A registration fee shall be proposed by the local arrangements chair and approved by the Board of Directors for individuals wishing to attend only the scientific portion or portions of the Resort Meeting.

Co-Sponsored CE Programs

Any continuing education course co-sponsored with the American Academy of Pediatric Dentistry or other District may be limited to those instances where unusual local arrangements support is necessary and is requested by the Society

Auxiliary Attendance at Meetings

Dental auxiliaries (dental hygienists, dental assistants and office staff) who wish to attend ¹⁴the Resort Meeting or continuing education programs of the Society may do so as special registrants and will be required to pay a registration fee established by the Board of Directors.

List of Registrants

A list of the registrants is confidential and shall not be released to anyone without the approval of the Board of Directors.

Refunds for Meetings

Requests for refunds for advanced registration fees for the Resort Meeting or CE Meeting shall be requested in writing. Exceptional circumstances will be reviewed by the Executive Director. A \$25 processing fee will be charged for refunds made within two (2) weeks of the beginning of the meeting or course.

Speaker Honoraria

1. Honoraria paid to non-Society members for the Resort Meeting and Annual Business/CE Meeting, shall include:
 - A. Speaker contracts shall be approved by the Board of Directors.

- B. Total expenses for all speakers for the resort meeting shall be limited to \$6,500 unless approved by the Executive Committee.
- C. Whenever possible the speakers shall be contracted for a specific amount and will be responsible for their own travel, lodging and other expenses not provided by the Society, SSPD will not be responsible for speakers miscellaneous expenses.
- D. Complimentary tickets to social functions for the speaker and spouse.
 - 1. Deviations from this policy must be approved by the Executive Committee.
 - 2. The Society shall invite the President of the American Academy of Pediatric Dentistry to the Annual Business Meeting and/or the Resort Meeting of the Society. The Society shall provide complimentary registration to the scientific and social events of the meeting for the President and spouse. The Society shall provide a complimentary hotel room if that expense is not covered by the AAPD.

Accommodations for the SSPD President

The President shall be provided a room or suite by the hotel or Society suitable for entertaining¹⁵ and business consistent with the office.

Hotel Contracts

The Central Office in conjunction with the Chair of the Program Committee, in negotiating meeting contracts shall negotiate the following:

- A. General Arrangements
 - 1. General policies of the property
 - 2. Meeting cancellation policy, both hotel and Society
 - 3. Liability insurance policy of hotel, coordinate Society policy with Central Office when necessary
- B. Hotel rooms
 - 1. Number of rooms for the necessary days of the meeting and rate. This includes dates before and after the actual dates of the meeting when necessary.
 - 2. Number and type of rooms complimentary to the Society and rates for discounted rooms to the Society
 - 3. Reservation cut-off date
 - 4. Penalty for non-use of room block

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- C. The Local Arrangements Committee and Central Office shall make arrangements for accommodations for scientific program, hospitality, registration, exhibits and other functions
 - 1. Space and tables for registration
 - 2. Rooms for program, consideration given to size. Location, room set up, etc.
 - 3. Arrange exhibitor space, booth size, security, location in relation to program and breaks, coordinated with Commercial Exhibit subcommittee chairman
 - 4. Rooms for committee meetings (Executive Committee, Board of Directors and General Membership Meeting)
 - 5. Audio Visual support for programs, coordinated with Program subcommittee chairman
- D. Social Functions
 - 1. Room type, set up, size and location
 - 2. Menus, program coffee breaks
 - 3. Hospitality¹⁶
 - 4. Entertainment
- E. Miscellaneous
 - 1. Discounts for sporting events - golf, tennis, etc.
 - 2. Discounts for any area attractions
 - 3. Discounts for activities available through the property
 - 4. Obtain gifts for outgoing Board of Directors and guest speakers, wrap gifts for presentation and arrange for delivery to meeting
 - 5. Order Presidents Plaque and Pin. Arrange for delivery to meeting
 - 6. Obtain membership certificates for new members

Miscellaneous Meeting Policies

- 1. Attendance by Pediatric Dentists eligible for Active membership but who are not members shall be limited to one meeting.
- 2. The President may invite individuals to the meeting as special registrants. The registration fee shall be the same as for Active members.

RESORT MEETING

Resort Meeting Site Selection

1. The Resort Meeting of the Society shall be held at such time as determined by the Board of Directors.
2. Resort locations should be considered when they are available.
3. Whenever possible sites should be determined at least three (3) years in advance.
4. The Board of Directors, with input from the membership, shall approve possible meeting sites. The Executive Director and the Central Office shall be responsible for the development of contract proposals to be presented to the Board of Directors for approval.
5. All contracts with a monetary obligation to the Society shall be signed by the Executive Director.
6. The Executive Director and Central Office shall:
 - a. Receive suggestions for future meeting sites¹⁷
 - b. Conduct a feasibility study of the locations nominated for report to the Board of Directors
 - c. Whenever possible present at least two hotel choices for the location under consideration, to include meeting dates, room rates and other estimated costs.
 - d. Attempts shall be made to alternate meeting sites between resort hotels and urban locations, and rotate geographically within the region.
 - e. Factors used in site selection shall include:
 1. Desirability of location
 2. Hotel accommodations
 3. Meeting facilities
 4. Social and sports activities for members and families
 5. Anticipated attendance
 6. Local member support
 7. If a location outside the geographic confines of the Society is considered, the President shall contact adjoining components to assess their interest in participating in a combined meeting.

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Resort Meeting Budget

The Executive Committee shall develop and the Board of Directors shall approve a budget for the Resort Meeting, which shall be provided to the local arrangements chair. The Executive Committee must approve any expenses in excess of the planned budget. The local arrangements chair shall provide a cost breakdown for the Resort Meeting to the Executive Committee for approval.

Resort Meeting Registration

Registration for the Resort Meeting shall be as a package with a pre-set fee. Registration to individual social events is available to student members. Registered members may purchase additional tickets for other invited guests as available.

Spouse Attendance at Resort Meeting

Spouses attending the Resort Meeting shall pay the pre-set spouse registration fee.

Requests for non-registered spouses to attend only individual social events must be made to¹⁸ and approved by the Executive Director,

The Program Committee

1. The committee shall develop an outline for the Resort Meeting program approximately one year in advanced of the scheduled date of the program.
2. It is the responsibility of the committee chair to provide the Board of Directors with a detailed CE program. The chair will also attend meetings of the Executive Committee (including the retreat), Board of Directors and membership of the Society. The actual printing of the meeting program shall be arranged through the Central Office.
3. Active involvement of members of the Society in the CE program should be encouraged. Individuals, other than Society members, who are qualified to make presentations on timely topics related to the delivery of dental services, should also be considered as program participants.
4. The Program Committee Chair shall prepare and present a tentative outline, including speakers, to the Board of Directors for review and approval. When developing a list of speakers their other commitments in the area shall be considered.

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5. The Program Committee Chair shall be responsible for the overall presentation of the CE program for all meetings of the Society.
6. Speakers shall provide a suitable photograph, curriculum vitae, and topic outline for use in advertising and Society publications
7. Speakers will negotiate AV needs with the Program Committee Chairman in conjunction with the Central Office and provide the necessary information to the society. AV requests must be made a minimum of seven days prior to the meeting.
 - A. Audio-Visual Equipment Requests
 1. Requests for audio-visual and other equipment shall be made to the local arrangements chair.
 2. Audio-visual requests from speakers shall be made when the outline of the program is presented.
8. Handouts
 - A. It shall be the responsibility of the speaker to provide an adequate number of ¹⁹handouts. Whenever insufficient handouts are available a sign-up sheet shall be provided for attendees to request such handouts and the Executive Secretary will copy and mail them to the attendees requesting the handout.
 - B. In the event that the name and address of the person requesting the handout is not clear the Society will not be responsible for the failure of the individual to receive such information.
9. Additional duties
 - A. Remain in contact with speakers through correspondence until the meeting date
 - B. Provide speakers with estimated number of attendees approximately 30 days prior to the meeting so handouts can be prepared
 - C. Provide speaker with meeting agenda and hotel reservation information
 - D. Forward speaker's photograph, curriculum vitae and topic information to the Executive Secretary for Publication and advertisement in the appropriate media
 - E. Send AV requirements to appropriate local arrangements committee member so that speaker needs can be coordinated with the hotel
 - F. Arrange for introduction of each speaker

Local Arrangements Chair Selection

The Local Arrangements Committee chair for a meeting will be appointed by the officer who will be President-Elect for the year the meeting will be held. An early working relationship must be established between the Local Arrangement Chair, Executive Director and the Executive Secretary to allow for the most efficient and cost effective development of the program and meeting.

Local Arrangements Committee

- A. Arrange any registration/hospitality gifts, to include items of local flavor, must be²⁰transportable
- B. Information on name and location of airports; distance to hotel, ground transportation and cost.
- C. Information on anticipate weather and suggestions for dress
- D. Information on childcare services
- E. List of restaurants in hotel and area, to include description, estimated cost, location relative to hotel, and phone number for reservations
- F. Local attractions to include cost, availability of discounts, distance from hotel and any available transportation
- G. Arrange for coverage of registration desk, use volunteers when possible, local office staff or convention bureau personnel for times and dates to be coordinated with Executive Secretary
- H. Hosts for speakers
 - 1. transportation as needed
 - 2. dinner reservations and hosts
 - 3. lunch arrangements during program (not at SSPD expense unless prior arrangements made)
- I. Room monitors for each speaker session
 - 1. remain in room during program
 - 2. help with handouts
 - 3. help with AV

- 4. help coordinate breaks
- 5. assist speaker as requested
- J. Organize spouse activities including hospitality room, if appropriate, organize sporting events; organize tours or other social activities
- K. Arrange for printing of necessary signage for each professional and social event, including SSPD registration sign.
- L. Arrange for printing of signage for Exhibitors Booths
- M. Post-Meeting Report
The Local Arrangements Committee chair of the Resort Meeting shall prepare a written report to the Board of Directors following each Resort Meeting.²¹

Commercial Exhibits

- A. Arrangements for commercial exhibits shall be managed by the Central Office and Executive Secretary. Members may be asked to assist when necessary.
- B. Responsibilities include:
 - 1. Contact and contract with exhibitors
 - 2. Arrange for booth and table set up, coordinated with hotel and Local Arrangements committee
 - 3. Make sure meeting and hotel information is provided to exhibitors
 - 4. Provide exhibitors' names and listings for meeting program, signage and other appropriate publications
 - 5. Arrange for announcements of location and time of exhibits

Commercial Exhibit Space

The booth rental fee for commercial exhibits at the annual business/CE and Resort Meetings shall be determined by the executive committee.

Central Office Duties

- A. Obtain all necessary and pertinent information pertaining to the resort meeting for publicity
- B. Prepare, coordinate and organize material for Advance Registration Mailing packets, to be mailed in three months before the date of the meeting.

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1. hotel brochure and hotel registration forms to be coordinated with the Local Arrangements Committee Meeting Chair.
 2. meeting registration form
 3. speaker information sheet
 4. preliminary meeting program
 5. airline discount information
 6. ground transportation information, coordinated with local arrangements subcommittee
- C. Develop and prepare social event tickets
 - D. Develop, organize and prepare material for final meeting program²²
 - E. Coordinate with Local Arrangements Committee Chair the printing of necessary signage for each professional and social event, including SSPD registration sign.
 - F. Coordinate with Local Arrangements Committee Chair the printing of signage for Exhibitors Booths.
 - G. Place advertising in AAPD newsletter and other appropriate publications.
 - H. Prepare mailing labels as needed. Obtain mailing list from other groups as appropriate.
 - I. Mail out registration packets to membership and other communities of interest (other regional groups and organizations of interest).
 - J. Receive and deposit registration fees of participants. Prepare registration list of participants.
 - K. Receive and deposit registration fees of exhibitors. Prepare registration list of exhibitors.
 - L. Confirm Board of Directors activities (meal functions and social events), mail invitations, and RSVP responses as needed.
 - M. Consult with Local Arrangement Committee Chair and Programs Committee Chair on details of meeting. Prepare Executive Committee and Board of Directors Meeting agenda and meeting notebooks.
 - N. Mail out any necessary information to Executive Committee and Board of Directors regarding the meeting.
 - O. Order supplies necessary for meeting (notebooks for reports, name tags, labels).
 - P. Coordinate signage and printing of reports with committee chairs and local arrangements committee.
 - Q. Prepare registration packets for participants to be distributed at the meeting, including any necessary printing.

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- R. Prepare name tags
- S. Coordinate with General Meeting Chairman registration/hospitality gifts list (attendees, speakers, exhibitors, guests). Prepare list for Local Arrangements Chair.
- T. Arrange for delivery of all necessary material to meeting site and arrange for return after meeting.
- U. Coordinate materials, information and staff at registration desk.
- V. Receive and deposit payments for Board of Directors dinner functions as appropriate. Bill non-paying members.
- X. Prepare and mail refunds for registrants and exhibitors as appropriate.²³
- Y. Prepare and mail reimbursements for approved expenses incurred by members.
- Z. Prepare letters (certificates) of participation as requested.

Miscellaneous Resort Meeting Policies

- A. The Executive Committee shall make decisions regarding gift or favors to be distributed or sold to attendees.
- B. The President shall select a gift (cost determined by budget) to be presented to the Local Arrangements Chair when deemed appropriate.
- C. At meeting conclusion all committee chairs shall send notes or letters of appreciation to everyone in their respective areas who contributed to the meeting success.

ANNUAL BUSINESS / CE MEETING

Program Committee

The duties for the Program Committee will be the same for the Annual Business/CE Committee as previously stated for the Resort Meeting Program.

Executive Director Duties for Programs

1. The Executive Director in consultation with the Program Committee Chair shall: ²⁴

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- A. Hotel selection and negotiations
 - 1. present hotel selection and negotiated contract proposals to the Executive Committee for approval
- B. Hotel contracts
 - 1. General Arrangements
 - a. General policies of the property
 - b. meeting cancellation policy, both hotel and Society
 - c. liability insurance policy of hotel, coordinate Society policy with Executive Secretary when necessary
 - 2. Hotel rooms
 - a. number of rooms for the necessary days of the meeting and rate. This includes dates before and after the actual dates of the meeting when necessary.
 - b. number and type of rooms complimentary to the Society and rates for discounted rooms to the Society
 - c. reservation cut off date
 - d. penalty for non-use of room block
 - 3. Accommodations for scientific program, hospitality, registration and other functions
 - a. space and tables for registration
 - b. rooms for program, consideration given to size, location, room set up, etc.
 - c. arrange exhibitor space, booth size, security, location in relation to program and breaks, coordinated with Commercial Exhibit committee chairman
 - d. rooms for committee meetings (Executive Committee, Board of Directors, etc).
 - 4. Audio Visual support for programs, coordinated with Program Committee chairman
 - 5. Signage for all functions
- C. Additional duties
 - 1. preparation of mailings
 - 2. publication of C.E. course information in AAPD Newsletter and other appropriate publications²⁵

3. receive registration fees of participants. Prepare registration list of participants.
4. forward all monies to Executive Secretary for deposit
5. prepare meeting program
6. manage on-site registration, prepare registration packets, name tags, etc.
7. provide hosts for speakers
8. provide room monitors
 - a. assist with AV
 - b. assist with handout material
 - c. coordinate breaks with speaker's desires
9. prepare letters (certificates) of participation for C.E. credit as requested
10. provide copies of all financial transactions and contracts to Society Central Office
(4/00)

Commercial Exhibits

The Central Office, in consultation with the Program Committee Chair, shall be responsible for locating exhibitors, negotiating contracts and local arrangements

1. contact and contract with exhibitors
2. arrange exhibit set-up
3. provide hotel registration information to exhibitors
4. include exhibitors' names and commercial listings in the course program
5. arrange for announcements of location and time of exhibits
6. arrange for appropriate signage for exhibit areas

Commercial Exhibit Space

The booth rental fee for commercial exhibits at the annual business/CE and Resort Meetings shall be \$500.00 unless changed by the Board of Directors

Board of Director Functions

The Central Office, in consultation with the Program Committee Chair shall:

1. arrange for meeting space for Executive Committee and Board of Directors meeting functions, including appropriate breaks²⁶

2. arrange for Board of Director Dinner functions when directed by the President. This shall include restaurant selection, menu and cost - SSPD host or Dutch treat.
3. The Executive Secretary shall be responsible for the following:
 - a. mail invitations or other forms of notification
 - b. arrange RSVP or other response as needed
 - c. receive payment as appropriate
 - d. pay restaurant
 - e. contact and collect from non-paying attendee

Central Office Duties

- A. Obtain all necessary and pertinent information pertaining to the resort meeting for publicity
- B. Prepare, coordinate and organize material for Advance Registration Mailing packets, to be mailed in three months before the date of the meeting.
 1. hotel brochure and hotel registration forms
 2. meeting registration form
 3. speaker information sheet
 4. preliminary meeting program
 5. airline discount information
 6. ground transportation information
- C. Develop and prepare social event tickets
- D. Develop, organize and prepare material for final meeting program
- E. Place advertising in AAPD newsletter and other appropriate publications.
- F. Prepare mailing labels as needed. Obtain mailing list from other groups as appropriate.
- G. Mail out registration packets to membership and other communities of interest (other regional groups and organizations of interest).
- H. Receive and deposit registration fees of participants. Prepare registration list of participants.
- I. Receive and deposit registration fees of exhibitors. Prepare registration list of exhibitors.
- J. Confirm Board of Directors activities (meal functions and social events), mail invitations, and RSVP responses as needed.²⁷

- K. Consult with Programs Committee Chair on details of meeting. Prepare Executive Committee and Board of Directors Meeting agenda and meeting notebooks.
- L. Mail out any necessary information to Executive Committee and Board of Directors regarding the meeting.
- M. Order supplies necessary for meeting (notebooks for reports, name tags, labels).
- N. Coordinate signage and printing of reports with committee chairs.
- O. Prepare registration packets for participants to be distributed at the meeting, including any necessary printing.
- P. Prepare name tags
- Q. Coordinate with Program Committee Chairman registration/hospitality gifts list (attendees, speakers, exhibitors, guests).
- R. Arrange for delivery of all necessary material to meeting site and arrange for return after meeting.
- S. Coordinate materials, information and staff at registration desk.
- T. Receive and deposit payments for Board of Directors dinner functions as appropriate. Bill non-paying members.
- U. Prepare and mail refunds for registrants and exhibitors as appropriate.
- V. Prepare and mail reimbursements for approved expenses incurred by members.
- W. Prepare letters (certificates) of participation as requested.

BUDGET AND FINANCE

Financial Philosophy

It shall be the duty of the Board of Directors to do everything in its rightful power to maintain financial solvency of the Society. It is understood that although emergencies do arise there should the Board of Directors establish sufficient forward planning to include almost all expenditures within the annual budget as annually.

Application Fees and Dues

1. There shall be an application fee equal to one year's dues for initial application for Active, Associate, International and Affiliate membership.
2. Applicants making application for Active, Associate, International and Affiliate membership in the first six (6) months following completion of a pediatric dental specialty program shall be exempt from the application fee.

3. Former members reapplying for membership shall pay a reinstatement fee equal to the dues for the year in which reinstatement will take effect and any assessments since membership lapse.²⁸
4. The annual dues of the Society shall be:

Active and Associate	\$125.00
Affiliate, Life and International	\$ 50.00
Student, Retired and Life	\$ 00.00
5. No application fee shall be required for Student members.
6. Members and former members who qualify for changes in membership status shall be exempt from the payment of an application fee for the change in status

General Financial Policies

A. Expense Reimbursement

1. Prior approval by the Executive Committee is necessary for reimbursement for expenses incurred by individual members, when conducting Society business.
2. Reimbursement for secretarial expenses, telephone charges and other miscellaneous items related to business of the Society shall be budgeted or receive approval by the President prior to incurring the expense. A receipt or other documentation of the expense is necessary for reimbursement. Deviations from this policy must be approved by the President prior to reimbursement.

B. Advance Payment for Expenses

For large budgeted expenses a check maybe issued with the approval of the President to cover the proposed expense. The individual receiving the draw must provide receipts for all expenses and will reimburse the Society for any unused funds remaining or be issued a check to cover any expenses in excess of the draw.

C. Fiscal Year

The fiscal year of the Society shall be June 1st through May 31st. as established by the IRS.

D. Budget Preparation

A proposed budget shall be prepared by the Executive Director and presented for approval to the Board of Directors at its resort meeting. All officers, board members and committee chairs requesting funds shall submit budget requests and an outline of the

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planned activity to the Executive Director at least thirty (30) days prior to the meeting of the Board of Directors.

E. Reimbursement for Committee Meetings²⁹

Committee members shall not be paid for travel or other expenses incident to attendance at committee meetings held during the year, at the time of the ad interim or annual session unless specifically authorized by the Board of Directors.

F. Grants

Requests for grants in the name of the Society shall be initiated only after consultation with the President and prior approval of the Board of Directors. Recipients of grants must name the SSPD as having supported the project in any publication or presentation of the results of the grant.

G. Charitable Contributions

Charitable contributions made by the Society must be approved by the Board of Directors.

COMMITTEES

Committee Guidelines

1. Introduction:

- a. These guidelines are intended to provide guidance for committee members and chairs. Their purpose is to clarify responsibilities and to assist in meeting commitments to the Society.
- b. Individuals are carefully chosen and voluntarily agree to serve. Agreeing to serve on a committee carries a responsibility to colleagues. A democratic organization can only function if its members participate actively. If this responsibility cannot be met, another member should be given the opportunity to participate.

2. Selection of Committee Members:

Standing committee nominations are made by the President-Elect and become effective when the President-Elect becomes President. Recommendations for committee

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membership arise in several ways. Committee chairs, officers and Board of Directors make recommendations. Members may also volunteer their names for consideration³⁰.

3. Ex Officio Members of Committees:

An ex officio member of a committee is neither elected nor appointed to the committee as an individual, but becomes a member when elected or appointed to a particular office. When an ex officio member ceases to hold office, the successor in the office shall replace the incumbent on the committee. An ex officio member has all the rights, responsibilities and duties of any other member of the committee, including the right to vote, unless otherwise stated in the Bylaws.

4. Chair Responsibilities:

The performance of a committee is often a reflection of the leadership provided by the chair. The chair has all of the responsibilities of an individual member with the further obligation of obtaining maximum participation from the other members of the committee. This involves maintaining active communication with the members of the committee. The chair that does not communicate with committee members is remiss in carrying out a major responsibility.

5. Committee Meetings:

The majority of a committee's activity is accomplished through correspondence and telephone. However, some committees may find it necessary to hold meetings during the annual session.

6. Committee Member Responsibilities

- a. Each member shall evaluate carefully all material received in the course of assignments and shall forward comments to the chair.
- b. Members will receive special assignments from the chair from time to time. These usually have deadlines. If these assignments are not met in a timely manner, other members of the committee will not have adequate opportunity to evaluate and comment on the material. It is imperative for the proper functioning of the committees that each member responds promptly.
- c. Developing new ideas and suggestions and the transmittal of information relating to committee activities to other committee members and the chair are ongoing responsibilities of each member. This should be a spontaneous activity and should not await specific requests from the committee chair. A member who has not participated in

³⁰ 1/2016

committee activities or who finds it difficult to assume responsibilities for productivity should consider relinquishing the committee assignment.

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Committee Reports

1. Committee reports are the responsibility of the committee chair. Unless otherwise directed each committee chair shall submit an ad interim and an annual report prior to the ad interim or annual meeting of the Board of Directors. Reports shall contain comment on all subjects considered by the committee and shall embody such resolutions and recommendations as are deemed proper by the committee. The chair shall submit the report to all committee members for comment before the final report is transmitted to the Board of Directors for their review and action.
2. A committee report cannot be amended, except by the committee. A committee report, after its is presented to the Board of Directors, may be disposed of in any of the following ways:
 - a. The report may be filed (a filed report is not binding)
 - b. The report may be referred back to the committee for further study, modification, recommendations, etc.
 - c. The report may be postponed definitely, to be considered at another stated time.
 - d. A report may be adopted (accepted) in whole or in part. Adopted reports or recommendations of a committee are binding on the organization unless they deal with Society philosophies and policies, in which case they must be submitted to the entire membership for approval.
3. All committee recommendations shall be presented in the form of a motion and each recommendation presented in the report shall be presented, discussed and acted upon as a separate motion by the Board of Directors.
4. Committee reports and recommendations are not to be construed as official Society policy unless approved by the Board of Directors and the membership.
5. Members shall receive written notification of committee appointments and are required to reply within thirty (30) days to the President. In the event no reply is received within this time the appointment will be considered null and another appointment will be made.
6. Committees shall deal with subject areas and respond to directives as specified by the President and/or Board of Directors. Where the interests of several committees are of

mutual interest or overlap, councils composed of committee chairs may be formed to coordinate activities.

7. All reports given by Committee Chairs at meetings of the Board of Directors are to be submitted to the Executive Secretary in writing.

COMMITTEE STRUCTURE / RESPONSIBILITIES

Program Committee

1. The President shall appoint a chair of the committee. The chair shall then pick 3-5 members to serve on the committee. It shall be the responsibility of the committee to develop and arrange, with the approval of the Board of Directors, programs for the continuing education activities of the Society.
2. The Program Committee shall consist of the Chair of the Program Committee, Chair of the Local Arrangements Committee, if there is one, and members appointed by the Program Chair. The Executive Director shall serve as an ex officio member of the committee without vote.
3. The chair of the committee will attend meetings of the Executive Committee (including the retreat), Board of Directors and membership of the Society.
4. Refer to the Program Committee section of the manual for the operational policy of the committee.

Local Arrangements Committee

1. The President shall appoint a chair of the committee. It shall be the responsibility of the committee to work with the Program Meeting Chair in arranging the hotel, registration, hospitality, commercial exhibitors and other functions of the meeting
2. Refer to the Local Arrangements Committee section of the manual for the operational policy of the committee.

Constitution and Bylaws Committee³²

1. The Constitution and Bylaws Committee shall consist of three (3) members, appointed by the President. The Executive Director and Parliamentarian shall serve as an ex-official members of the committee without vote, to which all proposed amendments to these Bylaws shall be referred for study and recommendation.
2. Proposed amendments recommended for adoption shall be certified to the Executive Director for formal notification of the members, as provided in Chapter XII of these Bylaws. Thereafter, the Chair of the Committee shall present such amendment to the Society for its adoption at the next annual meeting.
3. The Constitution and Bylaws committee shall present, as part of its annual report, a brief statement concerning the rationale for proposed changes in the Constitution and Bylaws.

Credentials and Ethics Committee

1. The Credentials and Ethics Committee shall consist of 3 members appointed by the President, and the President Elect, both of which shall serve as Committee Co-Chairs. The President may appoint additional members when deemed necessary.
2. Recommend censure, suspension, or expulsion of a member for causes, provided such action is justified in accordance with the following provision:
 - a. The Principles of Ethics of the American Dental Association and the Advisory Opinions appended thereto shall govern the professional conduct of all members of the Society.
 - b. Every member of this Society shall pledge to adhere to the Code of Professional Conduct of the Society when accepted for membership.
3. A list of applicants shall be included in the annual report of the committee. Further additions will be distributed as necessary.³³
4. In the evaluation of applications for membership the committee may exercise discretion in determining if an individual meets the bylaws eligibility requirement of training in an ADA accredited pediatric dentistry program when such is subject to interpretation. In the instance of pediatric dentists training in non-USA advanced educational programs, but who are practicing or teaching within the area of the

³² 1/2016

³³ 1/2016

SSPD, the committee may exercise discretion in determining their eligibility for Society membership.

5. Any member having personal knowledge of a candidate's qualifications for membership that would assist the committee in determining the candidate's eligibility may contact the committee prior to the presentation of its report to the Board of Directors.
6. The responsibilities of the Central Office include but are not limited to:
 - a. review applications
 - b. approve/disapprove application
 - c. correspond with each applicant
 - d. forward original application with check sheet to central office
 - e. retain copy of application and checklist for accountability
7. Committee procedures
 - a. Application legibility - if you receive an application that cannot be read, return it with the check attached. Note the status on the check sheet.
 - b. Former students must apply for regular/associate membership within six (6) months of the completion of their program to take advantage of the reduced dues structure.
 - c. Reinstatement of a member who has been dropped from membership requires current dues and a reinstatement fee equal to one year's dues.
 - d. Two (2) endorsements are required on applications for regular/associate membership. If applicant obtains one endorsement, the membership chairman may exercise the second endorsement. The name of the endorsement must be legible.
8. State Directors duties:
 - a. Contact delinquent members prior to membership cancellation.
 - b. Seek new potential members in from existing and new practitioners in the state.
 - c. Contact senior pediatric dentistry postgraduate students in the state to encourage membership Society membership following graduation to take advantage of reduced dues and registration for new members.
 - d. Other duties as assigned by the committee chairman.
9. Finances³⁴
 - a. Reimbursement for the following expenses without prior authorization include:
 - postage

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copying

telephone (copy of bill with calls highlighted)

- b. Receipts should be sent to the central office for reimbursement.
- c. All other expenses must have prior approval from the Treasurer. The Treasurer will seek approval from the President as necessary.

10. Membership

It is the duty of the committee to track and retain membership in the SSPD.

Persistence and good judgment should be used. It is a continuous job, requiring dedication to the committee and the Society.

- 11. Reference should be made to the Credentials and Ethics Committee Policy and Procedure Manual for details of committee operation.

Rejection of Applicant and Appeal

1. It is the duty of the committee to review each candidate for membership in the Society. Should this review reveal a moral or ethical question concerning the candidate's background or professional conduct, such question shall warrant an investigation by the committee. If the candidate is found to be undesirable morally or ethically for Society membership, the committee may reject the candidate only after affording the candidate due process through an interview by the committee to provide the candidate with the opportunity to respond to the allegations.
2. Such action by the committee may be accepted by the candidate or appealed in writing to the Board of Directors within ninety (90) days. In the event of an appeal, the President shall appoint a committee to review the case. If action of the Membership and Credentials committee is overruled, the candidate will be scheduled for oral examination to determine professional qualifications. If the oral examination proves satisfactory the candidate will be accepted into membership at the next annual session.
3. If the decision of the committee is accepted by the candidate without appeal or if, in the event of an appeal, the decision is upheld, the applicant may reapply for membership one year after due notification.
4. A candidate rejected following examination has the right to appeal the action of the committee to the Board of Directors. The appeal must be in writing and be made within ninety (90) days of notification of rejection.
5. Upon such appeal, the President shall appoint a special committee. This committee shall review each individual case and hold a hearing at the next annual session at which

the rejected candidate must be present. The hearing may, at the discretion of the committee, consist of an interview and/or examination on professional competency.

Policy and Procedures Committee ³⁵

The Immediate Past-President shall Chair this Committee. The President may appoint as many members as needed. The Executive Director and the Parliamentarian will be committee members.

1. Review and recommend to the Board of Trustees administrative procedures for the conduct of the business of the Society
2. Perform such other duties as assigned by the President or the Board of Trustees.

Nominations Committee

1. The Nominating Committee shall consist of the three (3) most recent living Past Presidents. The senior committee member shall serve as chair.
2. The Nominations Committee shall assess the current leadership requirements of the Society and summarize these needs in the introduction to its report to the Board of Directors.
3. The Nominations Committee shall select nominees who have the experience and the qualities that meet the current needs of the organization and shall include in its report to the Board of Directors its analysis of how the nominees meet these needs.
4. The Nominations Committee shall interview prospective nominees personally, by telephone or by mail and shall secure written consent to serve if elected prior to presenting them as nominees to the Board of Directors.

The Frank H. Farrington Service and Leadership Award Committee³⁶

1. The purpose of the award is to recognize an individual who has demonstrated a consistent willingness to go above and beyond in serving dentistry and the oral health of children through outstanding leadership and service to the community and organized dentistry.

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2. The Committee shall consist of a chair who shall be the Student Liaison to the Board of Directors appointed by the President and 3-5 members appointed by the committee chair. Appointments shall be approved by the Board of the SSPD.
3. The duties of the committee shall consist of, 1. developing and maintaining the application, 2. accepting, reviewing and awarding the applications for the award. The committee will set the specific criteria as to how the recipient will be chosen.
4. The award shall consist of a letter or certificate or plaque and a monetary honorarium approved by Board of the SSPD of no more than \$2,000.
5. The award shall be given as determined by the committee annually at the Jan meeting and based upon the qualifications of nominees/applicants.
6. All donations to the fund shall be set aside and accumulated for the fund only.
7. The minimum threshold amount of the fund to be maintained shall be \$2000. If the amount available in the fund falls below the set threshold, the committee shall forward to the Board of the SSPD recommendations to improve fund status. At the approval of the Board of the SSPD Funds may be transferred from the general SSPD account to cover shortfalls on an as needed basis. The Board of the SSPD will review the fund status each Annual Board meeting and determine if award will be given for that year.
8. A line item will be added to the dues statements for the FHF Award beginning with the 2013 statements that will go out in November.