

1 **SOUTHEASTERN SOCIETY OF PEDIATRIC DENTISTRY**
2 **CONSTITUTION AND BYLAWS**

3
4 **CONSTITUTION**

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6 **ARTICLE I. NAME**

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8 The name of the organization shall be the **SOUTHEASTERN SOCIETY OF PEDIATRIC**
9 **DENTISTRY** hereinafter referred to as "the Society" or "this Society".

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11 **ARTICLE II. PURPOSE**

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13 The purpose of this society shall be: to bring the Pediatric Dentists of the states of Alabama,
14 Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia,
15 West Virginia, the Commonwealth of Puerto Rico and The United States Virgin Islands into one
16 organization for the advancement of the science and art of Pediatric Dentistry*, to encourage,
17 sponsor and advance the achievement of a high and ethical standard of practice, education and
18 research in the art and science of all phases of dentistry for children, adolescents and the
19 handicapped; and the continued education of the health professions and the public concerning
20 recognized scientific advancements in the dental and general health of children.

21 ***DEFINITION OF PEDIATRIC DENTISTRY:** Pediatric dentistry is an age-defined specialty
22 that provides both primary and comprehensive preventive and therapeutic oral health care for
23 infants, and children through adolescence, including those with special health care needs.

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25 **ARTICLE III. AREA**

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27 Section 1. The confines of this Society shall be the states of Alabama, Florida, Georgia,
28 Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West
29 Virginia, the Commonwealth of Puerto Rico and The United States Virgin Islands.

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31 Section 2. The members of this Society shall meet the Bylaw eligibility requirements as
32 provided in Chapter I of the Bylaws.

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34 **ARTICLE IV. ORGANIZATION**

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36 Section 1. The Society is a non-profit corporation organized under the laws of the State of
37 Virginia.

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39 Section 2. The Society shall have and continuously maintain in the State of Virginia, a
40 registered office and a registered agent whose office shall be identical with such
41 registered office, and may designate other offices within or without the State of
42 Virginia as the Board of Directors may from time to time determine and has such
43 other powers as granted by the Corporation Acts of the State of Virginia.

44
45 Section 3. Upon the dissolution of the corporation, the Board of Directors shall, after paying
46 or making provision for the payment of all the liabilities of the corporation, dispose

47 of all the assets of the corporation exclusively for the purposes of the corporation
48 in such manner, or to such organization or organizations organized and operated
49 exclusively for charitable, educational, religious or scientific purposes as shall at
50 the time qualify as an exempt organization or organizations under Section 501 (c)
51 (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any
52 future United States Internal Revenue Law), as the Board of Directors shall
53 determine. Any of such assets not so disposed of shall be disposed of by the Court
54 of Common Pleas of the county in which the principle office of the corporation is
55 then located, exclusively for such purposes or to such organization or organizations,
56 as said Court shall determine, which are organized and operated exclusively for
57 such purposes.

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59 Section 4. No part of the net earnings of the corporation shall insure to the benefit of, or be
60 distributed to, its members, trustees, officers, or other private persons, except that
61 the corporation shall be authorized and empowered to pay reasonable compensation
62 for services rendered and to make payments and distribution in furtherance of its
63 purposes. No substantial part of the activities of the corporation shall be the
64 carrying on of propaganda, or otherwise attempting to influence legislation and the
65 corporation shall not participate in, or intervene in (including the publishing or
66 distribution of statements) any political campaign on behalf of any candidate of
67 public office. Notwithstanding any other provision of these articles, the corporation
68 shall not carry on any other activities not permitted to be carried on (A) by a
69 corporation exempt from Federal income tax under section 501 (c) (3) of the
70 Internal Revenue Code of 1954 (or the corresponding provision of any future
71 United States Revenue Law) or (B) by a corporation, contribution to which are
72 deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or the
73 corresponding provision of any future United States Revenue Law.

74
75 Section 5. MEMBERSHIP: The membership of this Academy shall consist of dentists
76 and other persons whose qualifications and classifications shall be
77 established by Chapter I of the Bylaws.

78 79 **ARTICLE V. GOVERNMENT**

80
81 Section 1. The legislative and controlling body of this Society shall be the voting membership
82 gathered together and shall be known as the General membership.

83
84 Section 2. The administrative body of this Society shall be a Board of Directors as provided
85 in Chapter VI of the Bylaws, which may hereinafter be referred to as "the Board".

86 87 **ARTICLE VI. OFFICERS AND DIRECTORS**

88
89 Section 1. The elective officers of this Society shall be the President, President-Elect, Vice
90 President, Secretary-Treasurer *and the AAPD district trustee* each of whom shall
91 be elected by the general membership.

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93 Section 2. The appointed officers of this Society shall be an Executive Director, Editor,
94 Parliamentarian and Resident Agent, each appointed by the President and approved
95 by the Board of Directors and as provided in Chapter VII of the Bylaws.
96

97 Section 3.

98 The Board of Directors shall consist of the President, President-Elect, Vice-
99 President, Secretary/Treasurer, the two (2) immediate past Presidents, and up to
100 twelve (12) Directors representing the state units, Student Liaison Representative,
101 one Full -Time Faculty Member who is appointed by the President and one
102 Member-At-Large who is elected by the Society membership. The Executive
103 Director, Resident Agent, Editor, Parliamentarian and the AAPD elected district
104 trustee shall serve as ex-officio members of the Board without vote.
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107 **ARTICLE VII. MEETINGS OF THE SOCIETY**

108
109 There will be a meeting of the Society held annually in accordance with Chapter IV of the Bylaws.
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111 **ARTICLE VIII. AMENDMENT**

112
113 This constitution may be amended by an affirmative vote of two-thirds of the active members
114 present and voting at any annual meeting of the Society, or at any special meeting called for this
115 purpose, as provided in Chapter XII of the Bylaws.
116

117 **BYLAWS**

118 **CHAPTER I. MEMBERSHIP**

119
120 **Section 1.** There shall be eleven (11) categories of membership: Active, International, Life,
121 Inactive, Associate, Retired, Student, Affiliate, Affiliate Life, Allied and Honorary.
122 Members of all categories are strongly encouraged to maintain membership in the
123 American Academy of Pediatric Dentistry and their state unit organizations.
124

125 **Section 2. ACTIVE:** An ethical dentist may be considered for Active membership provided the
126 applicant:

127 1. Is practicing and/or performing research and/or teaching and/or administrating
128 Pediatric Dentistry in an educational institution within the geographic confines of this
129 Society.
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131 2. Meets the educational requirements of the American Dental Association for the
132 announcement of ethical practice in pediatric dentistry.
133

134 3. Active members are strongly encouraged to maintain membership in the
135 American Dental Association.
136

137 4. Membership becomes effective following review and approval of the application by the
138 Board of Directors.

139

140 5. Maintains a valid license to practice dentistry in at least one state or province.

141 This provision shall not apply to those individuals who are otherwise duly qualified for

142 membership, but whose current employment does not require a valid license to practice

143 in any state. This provision shall not apply to those individuals who are otherwise duly

144 qualified for membership, but whose current employment does not require a valid license

145 to practice in any state.

146

147 **Section 3. INTERNATIONAL:** This category of membership is available as an option for all

148 pediatric dentists who meet the qualifications established for Active membership as

149 outlined in Chapter 1, Section 2 (with the exception of those pediatric dentists in the

150 federal services) who practice, teach, or do research outside the United States.

151

152 **Section 4. LIFE:** This category of membership is available to Active members who have been

153 members in good standing of the Society for twenty (30) consecutive years, have reached the age

154 of sixty-five (65) years, continue to fulfill the provisions set forth in Chapter 1, Section 2, and have

155 paid all dues and assessments through the calendar year in which application for Life membership

156 is made. Maintains a valid license to practice dentistry in at least one state or province.

157 This provision shall not apply to those individuals who are otherwise duly qualified for

158 membership, but whose current employment does not require a valid license to practice

159 in any state. This provision shall not apply to those individuals who are otherwise duly

160 qualified for membership, but whose current employment does not require a valid license

161 to practice in any state.

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164 **Section 5. INACTIVE:** This category of membership is reserved for members who were

165 previously Active, Life or Associate members who receive no income from dentistry

166 but who wish to maintain a relatively close association with the Society. The mem

167 ber must apply annually for this membership classification.

168

169 **Section 6. ASSOCIATE:**

170 This category of membership is available, upon application, to the following

171 individuals: 1. Dentists who are educationally-qualified in one of the other

172 specialty areas of dentistry recognized by the American Dental Association,

173 and pediatricians and other physicians.

174

175 **Section 7. RETIRED:** This category of membership is available to Active, Affiliate and

176 Associate members upon application and who:

177 1. Have been an Active,, Affiliate or Associate member in good standing of this Society,

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179 2. Have voluntarily and completely retired from dental, practice, teaching, and/or
180 administration.

181 3. Dues paying member for a minimum of fifteen (15) years.

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183 4. Are not engaged in part-time practice or employed in a dental administrative or
184 teaching capacity in a full-time basis for which remuneration is received.

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5. Have paid all dues and assessments through the calendar year in which application for Retired membership is made,

Section 8. A **STUDENT** member shall be an individual who:

1. **POSTDOCTORAL STUDENT:** Is available on application to a student who is either a full-time or part-time postdoctoral student enrolled in an educational program in pediatric dentistry and accredited by the American Dental Association or its foreign equivalent.
2. **PREDOCTORAL STUDENT:** Is a predoctoral student on application who is enrolled in an educational program in dentistry accredited by the ADA CODA.
2. Student members shall be exempt from payment of Society dues.

Section 9. AFFILIATE: : This category of membership is available to general dentists who practice in the United States. Affiliate members are strongly encouraged to maintain membership in the American Dental Association, or a recognized foreign dental association. Maintains a valid license to practice dentistry in at least one state or province. This provision shall not apply to those individuals who are otherwise duly qualified for membership, but whose current employment does not require a valid license to practice in any state. This provision shall not apply to those individuals who are otherwise duly qualified for membership, but whose current employment does not require a valid license to practice in any state.

Section 10. HONORARY: Honorary members shall be an individual who may not otherwise be eligible for membership in the Society but who have made unusual or outstanding contributions to the science, teaching, and/or practice of pediatric dentistry. Candidates for HONORARY membership may submit to Credentials and Ethics Committee. Following nomination, unanimous recommendation of the The unanimous recommendation of the Credentials and Ethics Committee and approval of the Board of Directors shall be required for consideration for election. An affirmative vote of three-fourths (3/4) of the membership present, eligible to vote and voting at any annual session shall be required for approval.

Section 11. ALLIED: This category of membership is available to dental and medical allied health professionals, including dental hygienists, dental assistants, pediatric nurses, and physician assistants, whose interests are consistent with the mission of the Academy.

Section 12. AFFILIATE LIFE: This category of membership is available to Affiliate members who have been members in good standing for a total of thirty (30) years,

230 excluding student years, and have reached the age of sixty-five (65). The member must
231 continue to fulfill membership eligibility criteria.

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234 **PRIVILEGES:**

235 1. **ACTIVE** and **LIFE** members shall be eligible to:

- 236 a. Attend all meetings of the Society
237 b. Vote on all issues brought before the membership
238 c. Hold office and serve on committees
239 d. Active members shall Receive copies of all general membership
240 communications and publication.
241 e. Life members shall receive at no fee copies of all general membership
242 communications.

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244 2. **INACTIVE** members shall be eligible to:

- 245 a. Serve on committees, but not vote or hold office
246 b. Attend all meetings of the Society
247 c. Receive requested membership services at a cost determined by the Board of
248 Directors

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250 3. **INTERNATIONAL AND ASSOCIATE** members shall be eligible to:

- 251 a. Serve as consultants to committees, but not vote or hold office
252 b. Attend all meetings of the Society
253 ~~d.~~ Receive copies of all general membership communications and publication.
254 e. Maybe assessed a fee for required international postage as determined by the
255 Board of Directors.

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257 4. **STUDENT** members shall be eligible to:

- 258 a. Serve as consultants to committees, but not vote or hold office
259 b. Attend all meetings of the Society
260 c. Receive copies of all general membership communications and publication.

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262 5. **RETIRED** members shall be eligible to:

- 263 a. Serve as consultants to committees, but not vote or hold office
264 b. Attend all meetings of the Society
265 c. Receive at no fee copies of all general membership communications and *may*
266 receive other publications and roster on a fee per item basis as determined by
267 the President and Executive Director.
268 d. In the event a Retired member resumes practice, teaching, or
269 administration, it shall be incumbent upon said member to notify the
270 Headquarters Office for reinstatement to the former category of
271 membership.

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274 6. **AFFILIATE AND AFFILIATE LIFE** members shall be eligible to:

- 275 a. Serve on committees, but not vote or hold office.

- 276 b. Attend all meetings of the Society
277 c. Receive copies of all general membership communications and publications.
278 d. Affiliate or Affiliate Life members may not use the Academy name,
279 membership status or logo, or imply special expertise or training in
280 pediatric dentistry.
281
282 7. **HONORARY** members shall be eligible to:
283 a. Serve as consultants to committees, but not vote or hold office
284 b. Attend all meetings of the Society
285 e. Receive copies of all general membership communications and publication.
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288 8. **ALLIED**: Privileges of Allied members shall be to:
289 a. Attend the annual session of the Academy.
290 b. Receive copies of all communications and publications.
291 Allied members may not use the Academy name membership status or
292 logo.

293 **Section 13. APPLICATION PROCEDURE**
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- 295 1. Applications for all categories of membership shall be submitted to the Executive
296 Director , delivered from the AAPD home office.
297
298 2. The appropriate dues and application fees for the category of membership for the
299 current fiscal year shall become payable with the application for membership sent to
300 the AAPD home office and shall be delivered to the Executive Director of the
301 Society. In the event the application for membership is not approved, the dues will
302 be refunded.
303
304 3. Upon receipt of the application for membership the Executive Director shall review
305 the applicants' qualifications to assure that they conform to the respective
306 requirements for membership as set forth in this Chapter.
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310 **CHAPTER II. SUSPENSION OR EXPULSION OF MEMBERS**
311

312 **Section 1.– DELINQUENCY**: Members shall be classified as delinquent when dues are not paid
313 on or before the first day of September, or when assessments are not paid within sixty (60) days
314 of the due date. They shall be notified in writing of their delinquency and, if after notice, such
315 default is not corrected within a period of thirty (30) days, the member shall be dropped from
316 membership.
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319 **Section 2.** A member whose membership has been terminated by operation of any of the
320 foregoing provisions, may be restored to membership by application to the AAPD

321 home office and appropriate past due dues, fees, and assessments are paid upon
322 approval of the Credential and Ethics committee of the academy.
323

324 **Section 3.** Any member may be removed from membership by a three-fourth vote of the Board
325 of Directors at any general or special meeting of the Board called for that purpose,
326 for unethical conduct in his practice, research or teaching or upon his conviction of
327 a felony, or for other conduct involving moral turpitude.
328

329 **CHAPTER III. FISCAL YEAR**

330
331 The fiscal year for the Society shall begin on June 1st and terminate on May 31st of each year.
332 The records of the Society shall be audited each year prior to the 1st day of September by a person
333 or persons designated by the President, and approved by the Board of Directors. A report shall be
334 presented to the Board of Directors at their next Board of Directors meeting.
335

336 **CHAPTER IV. MEETINGS OF THE SOCIETY**

337
338 **Section 1.** A meeting of the Society shall be held annually at a time and place selected and
339 announced by the Board of Directors.
340

341 **Section 2.** Notice of any annual business meeting shall be given to each member in writing or
342 electronically at least thirty (30) days prior to the meeting.
343

344 **Section 3.** The President shall be primarily responsible for the agenda of the annual business
345 meeting.
346

347 **Section 4.** Meeting shall be open to members of the Society and approved guests as set forth
348 in Chapter IV. Section 5 of the Bylaws.
349

350 **Section 5.** Guests are those individuals who are not applicants nor eligible for membership
351 and who would contribute to the Society's objectives by being present, or other
352 persons the Society may wish to invite. A member of the Society may bring a guest
353 to the Annual Meeting, but he shall be limited to one (1) visit every three (3) years.
354 A request for guest attendance shall be submitted to the Executive Director at least
355 thirty (30) days prior to the meeting date. The Executive Director shall be
356 empowered to approve processing of guest applications except where qualifications
357 are questionable. In such cases, the Ethics and Credentials Committee must
358 approve the application.

359 **Section 6.** **QUORUM:** A quorum shall consist of the eligible voting Society members
360 present at the annual business meeting.
361

362 **CHAPTER V. VOTINGS AND ELECTIONS**

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364
365 Only Active and Life Members of the Society shall, at every meeting of the membership, be
366 entitled to one (1) vote in person upon each subject properly submitted for a vote. Election of

367 officers and Member-At-Large Director of the Board of Directors shall be held annually. An
368 officer and Member-At-Large Director of the Board of Directors shall be duly elected when he or
369 she receives a majority of the votes cast at an election.
370

371 CHAPTER VI. OFFICERS AND DIRECTORS

372
373 **Section 1.** The business, property and affairs of this Society shall be managed by a Board of
374 Directors.
375

376 **Section 2.** The elected officers of the Society shall consists of the:

- 377 1. President
- 378 2. President-Elect
- 379 3. Vice-President
- 380 4. Secretary-Treasurer

381 All but the President shall be elected at the annual election to be held during the
382 annual business meeting of the Society. The President-Elect automatically assumes
383 the office of the President at the next annual business meeting following election to
384 President-Elect.
385

386 **Section 3.** Nominations for the respective offices shall be made by a Nominating Committee
387 consisting of the three (3) most recent living Past-Presidents with the senior
388 committee member serving as chairperson.
389

390 **Section 4.** The officers shall be elected for a term of one (1) year and shall continue in office
391 until their respective successors are elected and assume the responsibilities of
392 office. If desired, the Member-At-Large Director shall be elected every three (3)
393 years for a three-year (3) term. An individual who has served one full term cannot
394 immediately succeed to another term as a Member-At-Large Director . If desired,
395 an At- Large Full Time Faculty Director may be appointed to the board of directors
396 by the President for a three-year (3) term. This director will hold full voting
397 privileges. The Full Time Faculty Director is required to hold a full-time faculty
398 position in an accredited Pediatric Dentistry residency program located in the
399 Southeastern District.
400

401 **Section 5.** The Board of Directors shall consist of the President, President-Elect, Vice-
402 President, Secretary, the two (2) immediate past Presidents, and up to ~~eleven~~
403 twelve (12) Directors representing the state units, one Member-At-Large elected by
404 the Society membership and one At-Large full-time Faculty Director appointed by
405 the President if desired. The Executive Director, Resident Agent, Editor, Student
406 liaison, Parliamentarian and the AAPD elected district trustee shall serve as ex-
407 officio members of the Board without vote.
408

409 **Section 6.** Each recognized American Academy of Pediatric Dentistry component society in
410 the ten (10) states, the Commonwealth of Puerto Rico and The United States Virgin
411 Islands shall be eligible to elect or appoint a member to the Board of Directors for
412 a three (3) year term. State unit Directors may serve successive terms. The term of

413 office of the Student Liaison is three (3) years. The term of office of the Editor is
414 three (3) years and can be renewed up to two (2) additional three (3) year terms.
415 The Parliamentarian has a term of office of one (1) year that is renewable without
416 limit. At the request of a member of the Board of Directors additional individuals
417 may be invited to attend meetings of the Board of Directors.
418

419 **Section 7.** Attendance at meetings of the Board of Directors and its committees shall be
420 limited to members of the Board and invited guests. Society members may attend
421 as observers on a self-sustaining and space available basis, upon requesting such to
422 the Central Office in advance of the meeting.
423

424
425 **Section 8.** The Board of Directors shall have, and exercise the authority of the Society in the
426 management and the business of the Society between meetings of the general
427 membership. Each of the Directors and the Officers shall have one vote in issue
428 presented to the Board members unless specifically prohibited by these bylaws.
429

430 **Section 9.** Vacancies that occur among the said officers or Directors shall be filled through
431 appointment from specific state component. Vacancies on the Board of Directors
432 from a specific state shall be filled by that state unit from the eligible members from
433 the appropriate state. Each person so elected to fill a vacancy shall remain a Director
434 until the expiration of the vacated term of office. A Director who has filled an
435 unexpired term shall be eligible to be elected to serve a full-term. The Board of
436 Directors of this Society shall have the power to fill any other vacancies and to
437 appoint such other officers and agents as the Board of Directors may deem
438 necessary for the transaction of the business of the Society.
439

440 **Section 10.** Any officer or agent may be removed by the Board of Directors, following a
441 hearing, by a two-thirds (2/3) vote of the Board of Directors, whenever the interest
442 of the Society is best served.
443

444 **CHAPTER VII. DUTIES OF THE OFFICERS**

445
446 **Section 1. PRESIDENT:** The duties of the President shall be to:
447 1. Serve as the chief executive officer and official representative of this Society in
448 its contracts with government, civic, business, and professional organizations
449 for the purpose of advancing the objectives and policies of this Society
450 2. Serve as Chair of the Board of Directors and the Executive Committee
451 3. Serve as the presiding officer of the meetings of the General Membership
452 4. Present an annual report to the Board of Directors
453 5. Present to the General Membership at its annual business meeting a report on
454 the activities of the Board of Directors, as well as such matters deemed of
455 importance to the Society
456 6. Call special meetings of the Board of Directors and the Executive Committee
457 7. Nominate all appointments subject to approval of the Board of Directors, except
458 as otherwise provided in these Bylaws

- 459 8. Nominate individuals to fill any vacancy on the Board of Directors and to fill
460 all other vacancies not provided in these Bylaws
461 9. Upon expiration of the term of office as President serve as a member of the
462 Executive Committee for the following one (1) year, as a member of the Board
463 of Directors for the following two (2) years and as a member of the Nominating
464 Committee for the following three (3) years
465 10. Serve as an advisory member of all committees
466 11. Perform such other duties as may be provided in these Bylaws
467

- 468 **Section 2.** The duties of the **PRESIDENT-ELECT**: President-Elect shall be to:
469 1. Serve as a member of the Board of Directors and the Executive Committee
470 2. Succeed to the office of President without other election at the next annual
471 meeting of the Society following election as President-Elect
472 3. Assume the duties of President in case of the latter's absence, disability,
473 resignation or death
474 4. Preside when it is necessary for the President to leave the chair
475 5. Serve as Chair of the Budget and Finance Committee
476 6. Serve as a consultant to all committees
477 7. Perform such other duties as may be provided in these Bylaws or as directed
478 by the President or the Board of Directors
479

- 480 **Section 3.** **VICE PRESIDENT:** The duties of the Vice President shall be to:
481 1. Serve as a member of the Board of Directors and the Executive Committee
482 2. Perform the duties of the President-Elect in the event of temporary or permanent
483 vacancy in that office as provided in these Bylaws
484 3. Perform such other duties as may be provided in these Bylaws or as directed by
485 the President or the Board of Directors
486 4. Serve as Chair of the Programs Committee for a term of 1 year
487

- 488 **Section 4.** **SECRETARY-TREASURER:** The duties of the Secretary-Treasurer shall be to:
489 1. Serve as a member of the Board of Directors and the Executive Committee
490 2. Serve as Secretary to the Board of Directors
491 3. Serve as a member of the Budget and Finance Committee
492 4. Maintain oversight of all monies, securities, and deeds belonging to the Society
493 5. Perform the duties of the Vice-President in the event of temporary or permanent
494 vacancy in that office as provided in these Bylaws
495 6. Perform such other duties as may be provided in these Bylaws or as directed by
496 the President or the Board of Directors
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- 498
499 **Section 5.** The **Editor** shall be appointed by the President with the approval of the Board of
500 Directors. The Editor shall be responsible for all publications of the Society and
501 correspondence with professional journals and publications. The Editor may
502 perform such other duties as directed by the President.
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Section 6. The **Resident Agent** shall be appointed in accordance with the regulations of the Corporation Commission of the State of Virginia by the President with the approval of the Board of Directors. The Resident Agent shall serve as an ex officio member of the Board of Directors without a vote.

Section 7. The **Executive Director** shall:

1. Be nominated by the Executive Committee and appointed by majority approval of the Board of Directors
2. Serve as the administrative head of the Central Office of the Society and all its branches
3. Engage all employees for the Central Office according to established administrative procedure
4. Serve as custodian of all monies, securities, and deeds belonging to the Society and to hold, invest and disburse these subject to the direction of the Board of Directors
5. Prepare a preliminary budget annually and submit it to the Budget and Finance Committee for review
6. Serve as a member of the Budget and Finance Committee
7. Prepare an annual report on the activities of the Central Office to the Board of Directors
8. Perform such other duties as may be provided in these Bylaws or as directed by the President or the Board of Directors

Section 8. The **Parliamentarian** shall:

1. **Attend all meetings of the Board of Directors, the Executive Committee and the membership of the Society.**
2. **Advise the President, in the position of 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. **Aid, give opinion, advise or explain a procedural problem when requested by the Board of Directors, committees, members or Office staff.**
4. **Instruct tellers as to their duties and assist in certification of ballot results.**
5. **Be responsible for seeing that no procedural details are overlooked, to anticipate parliamentary strategy and be certain that all parliamentary requirements are observed.**
6. **Perform such other duties as prescribed by the President.**

CHAPTER VIII. ELECTION AND INSTALLATION OF OFFICERS

Section 1. The officers of the Society shall be elected during the annual business meeting of the Society. Nominees for the several offices and the Member-At-Large Director shall be presented to the membership by the Nominating Committee, which shall submit a nominee for each office. Nominations shall also be permitted from the

551 floor. Such individuals may be any Active or Life member in good standing who
552 has been actively involved in the Society. Each nomination from the floor shall be
553 accompanied by a signed acceptance from the nominee and written endorsement
554 signed by ten (10) Active or Life members.
555

556 **Section 2.** All elective officers and Member-At-Large Director shall require, for election, a
557 simple majority of the votes of those members present and voting. In the event the
558 initial balloting does not result in a majority, the two (2) nominees receiving the
559 highest number of votes shall have a run-off election to establish a simple majority.
560 In each case the initial balloting does not result in a clear-cut first and second
561 choice, numerically, and the same number of votes are cast for either first or second
562 place nominees, a run-off election shall be held involving all first and second place
563 nominees to establish the election by a simple majority.
564

565 **Section 3.** The President-Elect shall be elected one (1) year in advance of his assumption to
566 the office of President. Until his assumption of the office of the Presidency, he
567 shall assume the duties and responsibilities herein imposed upon the President-
568 Elect.
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570 **Section 4.** The installation of officers shall be conducted at the annual meeting of the
571 members.
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573 **CHAPTER IX. COMMITTEES**

574
575 **Section 1.** The Committees of the Board of Directors shall be:
576

577 1. **EXECUTIVE COMMITTEE:** The **Executive Committee** shall consist of the President,
578 President Elect, Vice President, Secretary-Treasurer and Immediate Past President. The
579 Executive Director and Parliamentarian shall be an ex officio members without the right to
580 vote. The President shall serve as Chair of the Executive Committee.

581 The duties of the Executive Committee shall be to:

- 582 1. Conduct all interim business of the Society.
- 583 2. Review annually the budget.
- 584 3. Review and approve contracts of the Society unless such approval of said contracts is
585 specified elsewhere in these Bylaws.
- 586 4. Conduct an annual review of the office of the Executive Director.
587

588
589 2. **BUDGET AND FINANCE COMMITTEE:** The **Budget and Finance Committee**
590 shall consist of the President Elect, Secretary-Treasurer, up to three members appointed by the
591 president for a term of three (3) years who can serve successive terms and who are eligible to
592 sit on the committee as outlined in the constitution and bylaws of the society and the Executive
593 Director who shall serve as an ex officio member without vote. The President-Elect shall serve
594 as the chair. The committee shall review the budget and finances of the Society, review the
595 annual audit of the Society and make recommendations to the Board of Directors for their

596 approval. Additionally, in accordance with the Investment Policy Statement of the society
597 shall review and suggest investment of society monies to the Board of Directors for approval.
598

599 3. **NOMINATING COMMITTEE:** The Nominating Committee shall consist of the three
600 (3) most recent living Past Presidents. The senior committee member shall serve as chair.
601

602 **Section 2.** The Board of Directors may appoint and/or dissolve such standing and special
603 committees as needed to accomplish the mission and activities of the Society. The
604 composition and duties of such committees are described in the SSPD
605 Administrative Policy and Procedures Manual.
606

607 **Section 3. Special Committees**
608 The President may appoint special committees and chairs as deemed necessary or
609 as directed to do so by the Board of Directors.
610

611 **CHAPTER X. DISTRICT ORGANIZATION**

612
613 **Section 1.** The confines of this Society shall be the states of Alabama, Florida, Georgia,
614 Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West
615 Virginia, the Commonwealth of Puerto Rico and the United States Virgin Islands
616

617 **Section 2.** Responsibilities: This Society shall be to:
618 1. Facilitate communication between the AAPD and the State Units
619 2. Provide educational opportunities for the members
620 3. Communicate with the representatives from its State Units to facilitate
621 communication between the State Units and the AAPD
622 4. Assist in advocating and coordinating efforts at the district and state level for
623 improvement of the oral health of children
624

625 **Section 3.** Duties: This Society shall:
626
627
628 1. Have a Board of Directors with at least one member position available for
629 each State Unit in the district
630 2. Include the elected AAPD district trustee as an ex-officio member of the
631 Board of Director
632
633 3. Accept nominees for AAPD district trustee from State Units and forward the
634 names to the AAPD Headquarters office
635 4. Accept nominees from the AAPD Council appointments from the State Units
636 and forward the names to the AAPD district Trustee.
637
638 5. Elect one member from the district to serve on the AAPD Nominations
639 Committee
640 6. Hold meetings as necessary to conduct the business of the district.

- 641 7. Provide for its financial support. The AAPD shall provide dues collection
642 service at the district's request, at no cost
643 8. Elect officers and establish councils and committees necessary to conduct
644 the business of that district.
645
646
647

648 CHAPTER XI. DUES, ASSESSMENTS AND FEES

649
650 **Section 1.** The fee and due date for an application to any type of membership shall be
651 established by the Board of Directors and approved by the membership at the
652 annual business meeting or special meeting.
653

654 **Section 2.** The annual dues and their due date, for all categories of membership affected shall
655 be established by the Board of Directors and approved by the membership at any
656 regularly scheduled business meeting or special meeting called for that purpose;
657 providing at least thirty (30) days notice has been given to the membership of such
658 impending action. Dues for Retired, Inactive, Student and Honorary Membership
659 are waived. Allied members shall pay annual dues equal to twenty-five
660 percent (25%) of an Active member's dues. International and Associate
661 members shall pay annual dues equal to fifty percent (50%) of an Active
662 member's dues. Life and Affiliate Life members who derive some income
663 from dentistry shall pay annual dues equal to fifty per cent (50%) of the
664 Active or Affiliate members' dues. Life and Affiliate Life members who derive
665 no income from dentistry shall pay no annual dues.
666
667

668 **Section 3.** Assessments may be levied upon the membership at any annual business meeting
669 or special meeting of the membership by a two-thirds (2/3) vote of the members
670 present, entitled to vote and voting. International, Associate, Inactive, Retired,
671 Student, Affiliate, Allied, and Honorary members shall be exempt from the
672 payment of any assessment levied upon the membership. Life and Affiliate
673 Life members who derive some income from dentistry shall pay
674 assessments in the amount of fifty percent (50%) of an Active or Affiliate
675 member assessment levied upon the membership. Life or Affiliate Life
676 members who derive no income from dentistry shall be exempt from paying
677 assessments levied upon the membership
678

679 CHAPTER XII. PROCEDURES

680
681 **Section 1.** Amendments to the Constitution and Bylaws may be proposed by any member and
682 shall be submitted to the Executive Director in written form, delivered and dated at
683 least sixty (60) days prior to the annual business meeting. The Executive Director
684 shall transmit the proposed amendment to the Constitution and Bylaws Committee
685 Chair within ten (10) days of receipt. Any proposed amendment to the Constitution

686 and Bylaws shall be submitted to the membership no later than thirty (30) days
687 prior to the annual business meeting or at a special meeting called for such
688 purposes.
689

690 **Section 2.** The Constitution and Bylaws may be repealed or amended by a two-thirds (2/3)
691 vote of the members present and entitled to vote and voting at any annual business
692 meeting of this Society, or these Bylaws may be repealed or amended at a special
693 meeting called for such purpose, provided, however, that due notice of the proposed
694 amendment shall have been mailed to each of the members of the Society at least
695 thirty (30) days prior to such action. The Constitution and/or Bylaws may be
696 amended or repealed at any annual business meeting without prior notice of the
697 proposed amendment, by the unanimous vote of the members present, entitled to
698 vote and voting.
699

700 **Section 3.** The parliamentary procedures of the Society shall be governed by the current
701 edition of **Sturgis Standard Code of Parliamentary Procedures.**