

MANATEE DENTAL SOCIETY

CONSTITUTION

Amended 2021

ARTICLE I – NAME

The name of this organization shall be the Manatee Dental Society hereinafter referred to as the “the Society” or “this Society”. This Society is a local affiliate of the West Coast District Dental Association, Inc., and of the Florida Dental Association.

ARTICLE II – OBJECT

The object of this Society shall be to encourage the improvement of the health of the public and to promote the art and science of dentistry and to promote professional fellowship among the members of this Society.

ARTICLE III – OFFICERS

The officers of this Society shall be President, President – Elect, Secretary and Treasurer elected annually by this Society.

ARTICLE IV – EXECUTIVE COUNCIL

The executive control of this Society shall be vested in the Executive Council, which shall be composed of the President, the President – Elect, the Secretary, the Treasurer, and the Immediate Past President. No one shall serve on the Executive Council except those named above.

ARTICLE V – COMMITTEES

The Constitutional Committees of this Society shall be: Dental Health, Ethics/Peer Review, Membership/Credentials, Nominating, Constitution/By-laws, and Governmental Affairs. The President and/or Executive Council may add additional Committees when and if they are deemed advisable.

ARTICLE VI – MEMBERSHIP

The qualifications of members, their manner of admission and the discipline of members by censure, suspension or expulsion shall be as provided in the Membership Chapter of the By-Laws of this Society.

ARTICLE VII – AMENDMENTS

The Constitution may be amended by a two-thirds (2/3) vote of the members present at a regular meeting, provided the proposed amendment shall have been presented in writing at a previous regular meeting or that copies of the proposed amendment shall have been sent to all members of this Society at least thirty (30) days prior to the meeting.

BY-LAWS

CHAPTER I. DUTIES OF THE OFFICERS

Section I. THE PRESIDENT

- A. The President shall be a member of the Executive Council. He will preside at all the meetings of the Society. He shall call special meetings of the Society upon written request of twenty-five (25) per cent of the active paid membership of the Society. He shall call meetings of the Executive Council when he deems it desirable, or upon request of a majority of the members of Executive Council.
- B. The President shall sign all certificates or letters testamentary upon approval of the Executive Council.
- C. The President and/or Treasurer may sign checks.
- D. The President shall appoint all committees not otherwise provided for in the By-Laws. The Executive Council will confirm the appointees. He or she shall notify all members appointed to serve on committees of such appointments; he or she shall appoint members to fill vacancies occurring in the offices of the committees.
- E. The President shall perform all other duties as usually appertain to their office; he or she shall continue as a member of the Executive Council for one year following term as President.
- F. It shall be the duty of the President to serve as the official representative of the Society.

Section II. THE PRESIDENT – ELECT

- A. The President – Elect shall be a member of the Executive Council and shall assist the President in the performance of his or her duties and shall succeed to the office of President at the close of the annual meeting of the Florida Dental Association in the year following his election as President – Elect.
- B. The President – Elect shall be responsible for the parliamentary procedures for all the meetings of this Society and the Executive Council.
- C. He or she shall act as chairman of the nominating committee.
- D. He or she shall succeed to the Presidency in the event of a vacancy of any cause.
- E. The President – Elect shall be the Program Chairperson

Section III. THE SECRETARY

- A. The Secretary and Executive Secretary shall keep full and complete records of the Society and its Executive Council, including all minutes of all meetings. The Secretary and Executive Secretary shall be responsible for keeping a correct list of the members of this Society.
- B. The Secretary shall keep an up-to-date copy of the Constitution and By-Laws showing any and all amendments.
- C. The Secretary shall notify The West Coast District Dental Association of the current list of officers, delegates and alternate delegates.
- D. The Secretary shall be a member of the Executive Council.
- E. The Secretary shall be the Sponsor Chairperson

Section IV. THE TREASURER

- A. The Treasurer shall be a member of the Executive Council
- B. The Treasurer shall be responsible for overseeing all financial actions of the Executive Council and Society. He or she will advise the Society on annual budgets and provide the Executive Council with treasurer's reports at monthly meetings.

- C. The Treasurer, Executive Secretary and one other appointed council members will have permission to sign checks and manage the bank accounts for operations of the Society.

Section V. EXECUTIVE COUNCIL

- A. The Executive Council shall be composed of the Immediate Past President, President, President – Elect, Secretary and Treasurer.
- B. The President will preside at all meetings of the Executive Council.
- C. The Executive Council may authorize certain officers or committees to expend monies for specific purposes, but appropriations, other than the legitimate expense of this Society, shall have the approval of a majority vote of this Society.
- D. The Executive Council shall meet upon call by the President. The session of the Council shall be open to all members of the Society and any member of the Society may be heard on matters under consideration.
- E. The Executive Council shall be responsible for the auditing of the Society accounts when necessary.
- F. In the event vacancy occurs for any reason in the offices of the Secretary or Treasurer between meetings, the Executive Council is empowered to fill the vacancy by appointment until the next regular meeting.
- G. The Executive Council shall annually appropriate the amount of money spent by all officers and committees.
- H. The Executive Council shall receive, review and vote on applications for membership to the Society.

Section VI. DELEGATES TO THE HOUSE OF DELEGATES OF THE FLORIDA DENTAL ASSOCIATION

- A. The Executive Council shall recommend delegates and alternate delegates to the House of Delegates of the Florida Dental Association.
- B. The delegates to the House of the Florida Dental Association shall be official representatives of this Society in the Florida Dental Association. They shall present to the Florida Dental Association such business as the Society may direct.
- C. They shall make all necessary reports to this Society at its regular or special meetings.
- D. Each delegate or alternate delegate will be responsible for his or her own attendance at regular or special meetings of the Florida Dental Association. Reasonable expenses associated with such meetings may be reimbursed at the discretion of the Executive Council. In the event of his absence and that of the alternate delegate, the Executive Council will be responsible for naming a duly appointed alternate who is to take his place for that specific meeting.
- E. The delegates and alternate delegates should have a delegation meeting prior to each semi-annual meeting of the House of Delegates.

Section VII. ALTERNATE DELEGATES TO THE HOUSE OF DELEGATES OF THE FLORIDA DENTAL ASSOCIATION

- A. It shall be the duty of the alternate delegates to perform all duties prescribed for the delegates, including that of voting, in the event of the delegate's absence.
- B. There shall be the same number of alternate delegates as delegates.

Section VIII. ELECTION OF OFFICERS

- A. Nominating Committee: The Nominating Committee shall be composed of the President-Elect and two other members appointed by the President. Any appointee who will be considered for an elected position shall resign from the Nominating Committee. The Nominating Committee shall present, at the March general membership meeting, the name of one candidate for the following offices: President, President – Elect, Secretary and Treasurer.

- B. Election will be held at the April general membership meeting. The Society shall elect by secret ballot as provided in these By-Laws unless there be but a single candidate for the office.
- C. Officers will be elected by a simple majority of the members present.
- D. Only active members are eligible to hold office in this Society.
- E. Nominations for all offices may be accepted from the floor.
- F. Newly elected officers will be installed at the May business meeting.

CHAPTER II. MEMBERSHIP

- A. Membership in this Society shall be from September 1st through August 31st, inclusive. Any member shall be suspended for non-payment of dues after December 1st. A member who has forfeited membership for non-payment of dues may be reinstated as a member upon payment of all past and present dues “and a fee of \$25.00”.
- B. ACTIVE MEMBERS: Any ethical, legally licensed dentist, or working with a permit, residing in or practicing within Manatee County may be elected to active membership and complies with the requirements for membership prescribed in the By-Laws. The dentist must be a member in good standing of the American Dental Association, the Florid Dental Association and the West Coast District Dental Association. It is not necessary that he or she be in private practice. Upon membership dues paid, the application form shall be approved by the Executive Council. Notification of new active member(s) will be distributed to the general membership throughout the year. Annual membership dues may be prorated to accommodate for the time of year applied. Membership dues may only be refunded if the member is denied membership.
- C. LIFE MEMBER: A member who becomes a Life Member of the Florida Dental Associations shall become a Life Member of the Manatee Dental Society upon compliance with and maintenance of the requirements and conditions of membership s adopted by the West Coast District Dental and Florida Dental Association’s House of Delegates.
- D. Life members shall owe 50% of member dues to offset society meal and operating expenses.

CHAPTER III. RESIGNATION AND EXPULSION

- A. RESIGNATION: A member of this Society in good standing may honorably withdraw his membership by application to the Executive Council.
- B. EXPULSION: Any member of this Society shall be subject to discipline by the regulations of the West Coast District Dental Association, the Florida Dental Association and the American Dental Association Code of Ethics. A case of complaint will be referred to the Ethics Committee and vote of the General membership will determine what form of disciplinary action will be taken. Any member may be impeached for violating the laws of this Society, malpractice, other gross misconduct or criminal felonious activity. Mechanism for this procedure will follow the Florida Dental Association procedural manual for review of violation of the Code of Ethics. A member of this Society, against whom charges shall have been made for a violation of any of the laws of this Society, including the Code of Ethics, shall not ceased to be a member of this Society by resignation, or by failure to pay his dues, until the charges against him have been acted upon by this Society; provided such action shall be taken by the Society at the next regular meeting after the charges have been made.

CHAPTER IV. DUES

- A. The annual dues of the Society shall be an amount such as may be recommended by the Executive Council and approved by the general membership at any regular meeting of this Society.
- B. The annual dues shall be due and payable on September 1st of each year. Any member not having paid his or her dues by December 1st shall automatically be suspended for non-payment of dues.

- C. Any member under such suspension may be reinstated upon payment of back dues without the necessity of a formal application, provide that they are paid before December 1st of the following year. If a member has not paid his dues by the end of this grace period he or she will be dropped from the membership rolls.
- D. NEW DENTIST EXEMPTION: A New Dentist is considered any dentist under 10 years graduated from any accredited dental school program. The first year of society membership for a new dentist, he or she shall owe 50% of active member dues.

CHAPTER V. MEETINGS

- A. The time and place of the meetings of this Society are to be selected by the Executive Council. The Secretary shall notify each member in good standing of the time and place of the meeting at least two (2) weeks preceding each meeting.
- B. Special meetings of this Society shall be called by the President when requested by twenty-five (25) percent of the active members.

CHAPTER VI. AMENDMENTS

The By-laws may be amended by a two-thirds (2/3) vote of the members present at a regular meeting, provided the proposed amendment shall have been presented in writing at a previous regular meeting or that copies of the proposed amendment shall have been sent to all members of this Society at least thirty (30) days prior to the meeting.

If there is a specific by-law that is stated in the by-laws of either the American Dental Association, Florida Dental Association, or the West Coast District Dental Association, but not in the by-laws of the Manatee Dental Society, then that by-law will be considered to be in the by-laws of the Manatee Dental Society, until such time that the by-law can be formally adopted through the normal amendment process.

CHAPTER VIII. CODE OF ETHICS

The Principles of Ethics of the American Dental Association and the code of Ethics of the Florida Dental Association shall govern the professional conduct of all members.

CHAPTER VIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, newly revised, shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Society may adopt.