

TABLE OF CONTENTS

CONSTITUTION

	PAGE
Name and Location.....	3
Purpose.....	3
Membership.....	3
Officers	3
Governance.....	3
Meetings	4
Principles of Ethics	4
Amendments to Constitution.....	4

BYLAWS

MEMBERSHIP

Classifications.....	5
Active.....	5
Associate.....	5
Honorary.....	5
Life.....	5
Fellow.....	5
Student.....	6
Retired.....	6
Missionary.....	6
Affiliate.....	6
Election to Membership.....	6
Privileges.....	7
Termination – Resignation / Suspension.....	7
Violation of Principles of Ethics.....	7
Reinstatement.....	8
Dues.....	8

MEETINGS:

Regular.....	9
Special.....	9
Annual.....	9
Quorum.....	10

TABLE OF CONTENTS

	PAGE
OFFICERS:	
Method of Election.....	10
Virginia House of Delegates.....	10
Duties of Officers.....	11
President.....	11
President-Elect.....	11
Secretary-Treasurer.....	11
Parliamentarian.....	12
Executive Director.....	12
EXECUTIVE COMMITTEE.....	13
STANDING COMMITTEES.....	13
Membership and Duties of Committees.....	13
Budget.....	14
Caring Dentist.....	14
Constitution and Bylaws.....	14
Dental Benefit Programs.....	14
Infection Control and Environmental Safety.....	15
Ethics and Judicial Affairs.....	15
Government Affairs.....	15
Membership.....	15
Nominating.....	16
New Dentist.....	16
Simmons Award.....	16
PARLIAMENTARY AUTHORITY.....	17
INDEMNIFICATION.....	17
AMENDMENTS TO BYLAWS.....	17

1 **TIDEWATER DENTAL ASSOCIATION**
2 **CONSTITUTION**

3
4 **ARTICLE I – NAME**

5
6 This organization shall be known as the *Tidewater Dental Association, component*
7 *Society Number One, of the Virginia Dental Association.*

8
9 **Section 1.** Its boundaries shall include the Counties of Northampton and
10 Accomack and Cities within the areas of Chesapeake, Norfolk, Portsmouth, Suffolk and
11 Virginia Beach.

12
13 **ARTICLE II – PURPOSE**

14
15 The purpose of this Association shall be to promote the art and science of
16 dentistry; to foster professional relations among dentists; to safeguard the interests of the
17 profession and the public which it serves; to elevate the standards and improve the
18 methods of dental education; to promote the continuing education of the dental
19 practitioner; to encourage the enactment and enforcement of dental laws, and to enlighten
20 and direct public education to oral health; and ~~to~~ advance scientific dental service, and to
21 foster adherence to ethical principles.

22
23
24 **ARTICLE 3-III – MEMBERSHIP**

25
26 The membership of this Association shall consist of dentists duly licensed in
27 Virginia residing within the designated areas and as set forth in article 1, Section 1, and
28 other persons duly elected by this Association.

29
30
31 **ARTICLE 4-IV – OFFICERS**

32
33 **Section 1.** The elected officers of this Association shall be the President, a
34 President-Elect, ~~a Vice President, a Recording Secretary and a Treasurer and a Secretary-~~
35 Treasurer; each of whom shall be elected by the legislative body membership of the
36 Association as provided for in the Bylaws.

37
38 **Section 2.** The appointed officers of this Association shall be ~~a Corresponding~~
39 Secretary and a Parliamentarian and Executive Director, each of whom who shall be
40 appointed as provided for in the Bylaws.

41
42
43
44 **ARTICLE 5-V – GOVERNMENT GOVERNANCE**

46 **Section 1.** The legislative body of this Association shall be the active and life
47 membership assembled in ~~regular~~ an annual meeting or in a special called session.

48
49 **Section 2.** The administrative body of this Association shall be an Executive
50 Committee as provided for in the Bylaws

51
52 **Section 3.** All provisions in the Constitution and Bylaws of the Virginia Dental
53 Association, applying to Component Society Number One, shall be considered a part of
54 the government of this Association.
55

56
57 **ARTICLE ~~6~~VI – MEETINGS**

58
59 There shall be one regular annual membership meeting of the Association and
60 other regular or special meetings as may be provided for in the Bylaws.
61

62
63 **ARTICLE ~~7~~VII – PRINCIPLES OF ETHICS**

64
65 The Principles of Ethics of this Association shall be the current revised
66 Principles of Ethics and Code of Professional Conduct and advisory opinions adopted by
67 the American Dental Association. Members of this Association agree to abide by the
68 Principles of Ethics and Code of Professional Conduct as a condition of membership in
69 the Association. They recognize that continued public trust in the dental profession is
70 based on the commitment of individual dentists to high ethical standards of conduct.
71

72
73 **ARTICLE ~~VIII~~8 – AMENDMENTS TO CONSTITUTION**

74
75 This Constitution may be amended at any regular meeting by a two-thirds vote of
76 members present, provided that the proposed amendment has been submitted in writing
77 to the membership at least thirty (30) days prior to the consideration thereof. The
78 proposed amendment may be adopted as presented, or it may be debated, revised, and
79 adopted in its revised form at the same meeting.
80

81 **TIDEWATER DENTAL ASSOCIATION**
82 **BY—LAWSBYLAWS**

83
84 **ARTICLE I – MEMBERSHIP**

85
86 *Section 1.* Classification: The members of this association shall be classified as
87 follows: **ACTIVE, ASSOCIATE, ~~RETIRED, HONORARY AND LIF~~ HONORARY,**
88 **LIFE, FELLOW, STUDENT, ~~RETIRED, MISSIONARY, AND AFFILIATE.~~**

89
90 **~~A.~~ ACTIVE** Members shall be those who ~~hold membership or are subsequently~~
91 **A.** ~~elected to membership on the Tidewater Dental Association, the Virginia Dental~~
92 ~~Association and the American Dental Association. are licensed to practice dentistry,~~
93 ~~or medicine if the physician has a DDS or DMD degree in Virginia, or engaged in~~
94 ~~dental education or research in Virginia, or serving in federal or state dental~~
95 ~~services, or engaged in formal postgraduate studies, in accordance with the~~
96 ~~Principles of Ethics and Code of Professional Conduct of the Virginia Dental~~
97 ~~Association, and who are members in good standing with the Virginia Dental~~
98 ~~Association and the American Dental Association.~~

99
100 **~~B.~~ ASSOCIATE** Members shall ~~consist of retired Dental Practitioners who were~~
101 **B.** ~~members of the American Dental Association, in good standing at the time of~~
102 ~~retirement, who now reside in this Component area, and ethical dentists practicing~~
103 ~~or teaching in any state who are members of a recognized dental organization in~~
104 ~~such state. All dental members of the armed forces residing in the Component and~~
105 ~~accredited by the American Dental Association shall be eligible for Associate~~
106 ~~membership. be ethical licensed dentists practicing or engaged in dental education~~
107 ~~in any state who are members of the American Dental Association or the National~~
108 ~~Dental Association and/or recent graduates of accepted dental schools who are~~
109 ~~entering the armed forces prior to active civilian practice. All dental members of the~~
110 ~~armed forces residing in the component area shall be eligible for associate~~
111 ~~membership providing that they are members of the American Dental Association~~
112 ~~or the National Dental Association.~~

113
114 **~~C.~~ HONORARY** members shall be those ~~who have made major contributions to the~~
115 **C.** ~~to the science of dentistry or those whom this association desires to~~
116 ~~honor practitioners of dentistry or medicine and others who have made valuable~~
117 ~~contributions to the science of dentistry, or those whom this Association deems to~~
118 ~~honor.~~

119
120 **D. LIFE** members shall be those who have maintained active membership for
121 Thirty (30) consecutive or forty (40) total years, ~~(membership in the National~~
122 ~~Dental Association prior to 1975 accepted) or a member having attained Life~~
123 ~~Membership in the American Dental Association or Virginia Dental Association,~~
124 ~~and are 65 years of age and have been voted a life membership in this Association.~~
125

126 **E. FELLOW:** Designation to this class of membership is limited to Active, Life, or
127 Retired Members of the Tidewater Dental Association who have been members of
128 the Association for at least seven years. Military and/or federal service personnel
129 having served a minimum of 2 years active duty and maintaining active
130 membership in the ADA may be considered for TDA Fellowship after 5 years of
131 TDA Service. The class of membership is reserved as an honor for those who by
132 special devotion to the Virginia Dental Association and to the profession of
133 dentistry have given freely of their time and energies to the end that the welfare of
134 all has been promoted. Election to Fellowship does not affect the Fellow's
135 preexisting classification of membership.

136
137 **F. STUDENT** Members shall be those undergraduate dental students either studying
138 or residing in the component boundaries who are members of the American Student
139 Dental Association.

140
141 **E.G. RETIRED** Members shall have been active members who are no longer earning
142 income from the performance of service as a member of the faculty of a
143 dental school, as a dental administrator or consultant, or as a practitioner of any
144 activity for which a license to practice dentistry is required.

145
146 **H. MISSIONARY** Members shall be active members who are serving as dental
147 missionaries.

148
149 **I. AFFILIATE** Members shall be the survive spouse or a staff member employed by
150 the Tidewater Dental Association, or in the office of a member dentist in good
151 standing of the Tidewater Dental Association.

152
153
154
155 **Section 2. Election to Membership**

156
157 **A.** An Active member in good standing, in the Virginia Dental Association and the
158 American Dental Association, shall automatically become an active member of the
159 Tidewater Dental Association upon receipt of component dues by the Central Office
160 of the Virginia Dental Association.

161
162 **B.** An Associate member shall be one whose application for membership has been
163 acted upon favorably and whose dues have been paid and is a current member of the
164 American Dental Association. Graduates of accepted dental schools who
165 immediately go into the federal or state dental services may be elected to associate
166 membership through the Association in which the applicant maintains legal
167 residence or in which he is stationed in Virginia.

168
169
170 **C.** Honorary Members may be nominated by the Association. The Secretary-Treasurer
171 shall submit the eligibility of potential honorary members by written request to the

172 Virginia Dental Association at least one month prior to the Annual Membership
173 Meeting. After approval by the Board of Directors of the Virginia Dental
174 Association, they shall be elected to honorary membership by the members of the
175 Virginia Dental Association’s House of Delegates. A majority vote shall elect.

176
177 **D. Life Members of the Association shall be members who have met the requirements**
178 **of life membership of the American Dental Association.**

179
180
181 **E. Fellows: A Fellows Selection Committee shall assume the complete responsibility**
182 **for choosing Fellows and officers according to their Bylaws.**

183
184 **F. Students: Undergraduate dental students, either studying or residing in the**
185 **component boundaries who are members of the American Student Dental**
186 **Association and the Virginia Dental Association may become student members.**
187 **Student members may join committees and vote but are not permitted to hold office.**

188
189 **G. Retired: To qualify for retired membership, an active member shall submit an**
190 **affidavit attesting to his or her retirement.**

191
192 **H. Missionary members: To qualify for missionary membership, an active member**
193 **shall submit an affidavit attesting to his or her missionary status.**

194
195 **I. Affiliate members: to qualify for this category, the surviving spouse or staff member**
196 **must submit an affidavit to the Association, to attest to the fact that the affiliate**
197 **member is either a surviving spouse or a staff member of a Tidewater Dental**
198 **Association member dentist. Affiliate members shall be entitled to participate in**
199 **education, service, and benefit programs offered to the Tidewater Dental Association**
200 **members. This class of membership will not be eligible for any additional**
201 **membership privileges.**

202
203 **E.—ACTIVE AND ASSOCIATE**

204 ~~(a) All nominations for Active and Associate membership shall be presented in~~
205 ~~Writing, endorsed by two members of this Component.~~

206
207 ~~(b) Applications for membership shall give full name, date and place of graduation,~~
208 ~~states in which a dental license is held, with date of registration, and shall be on regular~~
209 ~~printed forms whereby the applicant agrees by signature to uphold the Constitution, By-~~
210 ~~Laws and Code of Ethics adopted by the American Dental Association.~~

211
212 ~~(c) Each applicant for Active and Associate membership, whose credentials have~~
213 ~~Been approved by the Executive Committee, shall if scheduled attend an orientation~~
214 ~~meeting to validate his/her application. The Chairman of the Membership Committee~~
215 ~~shall call all applicants to the scheduled orientation meeting thirty days prior to the next~~
216 ~~regular meeting.~~

219 **F. HONORARY**

220 ~~—Nominations for Honorary Membership shall be submitted to the Membership~~
221 ~~Committee, approved by the Executive Committee and presented to the membership for~~
222 ~~action. A simple majority of the Active and Life Members present at the Annual~~
223 ~~Business Meeting shall elect. There are no dues for Honorary members of the~~
224 ~~Association.~~

225
226
227 **G. LIFE MEMBERS**

228 ~~—Those members who have met the requirements of election by the Virginia Dental~~
229 ~~Association.~~

230
231 **H. RETIRED**

232 ~~To qualify for retired membership, a member who has been an active member shall~~
233 ~~submit an affidavit attesting to his/her retirement and is no longer earning income~~
234 ~~requiring an active dental license.~~

235
236 **I. GENERAL REQUIREMENTS**

237 ~~(a) Candidates must be a graduate of a dental school accredited by the American~~
238 ~~Dental Association, and must hold a Virginia State License to practice dentistry.~~

239
240 ~~—Each application for membership in this Association, unless otherwise specified~~
241 ~~must be accompanied by an application fee.~~

242
243 ~~(c) Any dentist living or engaged the practice or teaching of dentistry in an adjacent~~
244 ~~Component may apply for membership in this Association upon the approval of the~~
245 ~~Society in whose jurisdiction he/she resides, practices or teaches~~

246
247 ~~(c) Any member wishing to transfer his/her membership from another component~~
248 ~~Society must file an application as a new applicant.~~

249
250 ~~(c) Members with previous military service or for other reasons holding membership~~
251 ~~in the American Dental Association and desiring membership in the Association must~~
252 ~~submit a new member application.~~

253
254 ~~(d) Component members shall consist of those residing within the boundaries of this~~
255 ~~Association, Component One, of the Virginia Dental Association. Any member living~~
256 ~~beyond the boundaries of this Association may, by permission, have their membership in~~
257 ~~the component which he/she resides or practices.~~

258
259 **Section 3. Members in Good Standing:**

260
261 Members in good standing shall be those who abide by this Constitution and Bylaws,
262 the Principles of Ethics of the American Dental Association and Virginia Dental
263 Association and who have paid their current dues.

266 **Section 4. Privileges of Membership:**
267

268 Only Active ~~and Life Members~~, Life, Retired, and Missionary Members in good
269 standing may vote, debate motions, hold office or serve on committees. Associate
270 members in good standing may serve on committees in an advisory capacity.
271

272 **Section 5. Termination of Membership:**
273

274 **A. Resignation:**

275 Members in good standing may resign in writing to the Recording Secretary,
276 ~~—Except in cases where charges, which may lead to suspension or expulsion, have been~~
277 ~~—instituted, provided all indebtedness due this Association, the Virginia Dental~~
278 ~~—Association and the American Dental Association has been~~
279 paid. Secretary/Treasurer.
280

281 **B. Suspended Members due to Non-Payment of Dues:**

282 Members who are not in good financial standing with the tripartite membership
283 structure shall be dropped from membership in this association and will be
284 automatically dropped from membership in the Virginia Dental Association and
285 the American Dental Association.
286

287 **C. Violation of the Principles of Ethics:**

- 288 (a) The Principles of Ethics of the Association shall be the current adopted
289 Principles of Ethics of the American Dental Association including current
290 advisory opinions.
291 (b) Any member may have charges preferred against him/her by one or more
292 members for alleged violation of the Principles of this Association.
293
294 (c) All charges must made in writing to the Ethics/~~Patient Relations~~ and Judicial
295 Affairs Committee.
296
297 (d) The Ethics/~~Patient Relations~~ and Judicial Affairs Committee shall furnish the
298 accused member with a copy of the charges, giving him/her thirty (30) days
299 notice of the time of the hearing of the committee. The accused shall have the
300 right to appear before the Committee.
301
302 (e) The Ethics/Patient Relations Committee shall make a thorough investigation
303 and shall report its findings, and its recommendations, if deemed necessary to
304 the Association.
305
306 (f) The Component Society may, by a two-thirds vote, render any one of the
307 following decisions: exonerate, reprimand, suspend or expel.
308
309 (g) The Component society shall drop from its roster a member whose license to
310 practice dentistry in the state has been revoked.
311

312 (h) Any dentist who may feel aggrieved at the action of this Association toward
313 him shall have the right to appeal to the Board of the Virginia Dental
314 Association.
315

316 **Section 6. Reinstatement of Members:**
317

318 A. Any member who has been dropped for non-payment of dues may be reinstated
319 upon the payment of not more than three years back dues plus the dues for the
320 current year, or in cases of hardship, at the discretion of the Executive Committee.
321

322 **Section 7. Dues:**
323

324 A. The annual dues for Active members shall be the dues of Component Number One
325 plus the dues of the Virginia Dental Association and the American Dental
326 Association. Dues payments shall be sent to the Virginia Dental Association by
327 January 1st of the year in which they are due.:-
328

329 B. Dues of Component Number One shall be determined by a recommendation of
330 The Executive Committee and approved by a vote of the membership.
331

332 C. The Component dues of new members admitted to membership after July 1 shall
333 be one-half of the annual dues.
334

335 D. Active members of this Association who have suspended their practice and are
336 Attending post graduate school for at least one scholastic year shall be exempt
337 from local dues.
338

339 E. The annual dues for Associate membership shall be determined by the Executive
340 Committee.
341

342 F. Dues for Life Members shall be those assessed by the Virginia and American
343 Dental Associations.
344

345 G. For Life Members and Retired Members engaged in active practice, the dues for
346 Component Number One shall be determined by the Executive Committee and the
347 Virginia Dental Association and the American Dental Association. *Retired Life*
348 *Members shall be exempt from all dues.*
349

350 H. Honorary Members shall be exempt from all local dues.
351

352 I. Members called to active duty with the Armed Forces shall be exempt from
353 payments of local dues for their period of active military service. Any dues paid
354 or owed the Component shall be prorated upon the return of the member from
355 active duty.
356

357 **Section 8. Fiscal Year:**

358

359 The Fiscal Year shall be January 1 through December 31, the calendar year.

360

361

ARTICLE II – MEETINGS

362

Section 1.

364 Regular meeting of this Association shall be held at such time and place as shall have
365 been determined by the Executive Committee. At least thirty (30) days notice shall be
366 given each member *prior to the meeting*

367

368

Section 2.

370 Special meetings may be held at the call of the President at the direction of the
371 Executive Committee and shall also be held at the request of five members and made in
372 writing to the President. At any special meeting, no business shall be considered except
373 that stated in the call.
374

375

Section 3.

376 The Annual Meeting shall be held prior to the Annual Meeting of the Virginia Dental
377 Association.
378

379

380

381

382 **Section 4. Quorum**

383 A. ~~Forty-Thirty~~ (3040) members, to include five (5) members of the Executive
384 Committee,
385 shall constitute a quorum for regular meetings of this Association and Special
386 Meetings.

387
388 B. A majority of members of the Executive Committee shall constitute a quorum for
389 this committee.

390
391 **ARTICLE III – OFFICERS**

392 **Section 1.**

393 The Officers of this Association shall be President, President-Elect, ~~Vice President,~~
394 ~~Recording Secretary, Treasurer, Corresponding Secretary-Treasurer~~ and
395 Parliamentarian.

396
397 **Section 2. Method of Election and/or Appointment and Term:**

398 ~~A.~~—The President-Elect, ~~Vice President, and Recording Secretary~~ and Treasurer shall
399 be elected at the regular Annual Meeting for a term of one year. The
400 ~~Corresponding~~

401 ~~B.A.~~—~~Secretary~~ and Parliamentarian shall be appointed by the President with
402 the approval of the Executive Committee, to serve for a term of one year.

403
404 ~~C.B.~~ One member shall be elected to serve on the Board of the Virginia Dental
405 Association for a term of three years.

406
407 ~~D.C.~~ Election shall be by ballot except when the office is uncontested. In this
408 event, the election may be by acclamation.

409
410 ~~E.D.~~ All officers shall be installed at the conclusion of the Business Session of the
411 regular Annual Meeting of the Tidewater Dental Association.

412
413 ~~F.E.~~ Vacancies occurring in office, except that of President shall be appointed by the
414 Executive Committee for the unexpired term. In the inability of the President the
415 President-Elect shall assume that office and the Executive Committee shall appoint
416 any resulting open positions of the Officers of the Association.

417
418 ~~G.F.~~ **Virginia House of Delegates:**

419 1. Of the Delegates allotted to Component Number One, *the Immediate Past*
420 *President, President, President-elect and* ~~Vice President~~ ~~Secretary-Treasurer~~
421 *shall be Delegates.* The Immediate Past President of Component Number
422 One will serve as *Chair* of the Delegation.

423
424 2. The remaining delegates shall be nominated by the Nominating Committee
425 thirty (30) days prior to the Spring Meeting. One third of the delegation shall
426 be elected each year for a term of three (3) years. If necessary, the Executive
427 Committee can enforce term limitations on the delegation. Should term limits

428 ~~be needed it no~~ Delegate shall serve more than three (3) consecutive terms.
429 If a vacancy occurs, the Executive Committee shall appoint a replacement
430 *until the next regular election.*

- 431
432 3. Alternate Delegates up to a number equal to the number of Delegates shall be
433 nominated by the Nominating Committee and elected by the membership at
434 the Spring Meeting, to serve for one year. Alternates will replace Delegates
435 when needed according to the greatest number of ballots cast or at the
436 discretion of the Delegation Chair.
437

438 **Section 3. Duties of Officers:**

439 The duties of Officers, unless otherwise described shall be in conformity with those of
440 the Virginia Dental Association.
441

442 **A. The President Shall:**

443 a) Preside at all meetings of this Association and of the Executive Committee;
444 he/she

445
446 b) Appoint members of all Standing Committees, Special Committees, and/or
447 Task Forces where specified in the Bylaws or Association Policy.

448
449 c) Serve as a member ex officio to all committees except the Nominating
450 Committee where he/she will serve as a voting member.

451
452 d) Confer with the President of the Virginia Dental Association as necessary.

453
454 e) Perform other duties as pertain to the office.

455 ~~—shall appoint all Standing Committees, subject to the approval of the Executive~~
456 ~~—Committee; he/she shall appoint all Special Committees not otherwise provided for;~~
457 ~~—he/she shall serve as a member ex officio, of all committees except the Nominating~~
458 ~~—Committee; he/she shall confer with the President of the Virginia Dental Association~~
459 ~~—as necessary; and he/she shall perform such other duties as pertain to the office.~~
460

461
462 **B. The President-Elect shall:**

463 a) Assist the President in the performance of his/her duties.

464
465 b) Preside in the absence of the President at meetings of the Association.

466
467 c) In the absence or inability of the President, he/she shall assume the office of
468 the President.

469
470 d) Shall succeed the office of the presidency at the close of the regular Annual
471 Meeting.

472
473 a)e) Perform other duties as may be assigned by the President.

474
475 ~~—President; he/she shall succeed the office of the presidency at the close of the regular~~

476 ~~—Annual Meeting, and shall perform such other duties as may be assigned by the~~
477 ~~President.~~

478
479 **~~B. The Vice President shall:~~**

480 ~~Be the liaison between the Committee Chairs and the Executive Committee. He/she~~
481 ~~shall report activities of the committees to the Executive Committee and refer~~
482 ~~Executive Committee suggestions to appropriate committees. He shall preside in the~~
483 ~~Absence of the President and President Elect.~~

484
485 **~~B. The Recording Secretary shall:~~**

486 ~~(-) Record the minutes of the meetings of the Association and of the Executive~~
487 ~~Committee.~~

488 ~~(-) Report all deaths of Association members and report such deaths to the~~
489 ~~Virginia Dental Association.~~

490
491 **~~B. The Corresponding Secretary shall:~~**

492 ~~(-) Handle all correspondence of the Association except that directly relating to~~
493 ~~finances.~~

494 ~~(-) Send out all announcements to the membership.~~

495
496 **C. The Secretary-Treasurer Shall:**

497 a) Perform the duties of the Secretary and Treasurer as outlined in parliamentary
498 authority.

499
500 b) Oversee the collection and deposit of all money owed to the Component
501 including annual dues, charges for banquet tickets, assessments, etc.

502
503 c) Disburse all money owned by the Component

504
505 d) Certify a list of its members to the Secretary-Treasurer of the Virginia Dental
506 Association before February 1.

507
508 e) Prepare a financial report and submit it upon request of the President.

509
510 f) Submit a financial report for audit at least two weeks prior to the Annual
511 Meeting.

512 ~~b) Oversee the collection and deposit of all money owed to the Component,~~
513 ~~including~~

514 ~~annual dues, charges for banquet tickets, assessments, etc.~~

515 ~~b) Disburse all money owed by the Component.~~

516 ~~b) Certify a list of its members to the Treasurer of the Virginia Dental Association~~
517 ~~before February 1.~~

518 ~~b) Prepare a financial report and submit it upon request of the President. He shall~~
519 ~~submit a financial report for audit at least two weeks prior to the regular Annual~~

520 ~~Business Mee~~

521
522 **D. The Parliamentarian shall:**

523 When requested, assist in an advisory capacity to, the officers, Committees, Executive
524 Committee and the legislative body.

525
526
527
528
529
530
531
532
533
534
535
536
537
538
539
540
541
542
543
544
545
546
547
548
549
550
551
552
553
554
555

E. The Executive Director shall:

- a) Be directly responsible to the Executive Committee of the Association.
- b) Be the chief executive officer of the Association with authority to sign corporate and tax filings.
- c) Serve as Secretary for the Executive Committee and at the Annual Meeting.
- d) Coordinate the activities of the Executive Committee and all committees regarding their specific assignments and systematize the preparation of their reports and oversee and administer all meetings of the Association.

Section 5. Vacancies

Vacancies: When an officer cannot complete his/her term of office because of resignation, death, or other reasons, his successor shall be provided as follows:

- A. Immediate Past President: His/her Duties shall be assumed by the most recent Past-President who is willing to serve,
- B. President: His/her duties shall be assumed by the President Elect who shall also serve the term as President to which he/she was originally elected.
- C. President-Elect: A successor shall be appointed by the Executive Committee and at the next Annual Meeting, the office of President Elect shall be filled by election of the Association.
- D. Secretary-Treasurer: A Successor shall be appointed by the Executive Committee and at the next Annual Meeting the office of Secretary-Treasurer shall be filled by election by the members of the Association.

556 **ARTICLE IV – THE EXECUTIVE COMMITTEE**

557
558 The Executive Committee shall be composed of the Officers, the two immediate Past
559 Presidents, the VDA Board of Directors representative and ~~twelve (12)~~at-large members
560 elected for a term of three years; one-third of whom shall be elected each year. The
561 Executive Committee should consist of no more than twenty (20) members.

562 The Executive Committee shall conduct the business of the Association. The
563 Executive Committee oversees the fiscal matters of the Association and recommends
564 changes in dues which are approved by the membership at a business meeting.
565

566 **ARTICLE V – COMMITTEES**

567 **Section 1. Standing Committees:**

568 There shall be the following standing committees of this Association number as
569 follows. They shall be formed and perform duties as set forth in these By-Laws.
570

- 571 1. BUDGET
- 572 2. CARING DENTIST
- 573 3. CONSTITUTION AND BY-LAWS
- 574 ~~4. ALLIED PROFESSIONAL ADVISORY~~
- 575 ~~5. DENTAL CARE FOR THE AGING~~
- 576 ~~6.4.~~ DENTAL BENEFITS PROGRAMS
- 577 ~~7.5.~~ INFECTION CONTROL AND ENVIRONMENTAL SAFETY
- 578 ~~8.6.~~ ETHICS /PATIENT RELATIONS AND JUDICIAL AFFAIRS
- 579 ~~9.7.~~ GOVERNMENT AFFAIRS
- 580 ~~10.8.~~ MEMBERSHIP
- 581 ~~11.9.~~ NOMINATING
- 582 ~~12.10.~~ NEW DENTIST
- 583 ~~13.11.~~ SIMMONS AWARD

584 **HISTORY**

585
586
587 **A. General Conditions**

588 The following general conditions shall govern the formation and function of all
589 standing committees:

- 590 (a) All standing committees shall serve at the direction of the President from one
591 regular Annual Meeting to the next.
- 592 (b) The President of the Association shall appoint the Chairperson of each of the
593 Standing committees, except where the By~~l~~-Laws specifically name the
594 Chairperson or the means by which he/she is elected.
- 595 (c) Each standing committee shall hold at least one meeting per year and submit a
596 report summarizing the activities of the committee for the year.
- 597 (d) Component Society representatives on State Association standing
598 committees appointed by the President of the Virginia Dental Association in
599 consultation with the President of the Association shall serve on
600 corresponding local committees for a period of four years~~s.~~
601

602 (e) The Executive Committee shall approve all appointments to standing
603 committees.

604 (f)

605 ~~b)~~ Each year, the Association elected officers shall review the committee
606 reports and determine the relative value of their work to the Association and
607 determine whether to expand, reduce or sunset selected committees.

608
609 **B. Names and Duties of Committees**

610 **1. Budget Committee:**

611 a. **Membership:** This Committee shall consist of five members, the President-
612 Elect and three members appointed by the President and the representative on
613 *The Virginia Dental Association Council on Finance*. The Chairperson of this
614 Committee shall be the President-Elect.

615
616 b. **Duties:** Assist the President in determining the annual financial requirements
617 and resources of this Association; submit an itemized budget for the coming
618 fiscal year to the Executive Committee for approval at its first meeting thirty (30)
619 days after the regular Annual Meeting; make whatever recommendations
620 necessary to the President.

621
622 **2. Caring Dentist Committee:**

623 a. **Membership:** This Committee shall consist of one member from
624 Component Number One, serving with the seven representatives of the other
625 components within the state, and any additional persons appointed by the
626 President.

627
628 b. **Duties:** The duties of this Committee are to educate the component
629 committees and members of the Association about (1) dentist's health, well-
630 being and chemical dependency, (2) appropriate sources for prevention,
631 treatment and rehabilitation; to serve as an information source for concerned
632 persons seeking help for the chemically dependent dentist, through verification,
633 intervention and motivating the individual to seek treatment and establish a
634 means for follow-up evaluation.

635
636 **3. Constitution and By-Laws:**

637 a. **Membership:** This Committee shall consist of the Immediate Past President,
638 the Parliamentarian and two members appointed by the President.

639
640 b. **Duties:** Keeping the By-Laws of this Association in a consistent and
641 accurate condition; proposing new and appropriate amendments to the
642 Executive Committee and the membership when deemed necessary.

643
644 ~~**4. Allied Professionals Advisory Committee:**~~

645 ~~— **Membership:** This committee shall consist of a Chairperson and three other~~
646 ~~members or as required, appointed by the President.~~

647 ~~— **Duties:** 1. Assist the Dental Hygienist's Dental Assistant's Association at~~
648 ~~their request for services; 2. foster harmonious relations between the Dental~~

649 ~~Association and dental hygienists and assistants. 3. encourage and develop~~
650 ~~harmonious relations between the dental profession and organizations~~
651 ~~representing dental laboratories.~~

653
654
655 **5. Dental Care for the Aging:**

656 a. ~~Membership:~~ This Committee shall consist of a Chairperson and three
657 ~~members appointed by the President.~~

658 b. ~~Duties:~~ The duties of this Committee shall be to study and to recommend to
659 ~~Executive Committee methods of providing dental care for the special needs~~
660 ~~patient.~~

661
662 **6.4. Dental Benefits Programs:**

663 a. **Membership:** This Committee shall consist of a Chairperson and other
664 Members appointed by the President.

665
666 b. **Duties:** The duties of this Committee shall be to formulate and recommend
667 policies to the Executive Committee relating to the planning, administration and
668 financing of all group dental care programs.

669
670
671 **7.5. Infection Control and Environmental Safety:**

672 a. **Membership:** The Committee shall consist of a Chairperson and as many
673 appointed by the President as deemed necessary.

674
675 b. **Duties:** To investigate potentially harmful conditions in working areas
676 affecting dentists, auxiliary personnel, and patients and to recommend
677 procedures to maintain a healthy working environment; and dissemination of
678 information on these issues to the members of the Association.

679
680 **8.6. Ethics/~~Patient Relations~~ and Judicial Affairs:**

681 a. **Membership:** Six members elected on a rotating three-year basis and six
682 appointed by the president with consideration given to representation by each
683 locality within the Component. Upon their election at the annual meeting and
684 their appointment by the President, this committee shall meet and elect its
685 chairperson. The Chairperson will have the authority to delegate complaints to
686 any three, or more, where possible, of its members for a hearing.

687
688 b. **Duties:** Any individual who may feel aggrieved at the action of any member
689 of this Committee shall have the right to appeal to the Ethics/~~Patient Relations~~
690 ~~and Judicial Affairs~~ Committee. This committee shall make a thorough
691 investigation and at its discretion, shall bring its findings to the Executive
692 Committee and, if necessary, to the Association subsequently, if the action of the
693 committee is not agreeable to both parties.

694
695 **9. History:**

- 696 a. ~~Membership: This committee shall consist of five members, four~~
697 ~~appointed by the President, plus the representative on the State~~
698 ~~Committee.~~
699 b. ~~Duties: Stimulating interest in outstanding personalities and events in~~
700 ~~local dentistry of the past; arranging for the commemoration of such~~
701 ~~events or persons through publication of articles or the placing of suitable~~
702 ~~memorials; collecting and preserving items of historical interest in~~
703 ~~Tidewater dentistry and assisting the State Committee when requested.~~

704
705 **9.— Indigent Care:**

- 706 ~~Membership: The Committee shall consist of a Chairperson appointed by the~~
707 ~~President and one member from each of the cities within the Component~~
708 ~~(Norfolk, Portsmouth, Chesapeake, Virginia Beach, Suffolk, and the Eastern~~
709 ~~Shore).~~
710 ~~Duties: In consultation with the proper Social Service Agency in each~~
711 ~~Municipality, the committee shall attempt to recruit member dentists who will~~
712 ~~provide free dental care to indigent citizens who are not eligible for~~
713 ~~governmental assistance.~~

714
715 **10.7. Legislative Government Affairs:**

- 716 a. **Membership:** This committee shall consist of a minimum of six members
717 appointed by the President, plus ~~the representative on the State Legislative~~
718 ~~Committee~~one of the representatives to the VDA's Council on Government
719 affairs who shall act as Chairperson.
720
721 b. **Duties:** Cooperating with the State Legislative Committee in protecting the
722 interests of the dental profession and the public in all matters relating to dentistry
723 in the State and Federal legislatures; helping in securing new legislation of
724 benefit to the public and dental profession; and keeping members of the
725 association informed with pertinent information on all legislative matters.

726
727 **11.8. Membership:**

- 728 a. **Membership:** This Committee shall consist of a minimum of three members
729 appointed by the President.
730
731 b. **Duties:** Processing all applications for membership in the Association and
732 reporting the findings to the Executive Committee for action.
733
734

735 ~~12. Military Affairs:~~

- 736 a. ~~Membership: This committee shall consist of three members appointed by~~
737 ~~the President.~~
- 738 b. ~~Duties: Serving as official representative of the Association in all military~~
739 ~~matters; maintaining liaison with military programs, needs and installations~~
740 ~~within the Component area; maintaining cordial relations with the members~~
741 ~~of the Association serving in the Armed Forces; and assisting the State when~~
742 ~~necessary.~~

743

744 ~~13. Necrology:~~

- 745 a. ~~Membership: This Committee shall consist of three members: the Recording~~
746 ~~Secretary and two members appointed by the President.~~
- 747 b. ~~Duties: The recording of all deaths of members of the Association; reporting~~
748 ~~such deaths at the regular meetings; and cooperating with the State in~~
749 ~~handling appropriate correspondence in the recording of deaths with the State~~
750 ~~Office. In addition, this committee shall take note of sickness or injury~~
751 ~~amongst its member families and notify the President when it believes the~~
752 ~~Association can be of help.~~

753

754

755

756 ~~14.9. _____ Nominating Committee:~~

- 757 a. **Membership:** The Nominating Committee shall consist of *five* members.
758 Two of these members shall be the two immediate past presidents of the
759 Association; ~~one other past president elected by the Executive Committee; the~~
760 ~~president; and two members of the Association Executive Committee, selected~~
761 ~~from the floor, at the first meeting after the Annual Meeting during the first~~
762 ~~Executive Committee meeting following the Annual Meeting. This committee~~
763 ~~shall meet immediately following the adjournment of this meeting and elect its~~
764 ~~own chairperson. The most immediate past president shall serve as the chair of this~~
765 ~~committee. A quorum of six. All committee members~~ shall be necessary for a
766 meeting of this committee.
- 767
- 768 b. **Duties:** The Nominating Committee shall meet at a time and place convenient
769 to the attendance of all members of the committee. The Nominating Committee
770 shall bring in nominees for offices as follows: If there is unanimous agreement on
771 a candidate for office, then this one nominee shall be offered to the Association.
772 If there is not unanimous agreement on a candidate for office, then two or more
773 candidates shall be offered to the Association for consideration. Qualifications of
774 the candidates for office shall be presented by the Nominating Committee. The
775 Nominating Committee shall meet and submit their nominations to the
776 ~~Corresponding Secretary~~ Secretary-Treasurer. The ~~Corresponding~~
777 ~~Secretary~~ Secretary-Treasurer shall send a list of the nominees and their
778 qualifications for office to the membership at least thirty days prior to the next
779 meeting of the Association.
- 780

781
782
783
784
785
786
787
788
789
790
791
792
793
794
795
796
797
798
799
800
801
802
803
804
805
806
807
808
809
810
811
812
813
814
815
816
817
818
819
820
821
822
823
824

~~15. — **Dental Health and Public Information**~~

- ~~a. — **Membership:** The Committee shall consist of a minimum of six members appointed by the President, plus the representative on the State Committee.~~
- ~~b. — **Duties:** The dissemination of information, providing news releases to the press, radio, and television, and other news media; interpreting the dental profession and its dental health goals to the public; and initiating public information programs with the approval of the Executive Committee and developing Dental Health Month Programs. All releases to radio, press, television and other public information media are to be cleared through the chairperson of the appropriate committee, the Executive Committee, or the President prior to release.~~

~~16. — **Scientific Programs:**~~

- ~~a. — **Membership:** This Committee shall consist of a Chairperson appointed by the President and at least one other member appointed by the Chairperson and the President of the Association.~~
- ~~— **Duties:** The Committee shall plan and execute continuing education programs for the Association; be responsible for all phases of continuing education programs including the hiring of speakers, and the generation of revenue through the sale of advertising space at the appropriate meetings.~~

~~— **18. Student Loan and Scholarship:**~~

- ~~— **Membership:** The Committee shall consist of two members appointed by the President plus the representative on the State Committee.~~
- ~~— **Duties:** Encourage the giving of memorial gifts for student loan and scholarship funds at the school of dentistry at MCV/VCU or at other institutions in Virginia which offer educational programs in Dental Auxiliary personnel, through the Ferris/Donne Foundation.~~

10. New Dentist:

- a. Membership:** This Committee shall consist of a Chairperson appointed by the President and a number of members as deemed necessary by the chairperson and the President of the Association. All members shall have held their dental license less than ten (10) years.
- b. Duties:** This Committee shall promote an agenda targeted to benefit new practitioners and act in an advisory capacity to the Executive Committee relative to new dentist’s affairs, needs, programs and concerns.

11. Simmons Award Committee

825
826
827
828
829
830
831
832
833
834

a. **Membership:** The Committee shall consist of the Immediate Past President, the most recent Simmons Award recipient and one member elected by the Executive Committee.

b. **Duties:** To designate a member for the Association's highest award: a member who has unselfishly given of his/her time and talent for the betterment of dentistry or community through the years. The award is presented **only** when a member is recognized and may not be presented each year.

835 ARTICLE VI- PARLIAMENTARY AUTHORITY

836 The current edition of the American Institute of Parliamentarians' Standard Code of
837 Parliamentary Procedures shall govern this organization in all parliamentary occurrences
838 that are not provided for in the law, in the TDA Constitution and Bylaws.

839
840 ARTICLE VII- INDEMNIFICATION

841 The Association shall indemnify and hold harmless each officer, each member of the
842 Executive Committee and each member of the committees nor or hereafter serving the
843 Association from and against any and all claims and liabilities to which he/she may be or
844 become subject to by reason of his/her now or hereafter being or having heretofore been
845 an officer, member of the Executive Committee, and/or member of a committee of this
846 Association and/or by reason of his/her alleged acts or omissions as an officer, member
847 of the Executive Committee, and/or member of a committee as aforesaid, and shall
848 reimburse each officer and each member of the Executive Committee for all legal and
849 other expenses reasonably incurred by him/her in connection with defending against any
850 such claims or liabilities, provided he/she active in good faith and in a manner he/she
851 reasonably believed to be in and not opposed to the best interests of the Association, and
852 further provided that no officer, or member of the Executive Committee or member of a
853 committee shall be indemnified against or be reimbursed for any expenses incurred in
854 defending against any claim or liability arising out of his own gross negligence or willful
855 misconduct. The foregoing rights of officers, members of the Executive Committee and
856 members of other committees shall not be exclusive of other rights to which they may be
857 entitled lawfully.

858
859 ARTICLE VIII-- AMENDMENTS

860
861 These BYLAWS may be amended at any regular meeting by a two-thirds vote of
862 members present, provided that the proposed amendment has been submitted in writing
863 to the membership at least thirty (30) days prior to the consideration thereof. The
864 proposed amendment may be adopted as presented, or it may be debated, revised, and
865 adopted in its revised form at the same meeting