

**BYLAWS
OF
ALACHUA COUNTY DENTAL ASSOCIATION**

ALACHUA COUNTY DENTAL ASSOCIATION BYLAWS
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BYLAWS
OF
ALACHUA COUNTY DENTAL ASSOCIATION

ARTICLE I. NAME

CHAPTER I. MEMBERSHIP

Section 1. Classification

The Requirements and Conditions of Membership, as adopted by the Central District Dental Association, Florida Dental Association, and Alachua County Dental Association, must be met. Active members of the Alachua County Dental Association shall consist of members in good standing with the Central District Dental Association and the Florida Dental Association. The members of the Alachua County Dental Association shall be classified as either Voting or Nonvoting.

Section 2. Voting Members

Voting Members shall be limited to Active, Privileged, and Life Members.

A. Active Member

1. An ethical dentist, who is licensed in Florida, is residing in the State of Florida, and is a member in good standing of the American Dental Association, the Florida Dental Association, and the Central District Dental Association, shall become an Active Member of the Alachua County Dental Association (ACDA) upon compliance with and maintenance of the Requirements and Conditions of Membership as adopted by the Central District Dental Association and the Florida Dental Association's House of Delegates and the Alachua County Dental Association.

or

2. An ethical dentist, who is residing in the State of Florida, is a graduate of a school of dentistry, and is not engaged in the private practice of dentistry but engaged in public health, administrative, educational, institutional, or other activity relating to dentistry which is approved by the Florida State Board of Dentistry, and has been issued a permit to practice dentistry in Florida, and is a member in good standing of the American Dental Association, and of the Florida Dental Association, shall become an Active Member of the Alachua County Dental Association upon compliance with and maintenance of the Requirements and Conditions of Membership as adopted by the Central District

Dental Association, the Florida Dental Association's House of Delegates, and the Alachua County Dental Association.

B. Privileged Member

1. An Active Member who has retired from the active practice of dentistry shall become a Privileged Member of the Alachua County Dental Association upon compliance with and maintenance of the Requirements and Conditions of Membership as adopted by the Central District Dental Association and the Florida Dental Association's House of Delegates, and the Alachua County Dental Association.

or

2. An Active Member who, due to a physical or mental incapacitation, is no longer able to engage in the practice of dentistry, shall become a Privileged Member of the Alachua County Dental Association upon compliance with and maintenance of the Requirements and Conditions of Membership as adopted by the Central District Dental Association and the Florida Dental Association's House of Delegates and the Alachua County Dental Association.

C. Life Member

An Active Member who has paid dues and held active membership in the Florida Dental Association for thirty-five (35) years and has reached sixty-five (65) years of age, shall become a Life Member of the Alachua County Dental Association upon compliance with and maintenance of the Requirements and Conditions of Membership as adopted by the Central District Dental Association and the Florida Dental Association's House of Delegates and the Alachua County Dental Association.

Section 3. Nonvoting Members

Nonvoting Members shall be Provisional, Student, and Honorary Members.

A. Provisional Member

Any ethical dentist holding or applying for membership in the Florida Dental Association and Central District Dental Association and residing in Alachua County or in a nearby county and meeting any of the following provisions may be invited by the Alachua County Dental Association to submit an application for Provisional membership:

1. A current, unrestricted licensee of the Florida Board of Dentistry.
2. A holder of a current Teaching Permit issued by the Florida Board of Dentistry.
3. Staff personnel holding full-time appointments in a Federal or State Agency.

B. Student Member

A fully-matriculated student who is a graduate of an accredited dental school or licensed dentist in the State of Florida and is in an academic discipline working toward a specialty designation or postdoctoral degree, shall become a Student Member of the Alachua County Dental Association upon compliance with and maintenance of the Requirements and Conditions of Membership as adopted by the Central District Dental Association and the Florida Dental Association's House of Delegates and the Alachua County Dental Association.

C. Honorary Member

An individual who has made valuable contributions to the science, art or literature of dentistry or medicine, or who has rendered conspicuous service to dentistry, may become an Honorary Member of the Alachua County Dental Association by unanimous vote of the Executive Council and majority vote of the members present at a regular meeting.

Section 4. Rights of Voting Members

Voting Members shall be entitled to:

- A. Eligibility for appointment as a Delegate or Alternate Delegate to the House of Delegates and eligibility for election or appointment to any Office, Council, Committee, Board of Trustees, or similar position in the Florida Dental Association, the Central District Dental Association and/or the Alachua County Dental Association in accordance with the BYLAWS of the Florida Dental Association and this Association.
- B. Admission to any general meeting of this Association.
- C. Such other rights as the Executive Council or Membership may, from time to time, determine.

Section 5. Rights of Nonvoting Members

Nonvoting Members shall be entitled to:

- A. Admission to any general meeting of this Association.

- B. Such other rights as the Executive Council or Membership may, from time to time, determine.

Section 6. Application for Membership

- A. A candidate for membership shall make application for membership upon the prescribed forms furnished, which shall include two (2) signature endorsements from active members of this Association, and agree to the requirements and conditions of membership of the Alachua County Dental Association. Applications must be received by the Secretary/Treasurer by November 1st and May 1st. Payment of appropriate dues for the current year must accompany the application for membership.
- B. All applications shall be referred by the Secretary/Treasurer to the Membership Committee, who shall investigate and submit their report to the Executive Council by January 1st and July 1st. A favorable report on any application by the Membership Committee, submitted to the Executive Council, shall require a favorable three-fourths (3/4) vote, provided there is a quorum present to elect the applicant to membership.
- C. A candidate approved for membership by the Executive Council must attend the required Indoctrination Meeting held by the Membership Committee, and must attend the next scheduled meeting of the Association before his/her membership becomes effective.
- D. The Executive Council shall reject any application for membership where the applicant has not fully complied with the Requirements and Conditions of Membership in the Central District Dental Association or that of the Florida Dental Association. The Membership Committee shall make a recommendation to the Executive Council stating whether the Committee recommends that the application for membership be approved or denied and any reasons that the Committee wishes to state to support its recommendation. Any action taken by the Executive Council on applications for membership in this Association shall be reported to the Membership at the next scheduled meeting of the Association.
- E. A rejected candidate cannot re-apply for membership until after six (6) months of rejection.
- F. Upon election to membership, each new member shall receive a copy of the Constitution and Bylaws of this Association.

Section 7. Dues

The dues of the Alachua County Dental Association are on an annual basis, payable in advance on or before July 1st of each year.

A. Amount

Dues for Active, Provisional, and Student Members may be changed at any regular meeting of the Association; a two-thirds (2/3) affirmative vote of those present and voting shall be required for approval of any dues increase, provided that notice of the proposed change is sent in writing to the membership of the Alachua County Dental Association and postmarked at least thirty (30) days in advance of that meeting of the Association.

B. General Exemptions

Life, Privileged, and Honorary Members shall be exempt from payment of any dues and assessments to the Alachua County Dental Association. Life, Privileged, and Honorary Members shall pay the cost of dinner at an attended meeting.

C. Relief Exemption

A member of the Alachua County Dental Association, while receiving assistance from the Relief Fund of the Florida Dental Association, shall be exempt from payment of dues and assessments.

D. Disability Exemption

An Active or Associate Member of the Alachua County Dental Association who qualified for exemption of dues under the disability provisions of the American Dental Association's Bylaws Chapter on Membership shall automatically be exempt from Association dues and assessments for the same period of time.

E. Proration

Active Members elected after January 1st of the current year shall pay one-half (1/2) of the current year's dues.

F. Assessments

In addition to the Alachua County Dental Association dues, all Active Members and new members shall be required to pay assessments as determined by any regular meeting of the Association. A two-thirds (2/3) affirmative vote of those present and voting shall be required for approval of any assessments, provided that notice of the proposed assessment is sent in writing to the membership of the Alachua County Dental Association and postmarked at least thirty (30) days in advance of that meeting of the Association.

Assessments are payable within sixty (60) days of the date the assessment was approved.

G. Loss of Membership

A member who has resigned or who has been expelled from the Florida Dental Association or any of its Component Dental Associations, or whose Florida Dental Association or Central District Dental Association dues have not been paid by March 31st of the current year, shall be suspended from the Florida Dental Association and Central District Dental Association and the Alachua County Dental Association. Members whose Association dues or assessments are not paid by September 30th of the current year shall cease to be a member of this Association.

H. Reinstatement

A member who is suspended for nonpayment of dues or assessments may be reinstated automatically in the same fiscal year in which dues and assessments are in arrears, provided dues and assessments are paid in full. After June 30th, a member who has forfeited membership for nonpayment of dues or assessments shall be required to make formal application to this Affiliated Dental Association, be elected into membership, and pay dues and assessments for the current year and dues (at the current rate and assessments) for one (1) year in which he is in arrears.

Such membership shall date from the date of re-election. The payment of back dues or assessments for reinstatement is a penalty.

A member in good standing who voluntarily resigned from the Alachua County Dental Association may be reinstated without payment of the penalty of dues and assessments.

I. Resignation

Members may resign at any time upon written notice to the Alachua County Dental Association.

Section 8. Membership Status

A. Good Standing

A member of the Florida Dental Association, Central District Dental Association, and Alachua County Dental Association who is not under final sentence of expulsion, and whose dues for the current year and any assessments have been paid, shall be considered a member in good standing.

B. Disciplinary Action

A member of the Alachua County Dental Association may be subjected to the following disciplinary actions and penalties for violation of the Code of Ethics of the Florida Dental Association or the Central District Dental Association. Members may also be disciplined for violation of the Florida Dental Practice Act, or the Central District Dental Association's Requirements and Conditions of Membership, according to the Peer Review Section of the Florida Dental Association Dental Care Programs Manual. The Peer Review Committee of the Alachua County Dental Association shall determine which of the disciplinary actions shall apply.

1. Censure

A censured member shall maintain all rights and privileges of membership.

2. Probation

A member placed on probation shall maintain all rights and privileges of membership except the right to vote and hold office.

3. Suspension

A member placed on suspension shall lose all rights and privileges of membership while suspended.

4. Expulsion

A member who is expelled shall have his membership in the Alachua County Dental Association revoked.

CHAPTER II. GOVERNMENT

Section 1. Quorum

Twenty-five percent (25%) of the Voting Members present at the Business Session shall constitute a quorum.

A majority of the Voting Members of the Executive Council shall constitute a quorum.

Section 2. Voting

Every question which shall come before a meeting of the members or Executive Council, or other agency, shall be decided by a majority vote unless otherwise provided by the laws of the State of Florida or the Articles and Bylaws of the Association. Changes to this Constitution and Bylaws shall be submitted to membership thirty (30) days before being submitted for vote.

Section 3. Parliamentary Authority

Robert's Rules of Order shall govern the deliberation of this Association.

CHAPTER III. EXECUTIVE COUNCIL

Section 1. Composition

The Executive Council shall consist of the President, President-Elect, Secretary/Treasurer and the Six Directors.

Section 2. Officers

The officers of this Association shall be the officers of the Executive Council.

Section 3. Rights and Duties

- A. The Executive Council shall have control of the business of this Association except as otherwise provided. Any member of this Association desiring to bring any matter of business before the Council shall do so in writing.
- B. The Executive Council shall convene prior to each business meeting of this Association, the time to be designated by the President, to receive reports of the officers and committees for the transaction of any and all business connected with the Association which may be brought before it. The sessions of the Council shall be open to members of the Association and any member of the Association may be heard on matters under consideration, by consent of the Council.
- C. The business of the Association, including reports of committees, shall be referred to the Executive Council before being presented to the Association.
- D. The Executive Council shall be responsible for all funds and other assets of this Association and it shall pass on the expenditure of all money belonging to the Association. It may authorize certain officers or committees to spend money for specific purposes, but appropriations other than the budgeted expense of the Association shall have the approval of a majority vote of the Association.

- E. The Executive Council shall receive and consider the reports of the Peer Review Committee regarding charges against a member for any reason, and shall report the findings of the Peer Review Committee to the next regular Business Meeting.
- F. The Executive Council shall receive reports from the Membership Committee regarding applications for membership. The Executive Council shall approve, reject, or table each application. Approval requires a three-fourths (3/4) vote of the members present. The results of these membership actions will be reported at the next scheduled meeting of the Association.
- G. The Executive Council shall elect one member from the Association to serve on the Executive Council of the Central District Dental Association.

CHAPTER IV. OFFICERS

Section 1. Composition

The Elected Offices shall be: 1) President, 2) President-Elect, 3) Secretary/Treasurer, 4) Six Directors.

Section 2. Method of Election

- A. The three Officers (one-year term) and six Directors (two-year terms) shall be elected at the March meeting. Candidates will have been presented at the January meeting by the Nominating Committee.
- B. The President-Elect must be a member of the Executive Council when elected to Office.

Section 3. Term of Office

- A. The three Officers and six Directors shall be elected as the final item of business at the March meeting. The term of the three officers shall expire with the installation of the new officers at the meeting one year later. The six directors' terms of office shall expire with the installation of the new directors at the meeting two years later.

Section 4. Duties of the President

- A. The President shall preside over all regular meetings of the Executive Council and of the Association.
- B. The President may call special meetings when he deems it necessary.
- C. The President shall have the right to vote, providing there is a tie vote, on all matters of consequence to come before this Association or its Executive Council.

- D. The President shall sign all certificates or letters testamentary upon approval of the Executive Council.
- E. The President shall appoint, as soon as possible following the election, all committees not otherwise provided for in the Bylaws, and he shall appoint members to fill vacancies occurring in the offices of committee.
- F. The President shall perform such other duties as usually appertain to his office and assure this Association operates under guidelines of the Constitution.
- G. The President shall be authorized to sign checks for the proper disbursements of this Association when the Treasurer is unavailable or incapacitated. He may be bonded in such an amount as the Executive Council may direct.

Section 5. Duties of the President-Elect

- A. The President-Elect shall assist the President in the performance of his duties, preside in his absence, and succeed to his office in case of a vacancy for any cause.
- B. The President-Elect shall chair the Program Committee which is responsible for scheduling the meetings for the next fiscal year, including meeting place, menu, and program.

Section 6. Duties of the Secretary/Treasurer

- A. The Secretary/Treasurer shall at all times maintain a current list of the eligible voting members of the Association.
- B. The Secretary/Treasurer shall keep full and complete records of this Association including all minutes of all meetings and a correct list of officers and members of Association Committees.
- C. The Secretary/Treasurer shall keep an up-to-date copy of the Constitution and Bylaws of the Association, showing any and all amendments. He shall inform the Central District Dental Association of any changes occurring in the Constitution and Bylaws of the Association.
- D. The Secretary/Treasurer shall perform such other duties as generally appertain to his office and shall promptly make such reports as officers of the Association shall request.
- E. The Secretary/Treasurer shall provide in form approved by the Executive Council, notice to all members of this Association of the time and place of regular and special meetings.

- F. The Secretary/Treasurer shall act as custodian for all monies belonging or owing to this Association that shall come into his possession and he shall hold, invest, disburse, or convey such funds in the name of the Association at the direction of the Executive Council and/or Association. All disbursements shall be made by check which shall be signed by the Treasurer. In the event that he is unavailable or incapacitated, the President shall be authorized to sign checks for the proper disbursements of the Association.
- G. The Secretary/Treasurer shall maintain a proper balance of monies to be presented at each meeting of the Association. He shall immediately submit all records to the Executive Council or its auditors when requested to do so. He shall be bonded in such an amount as the Executive Council of this Association may direct.
- H. The Secretary/Treasurer shall submit to the Active Membership a statement of accounts due covering annual dues and assessments. He shall submit to the Executive Council and Membership Committee prior to the May meeting any and all members who are under suspension for non-payment of dues. He shall notify in writing all members that have had their membership suspended.
- I. The Secretary/Treasurer shall, within a period of thirty (30) days following the installation of his successor, remit all records, forms, and physical assets of this Association to his duly installed successor.

Section 7. Duties of the Directors

- A. The Directors will assume the duties and responsibilities assigned by the President.
- B. One Director will be appointed Vice President for Association Activities by the President.
- C. One Director will be appointed Vice President for Community Activities by the President.
- D. One Director will be appointed Vice President for Educational Activities by the President.

CHAPTER V. DELEGATION TO THE HOUSE OF DELEGATES OF THE FLORIDA DENTAL ASSOCIATION

Section 1. Definition

The Delegates shall be the official representative of the Alachua County Dental Association and the Central District Dental Association to the House of Delegates of the Florida Dental Association.

Section 2. Representation

- A. The Executive Council shall annually appoint, from among the voting members, the number of Delegates and Alternate Delegates to the House of Delegates of the Florida Dental Association, Inc., to the limit allocated by the Florida Dental Association, Inc.
- B. Each Delegate will be responsible for his own attendance at regular or called meetings or, in the event of his absence, be responsible for naming the duly elected Alternate Delegate who is to take his place.
- C. An Alternate Delegate may act in the absence of a Delegate at any meeting of the House of Delegates.
- D. Delegates and Alternate Delegates shall assume office upon adjournment of the annual session of the House of Delegates of the Florida Dental Association at which they were elected. They shall first serve at the next session of the House of Delegates of the Florida Dental Association.

CHAPTER VI. COMMITTEES

The Constitutional Committees of this Association shall be: Auditing, Constitution and Bylaws, Dental Health, Membership, Nominating, Peer Review, and Program. The President of the Association may add special committees if deemed advisable. All committee members and chairpersons will be appointed by the President from the active membership of the Association except for those designated by the Bylaws as automatic members or chairpersons.

Section 1. Auditing

- A. This committee shall be composed of at least three (3) members.
- B. The function of this committee shall be to examine the financial records of the Association and report its findings to the membership at the first meeting of the fiscal year.

Section 2. Constitution and Bylaws

- A. This committee shall be composed of at least three (3) members.
- B. The function of this committee shall be:
 - 1. To review as necessary the Constitution and Bylaws of the Association.
 - 2. To prepare in proper form amendments or revision to this Constitution and Bylaws for submission to the membership.

Section 3. Dental Health

- A. This committee shall be chaired by the appointed Vice President of Educational Activities, who shall appoint members to assist as needed.
- B. The functions of this committee shall be:
 - 1. To direct the Association's participation in National Children's Dental Health Month activities.
 - 2. To cooperate with other dental agencies and organizations on matters pertaining to dental health education and welfare.
 - 3. To seek to publicize matters of dental health by all possible means.

Section 4. Membership

- A. This committee shall be chaired by the appointed Vice President of Association Activities, who shall appoint members as needed.
- B. The functions of this committee shall be:
 - 1. To regulate and supervise membership and attendance.
 - 2. To supervise the admission of new members and report to the Executive Council with recommendations for acceptance or rejection.
 - 3. To cooperate with the Membership Committee of the Central District Association and the Florida Dental Association.
 - 4. To produce a Necrology Report.
 - 5. To coordinate the mentor program.
 - 6. To conduct the Mandatory Indoctrination Meeting.

Section 5. Nominating

- A. This committee shall be composed of three members:
 - 1. The two (2) most recent Past-Presidents of the Association.
 - 2. A person elected from the Membership at the November Meeting.
 - 3. Chairman, the most senior Past-President.

- B. The function of this committee shall be to submit, at the January meeting of the Association, at least two candidates for each office and director to be elected.

Section 6. Peer Review

- A. This committee shall be chaired by one member who shall appoint members as required.
- B. This committee shall, when activated, be structured and function in accordance with the guidelines of the Dental Care Programs Manual of the Florida Dental Association.
- C. The function of this committee shall be to render advisory opinions and determinations when disputes arise between patient and dentist, insurance carrier and dentist, and dentist and dentist. It shall include:
 - 1. Insurance review
 - 2. Patient relations
 - 3. Ethics review
- D. This committee shall exist for the use and benefit of F. D. A. member dentists. However, it may function in matters involving non-member dentists on Medicaid procedures.
- E. This committee shall operate with the Florida State Board of Dentistry in the investigation and prosecution of all violations of the Florida Dental Practice Law or Rules of the Board of Dentistry and assist the Board in any way consistent with the best interests of the profession.

Section 7. Program

- A. This committee shall be chaired by the President-Elect of the Association who shall appoint other members as needed.
- B. The function of this committee shall be to plan meetings for the Association and provide programs for these meetings.

CHAPTER VII. MEETINGS

Section 1.

Regular meetings will be held on the second Wednesday bi-monthly.

Section 2.

The January meeting shall be designated as the annual meeting.

Section 3.

The President may call a special meeting at any time with three (3) days prior notice.

CHAPTER VIII. INDEMNIFICATION OF OFFICERS AND STAFF

The Alachua County Dental Association shall indemnify and hold harmless each elected officer and staff member of this Association in accordance with the Bylaws of the Florida Dental Association.

CHAPTER IX. CODE OF ETHICS

The Principles of Ethics of the American Dental Association and the Code of Ethics of the Florida Dental Association, Inc. shall be the Code of Ethics of this Association.



For the revision of the bylaw governing the nomination of officers, the change recommended is as follows. Under:

Chapter VI. Committees
Section 5. Nominating

- B. The function of this committee shall be to submit, at the January meeting of Association, at least ~~two~~ ~~one candidates~~ candidate for each office and director to be elected.

As dictated by our Alachua County Dental Association Bylaws, we are presenting this in writing at least thirty (30) days in advance of the meeting in which two-thirds (2/3) affirmative vote of the membership present is necessary for the amendment to pass.

ALACHUA COUNTY DENTAL ASSOCIATION
COMMITTEE STRUCTURE

