

# **BYLAWS OF THE FORT WORTH DISTRICT DENTAL SOCIETY**

Revised and Adopted November 11, 1992 Revised and Adopted October 14, 1997, Revised and Adopted XX, 2023.

## **CHAPTER I - MEMBERSHIP**

### **SECTION 10. CLASSIFICATION**

The members of this Society shall be classified in one of the following membership categories:

ACTIVE MEMBERS  
LIFE MEMBERS  
STUDENT MEMBERS  
ASSOCIATE MEMBERS  
RETIRED MEMBERS

### **SECTION 20. QUALIFICATIONS**

A. **ACTIVE MEMBER.** A Dentist shall be classified as an active member of this society:

1. who is licensed to practice dentistry (or medicine if the doctor has a D.D.S. or D.M.D. degree) in the State of Texas provided such applicant resides or practices within the territorial jurisdiction of this component society or (2) engaged as a full time instructor in an accredited dental school in Texas and not licensed in the State of Texas but is so licensed in any state or territory of the United States of America, provided he/she is a member in good standing residing or practicing within the territorial jurisdiction of this component society, or (3) is a dental officer serving actively in one of the Federal Dental Services, as defined in the Bylaws of the Texas Dental Association, who is not licensed in the State of Texas but is so licensed in any state or territory of the United States of America, provided such applicant resides or is stationed within the territorial jurisdiction of the FWDDS, and subscribes to and follows the Principles of Ethics and Code of Professional Conduct of the American Dental Association, the Texas Dental Association and the FWDDS. Upon notification by the Secretary-Treasurer of the TDA that the license to practice dentistry of an active member has been suspended by the Texas State Board of Dental Examiners, the active membership of such membership of such member shall be automatically suspended for the duration of such suspension of his/her license.
2. Selection to Membership
  - a. Application for membership shall be made on the Official Application for Membership of the Texas Dental Association (TDA).
  - b. A prospective new member shall submit an application form for membership to the Texas Dental Association.
  - c. The membership staff of the TDA shall provide a quote for dues, in compliance with the TDA Bylaws.
  - d. Dues for the component, the Texas Dental Association, and the American Dental Association, as indicated on the application, must accompany the application in the form of a check or credit card payment made payable to the Texas Dental Association.
  - e. The membership staff of the TDA shall process the application according to current procedures.
  - f. An applicant who has submitted a complete application with dues payment, and who meets the qualifications for membership shall immediately become an active member of the tripartite association upon verification and approval of the membership application by the membership staff of the Texas Dental Association.

Explanatory Note: The term "federal dental services" as used in these Bylaws shall mean the dental departments of the Air Force, the Army, the Navy, the Public Health Service, the Veterans Administration and other federal agencies. Active membership shall cease upon the date when the above active membership qualifications are no longer met.

- B. LIFE MEMBER.** A member shall be a life member in good standing who has been an active and/or retired member in good standing of this Association for thirty (30) consecutive years or a total of forty (40) years of active and/or retired membership, as a member in good standing of all states combined, provided the last twenty (20) of these years having been an active and/or retired member in good standing of the Texas Dental Association. Life membership shall be effective the calendar year following the year in which the requirements are fulfilled. Such member shall be a member in good standing at the time of qualification as a life member. Maintenance of membership in good standing in the member's component society and in the American Dental Association shall be requisite for continuance of life membership in this Association. The Association will give notification to members who are eligible for life membership-retired and life membership-practicing. To qualify for life member-retired, the member shall submit an affidavit attesting to the member's qualifications for retired life membership through the component society, and said component society shall submit a certificate verifying such qualification. A dentist who was an active member, but subsequently became a student member-graduate, shall be entitled to have the year or years of student member graduate membership counted as active membership for the sole purpose of establishing possible later eligibility for life membership. An Associate Member in good standing who later becomes an active member of this Association shall be entitled to have one-half (1/2) of the total years spent as an associate member counted as active membership in determining possible later eligibility for Good Fellow or for Life Membership in this Association.
- C. STUDENT MEMBER.** Student membership shall be designated as follows:
1. **STUDENT MEMBER.** A student of an accredited dental school in the United States or any dentist who has proceeded directly from pre-doctoral status into a full time advanced training program of not less than one academic year's duration may, upon application to the Association, become a student member of this Association, or he/she may at his/her option, become a student member of a component society of this Association and upon receipt of his/her student membership application by the component society concerned, his/her application for such membership shall be forwarded to this Association for processing. He/she may become an active member by complying with the provisions of Section 20A of this Chapter.
  2. **STUDENT MEMBER-GRADUATE.** A dentist who has been an active member of this Association who enrolls full time in (1) an advanced training course of not less than one academic year's duration in an accredited school or residency program in areas neither recognized by the American Dental Association nor accredited by the Commission on Dental Accreditation of the American Dental Association or (2) a residency program or advanced education program in areas recognized by the American Dental Association and in a program accredited by the Commission on Dental Accreditation of the American Dental Association may become a student member- graduate of this Association by promptly notifying the Association of his/her desire to interrupt his/her active membership providing full particulars related thereto and provided further that he/she is a student member of the American Dental Association during the period of such advanced training or residency program. He/she may resume his/her active membership in this Association by prompt notice to this Association of such intention upon completion of such advanced training or residency program. His/her active membership will be restored in full in accordance with and in compliance with the provisions of Chapter I, Section 70A, d, of the Bylaws, Texas Dental Association.
- D. ASSOCIATE MEMBER.** A dentist not eligible for active membership in this Association, who contributes to the advancement of the Association, shall be classified as an associate member of this Association. Such membership shall continue so long as he/she maintains membership in good standing in the American Dental Association and the component society of this Association. Federally employed American Dental Association member dentists, who are licensed in the State of Texas and who are not residing or practicing within the territorial jurisdiction of this Association, may become an associate member of this Association without having to have concurrent membership in a component society.
- F. RETIRED MEMBER.** An active member in good standing who is now a retired member of his/her component society and is no longer earning income from the performance of service as a member of the faculty of a dental school, as a dental administrator, or consultant, or as a practitioner of any activity for which a license to practice dentistry or dental hygiene is required by the State of Texas may be classified as a retired member upon application to this Association and upon proof of qualification. To qualify for retired membership status, the active member shall submit an affidavit attesting to his/her retirement through his/her component society of this Association and his/her component society shall verify such retirement. Maintenance of active or retired membership in good standing in his/her component society, entitling him/her to all the privileges of an active member, shall be prerequisite for entitlement and continuance of retired membership in this Association.

## **SECTION 30. DEFINITION OF "IN GOOD STANDING."**

**A. MEMBER IN GOOD STANDING.** A member of this Association whose dues and special assessments for the current year have been paid shall be in good standing. Provisions, exceptions and exemptions in these Bylaws and those of the TDA that apply to dues of active members shall also apply to special assessments for the purpose of determining a member's good standing. In addition, a member who elects to pay dues and any special assessments via an approved installment payment plan shall be in good standing provided that the installment payments are current.

**B. MEMBER IN GOOD STANDING TEMPORARILY UNDER SUSPENSION.** A member in good standing who is under disciplinary sentence of suspension imposed by his/her component society or as provided in Chapter II, Section 30B of the TDA Bylaws shall be designated as a "member in good standing temporarily under suspension" until his/her disciplinary sentence has terminated.

**C. LIFE MEMBER-RETIRED.** The requirement of paying current dues and assessments does not apply to life members- retired of this Society for the purpose of determining their good standing.

**D. MEMBER RECEIVING RELIEF FUND ASSISTANCE.** A member of this Society receiving assistance from the American Dental Association Relief Fund and/or the Relief Fund of the Texas Dental Association shall be exempt from payment of dues and assessments and shall be in good standing during the period of such assistance.

**E. DISABLED MEMBER.** A member of this Society who is totally disabled for a period of one year and who is unable to engage in the duties of the dental profession and who is a member in good standing at the time total disability was incurred, shall be exempt from the payment of dues and assessments and shall be in good standing during the period of total disability. A totally disabled member, other than one totally disabled during active military service, in order to receive entitlement to dues exemption shall submit through this component society, to the TDA, a medical certificate attesting total disability. During the period of exemption from dues, further certificates shall be presented upon request to the TDA.

## **SECTION 40. PRIVILEGES.**

### **A. ACTIVE MEMBER.**

1. An active member in good standing shall receive the Texas Dental Journal and TDA Today, the subscription fees of which shall be included in the annual dues. He/she shall receive a certificate of membership, which shall be certified annually. He/she shall be entitled to attend any scientific session of this Society and other services as are provided by the Society.

2. An active member in good standing shall be eligible for election as a delegate to the TDA House of Delegates and for election or appointment to any office or agency of this Society, the TDA or the American Dental Association, except as otherwise provided in these Bylaws.

3. An active member under disciplinary sentence of suspension shall not be privileged to hold office, either elective or appointive including delegate or alternate delegate, in this Society, the TDA or the American Dental Association, to vote or otherwise participate in the selection of representative officials. A sentence of suspension shall not abrogate any contractual relations between the disciplined member and a third party.

**B. LIFE MEMBER.** A life member in good standing shall receive a certificate of life membership. The certificate of membership of an active life member shall be certified annually. He/she shall be entitled to all the rights and privileges of an active member of this Association, whether in active practice or in retirement.

**C. STUDENT MEMBER** A student member in good standing shall receive the Twelfth Night and component communications, Texas Dental Journal and TDA Today, the subscription fees of which shall be included in his/her annual dues. He/she shall be entitled to attend component society meetings and any scientific session of this Association but shall not be eligible to vote or hold office in the FWDDS.

### **D. ASSOCIATE MEMBER**

1. An associate member in good standing shall receive the Texas Dental Journal and TDA Today, the subscription fees of which shall be included in his/her annual dues. He/she shall be entitled to attend component society meetings and any scientific session of this Association but shall not be eligible to vote or hold office in a component society or in this Association.

2. Years of associate membership shall be counted towards Life Membership in accordance with Section 20B of this Chapter.

E. **RETIRED MEMBER.** A retired member shall be entitled to all the privileges of an active member. He/she may receive a certificate of membership upon request.

## **SECTION 50. APPLICATION FOR MEMBERSHIP**

A. **NEW MEMBER.** A new member is one who has never been an active, life or retired member of this Association.

### **B. APPLICATION:**

1. Application for membership shall be made on the Official Application Form for Membership of this Association.
2. A prospective new member shall submit an application for membership to the Texas Dental Association. If the applicant has not established a primary practice, he/she shall make application based on the jurisdictional boundaries of the component society in which he/she resides. Upon the establishment of a primary practice, as reported to the TDA, membership shall be transferred to the component, if different from where the prospective member resides, in which the primary practice is located and without the payment of additional dues or assessments for the current year. The membership staff of this association shall provide a quote for dues, in compliance with the Texas Dental Association Bylaws.
3. The Official Application Form for Membership shall be subject to the approval of the TDA Board of Directors.
4. Dues and assessments for the component society, the TDA and the American Dental Association, as indicated by a dues quote provided by TDA to the prospective member, must follow the receipt of the application by TDA in the form of a check or credit card payment made payable to the Texas Dental Association. When required fees are received, the application shall be processed by the membership staff of this association.
5. During the application process, the membership staff of this association shall perform verification with the appropriate licensing agencies and report any negative findings to the component judicial committee or the TDA Council on Ethics and Judicial Affairs for further review.
6. Each applicant for new membership shall be directed to an online copy of the Constitution and Bylaws and The Principles of Ethics and Code of Professional Conduct of this Association.
7. With the exception of those applicants who have active disciplinary issues with the Texas State Board of Dental Examiners or whose membership has been previously terminated by this Association, all applicants shall be immediately accepted into membership, provided the application for membership is complete and truthful in all respects. Any omission or inaccurate statement in an application for membership shall cause the application for membership to be suspended until acted upon by the judicial council of the Association. The judicial council shall have the power to determine that an applicant does not become a member of the Association due to omissions or inaccurate statements in the application for membership.

C. **NON-ACCEPTANCE.** If the application for membership is not accepted, the dues and fees attached shall be refunded to the applicant by the TDA Central Office.

D. **SPECIAL CASES RELATED TO MEMBERSHIP.** This Association shall adhere to the policies adopted by the American Dental Association in regard to specialized cases related to membership.

E. **RE-APPLICATION – SPECIAL CASES RELATED TO DISCIPLINARY PROCEEDINGS.** Prior to consideration for reinstatement of membership, an applicant must agree, in writing, that he/she will resolve all pending charges or complaints, whether they be judicial, ethical or peer review, levied against the individual while a previous member of this Association. Resigning or allowing membership to lapse when there are pending ethical, judicial or peer review proceedings shall be considered unethical conduct. A resignation from membership, or a membership lapse prior to final resolution of any ethical, judicial or peer review proceedings, which gives rise to a charge of possible unethical conduct shall be considered a pending charge a former member must resolve.

## **SECTION 60. DUES**

- A. The annual base dues of members of this Society shall be two hundred and seventy-five dollars (\$275.00) plus the approved annual dues of the State Association and the American Dental Association, due January 1 each year.
- B. The manner of payment of dues shall be in accordance with the policies of the Texas and American Dental Associations. The dues of this Society shall be set by a two-thirds (2/3) affirmative vote of the membership present and voting at a regular meeting provided that such dues proposal is voted upon at a regular meeting after which it was introduced and, providing further, that a quorum is present at such meeting. The TDA House of Delegates may authorize discounts and structures to the base dues as set forth in TDA bylaws based on membership categories, levels, or other special circumstances.
- C. **ASSESSMENTS.** Assessments may be levied by a (2/3) Two-thirds affirmative vote of the members present and entitled to vote at any regular or special meeting called for that purpose, providing such assessment proposal is voted upon at a meeting after which it was introduced and has been published in the Twelfth Night, published on the FWDDS website, or membership notified by direct mail, and a quorum is present.
- D. **Loss of MEMBERSHIP AND REINSTATEMENT.** Any member whose dues and/or assessments have not been paid, or arrangements made for payment, by March 31<sup>st</sup> of the current year shall cease to be a member of this Society. Acceptance of back dues and reinstatement of membership in this Society shall be in accordance with the policies established by the TDA in its Bylaws.

## **Section 70. LEGISLATIVE BODY**

The legislative, governing and policy-making body of this Society shall be its active, life and retired members.

## **SECTION 80. ADMINISTRATIVE BODY**

The Administrative body of this Society shall be its Board of Directors.

## **SECTION 90. ELECTION OF OFFICERS**

The election of Officers, Directors, Delegates, Alternate Delegates and the Elected Committees shall occur at a regular or special meeting, or, at the discretion of the Board, by other means including, but not limited to regular mail or electronic mechanism, and as provided in Chapter I, Section 110 C of the Bylaws, no later than the annual February meeting of the Society. The term of each office for such elected positions, including delegates and alternate delegates to the TDA HOD shall be as provided in these Bylaws. Any member elected to office in this Society who fails to cooperate with the Board of Directors, is indifferent to their duties as outlined in these Bylaws or otherwise unable to fulfill their obligations shall be asked to resign. Should they fail to resign, the membership may remove said member from office for cause and elect another member that the membership has reason to believe will serve as required.

## **SECTION 100. VACANCIES**

Should a vacancy occur in any office or agency of this Society, the Board of Directors shall determine the manner in which such vacancy shall be filled, except as otherwise provided for in the Bylaws of the FWDDS and the TDA.

## **SECTION 110. MEETINGS OF MEMBERS**

- A. **REGULAR MEETINGS.** The regular meetings of the Society shall be held in accordance with the schedule set by the Board of Directors at their organizational meeting. The “annual” meeting at which elected officials are installed shall be held as soon as practical following the TDA Annual Session.
- B. **SPECIAL MEETINGS.** Special Meetings of the members of the Society shall be called by the President or upon the direction of a majority of the Directors or upon a written request of five percent (5%) of the membership eligible to vote. A written notice of the purpose, time and place of this meeting shall be sent to all members not less than seven (7) days prior to the date set. Only business pertaining to the reason for the

meeting to be called shall be considered at a Special Meeting excepting that other business may be considered upon a two-thirds (2/3) affirmative vote of the members present and voting, providing a quorum is present.

- C. **MEETINGS OF THE MEMBERSHIP AND BOARD.** To the fullest extent permitted by law, meetings of the Board and bodies of the Society may be held and participated in, inclusive of voting, by means of telephonic, electronic, video or other communication facility/technology that participants to communicate adequately with each other during the meeting. A person participating in a meeting by such means is deemed for the purposes of these Bylaws to be present at the meeting.

## **SECTION 120. QUORUM**

Three (3%) percent of the active, life or retired members in good standing of this Society shall be necessary to constitute a quorum for the transaction of business at any meeting of the Society.

## **CHAPTER II – BOARD OF DIRECTORS**

### **SECTION 10. COMPOSITION OF THE BOARD OF DIRECTORS**

The authorized number of Directors of the Society shall be nine (9). All Directors must be Active, Life or Retired members in good standing of the Society. The Board of Directors shall be constituted as follows: the President, the President-Elect, the Immediate Past President, the Vice-President, the Secretary-Treasurer, four Directors at Large (TWO having practiced ten years or less). The Editor and/or Co-Editor are listed as ex officio members of the Board and required to attend all Board meetings and, in either case, without the right to vote. Directors-at-Large shall serve no more than two (2) consecutive terms.

### **SECTION 20. POWERS**

The Board of Directors shall be the administrative (managing) body of this Society, vested with full power:

- A. To conduct, manage and control the affairs and business of this Society and to make rules, regulations and policies consistent with this Society's Constitution and Bylaws for consideration by the membership of this Society.
- B. To cause to be filed all required business and tax filings with all governmental entities.
- C. To cause to be bonded by a surety company all officers and employees of this Society entrusted with Society funds.
- D. To manage the financial affairs of this Society, upon affirmative vote of a majority of the members of the Board present in person.
- E. Borrow money and incur indebtedness for the purposes of this Association and to execute in the Association name promissory notes, bonds, deeds of trust, pledges or other evidence of debt and securities thereof.
- F. To propose a budget for conducting the activities of this Association for each ensuing fiscal year, for approval by the membership.
- G. To provide guidelines and directions to govern the Treasurer's custody, investment and disbursement of Society funds.
- H. Consider the need for an annual audit of this Association's financial affairs to be conducted by an independent accounting firm.

- I. To nominate honorary members for election by the membership.
- J. To direct the President, by a majority vote of directors present and eligible to vote, to call a special meeting of the voting membership.
- K. To establish ad interim policies between meetings of the members when such policies are essential to the management of this Society, provided however, that all such policies must be presented for review at the next meeting of the members.
- L. To determine the date and place for convening each annual installation of officers meeting and provide for the management and general arrangements for these meetings.
- M. To establish ad interim policies, rules and regulations consistent with these Bylaws to govern its organization and procedure and the organization and procedure of the various offices and agencies of this Society, provided, however, that any such policy shall be presented for review at the next membership meeting.
- N. To provide for the appointment or election of members to positions that may be required through the request and/or direction of the Texas Dental Association.
- O. To establish committees as deemed necessary to assist in carrying on the affairs of the Board of Directors and appoint members to those committees.
- P. To approve special committees of the Society.
- Q. To appoint and establish the salary and duties of, when required, the Executive Director and Executive Assistant of this Society.
- R. Hear and adjudicate grievances of members and complaints against any officer or member of this Association, subject to the provisions of CHAPTER V, Section 80 of the TDA Bylaws.
- S. Place a member under a sentence of censure, probation, suspension or expulsion from membership for any of the offenses enumerated in Chapter X, Section 20 of the TDA Bylaws.
- T. To remove from office any officer, representative, or member serving on a committee for misconduct; incompetence or negligence of duty upon two-thirds (2/3) vote by ballot of the Board of Directors.
- U. Determine whether any item should be published in a publication of this Association.

### **SECTION 30. ELECTION AND TERM OF OFFICE**

The election of Officers and Directors shall be held in accordance with **Chapter I, Section 90** of these Bylaws. The term of office for all Officers shall be for one year or until their successors are elected and duly installed, except that the Directors shall be elected for staggered terms of two years. The consecutive tenure of Directors shall be limited to two full terms.

### **SECTION 40. INSTALLATION**

The installation of all Officers, Directors, Delegates and Alternate Delegates to the Texas Dental Association, Peer Review Chairman, and Editor/Co-Editor of the Twelfth Night shall be held in the first regular meeting of this Society following the close of the annual meeting of the Texas Dental Association.

### **SECTION 50. MEETINGS**

Regular or special meetings may be held in person or by other means allowed by law. The Board of Directors shall determine its meeting place. The Board of Directors shall meet monthly unless otherwise specified by the President and approved by the Board of Directors. Special meetings of the Board of Directors shall be held pursuant to the direction of the President or as requested by at least 3 members of the Board of Directors, provided that due notice is given to each board member 7 days in advance of the meeting time. Regular and special meetings shall be conducted in accordance with rules and procedures established by the Board of Directors

## **SECTION 60. QUORUM**

A majority of the members of the Board of Directors shall be necessary to constitute a quorum at any meeting and an action receiving majority approval shall be binding.

## **SECTION 70. PROXIES**

No director may act by proxy on any matter

## **SECTION 80. VACANCIES**

Vacancies in the office of a director on the Board of Directors shall be filled by appointment from the Board of Directors. The appointment shall be for the unexpired term

## **SECTION 90. COMMITTEES**

The committees of the Board of Directors shall be:

### **A. EXECUTIVE COMMITTEE**

1. **COMPOSITION.** The executive committee shall be composed of the President, the President-Elect, the Immediate Past-President, the Vice President and the Secretary-Treasurer.
2. **DUTIES.** It shall be the duty of the committee (1) to transact such emergency business as arises between the regular meetings of the Board of Directors and to report such action to the Board at its next regular meeting; (2) to prepare the agenda of the meetings of the Board and (3) to act as liaison committee to the Texas Dental Association.

### **B. FINANCE COMMITTEE**

1. **COMPOSITION.** The finance committee shall be composed of the President, President-Elect, the Immediate Past-President and the Secretary-Treasurer who shall serve as chairman.
2. **DUTIES.** It shall be the duty of the committee:
  - a) to prepare a budget for each fiscal year and submit this budget to the Board for review and recommendation. The budget shall be presented to the membership no later than the regular February meeting, having been published in the Twelfth Night, and voted on no sooner than the next regular meeting. Final approval must be accomplished no later than the regular April meeting.
  - b) to recommend assistance in the relief of financially distressed dentists, or the family members or the dependents of deceased dentists, in accordance with the provisions governing the Relief Fund of the Texas and/or American Dental Associations and,

(c) to receive all written applications for financial aid from dentists or spouses or dependents of deceased dentists, investigate and report recommendations to the Board of Directors and carry out duties as required in Chapter I, Section 30, of these Bylaws.

## **CHAPTER III - ELECTED OFFICERS**

### **SECTION 10. TYPE, TERM, VACANCIES:**

**A. ELECTIVE OFFICERS.** The elective officers of this Association shall be a President, a Vice President, a President-Elect, a Secretary-Treasurer, four Directors-at-Large.

**B. TERM OF OFFICE.** The term of office for all elective officers shall begin following their election and installment at the annual Installation Meeting and end upon the installation of their successor.

**C. ELECTION.** An election of elective officers shall be held at the annual membership meeting to select elective officers. Nominations for elective officers and for the Board of Directors may be made from the floor in accordance with the rules for the conduct of the annual membership meeting.

### **SECTION 20. PRESIDENT:**

It shall be the duty of the President:

- A. To be the presiding officer and direct the business of the Society.
- B. To serve as member of and Chairman of the Board of Directors and shall have the privilege of casting a vote in case of a tie.
- C. To serve as Chairman of the Executive Committee.
- D. To serve ex officio\* on all committees.
- E. To serve on the Nominating Committee
- F. To appoint the members of all appointed committees with the approval of the Board of Directors, and to appoint the Chairman of all committees, except as otherwise provided in these Bylaws and to charge such committee chairperson with the respective responsibilities.
- G. To serve as official representative of the Society in its contacts with governmental, civic, business and professional organizations for the purpose of advancing the objectives, policies and programs of the Society.
- H. To submit an annual report to the members.
- I. To perform such other duties as may be provided in these Bylaws.
- J. To serve as a Delegate and Chairman of the delegation to the Texas Dental Association.
- K. Appoint the chairs of all committees unless otherwise provided in these Bylaws.
- L. Serve as official representative of this Association in its contacts with governmental, civic, business and professional organizations for the purpose of advancing the objectives and policies of this Association.
- M. Submit an annual report to the membership.
- N. Supervise all activities of this Society's office and the Executive Director.
- O. Perform other duties as may be provided in these Bylaws.

### **SECTION 30. PRESIDENT-ELECT:**

It shall be the duty of the President-Elect:

- A. To act in the absence of the President.

- B. In the event there is a vacancy in the office of President, the President-Elect will also serve as President.
- C. To assist the President as requested.
- D. To become acquainted with the duties of President and assume that office one (1) year after election or as provided in subsection B. above.
- E. To serve as a member of the Board of Directors.
- F. To serve on the Dental Health, Public Relations and Public Information Committee.
- G. To serve as a member of the Finance Committee.
- H. To serve as a member of the Executive Committee.
- I. To serve as a Delegate and Vice Chairman of the delegation to the Texas Dental Association.
- J. To serve as a member of the Nominating Committee.

#### **SECTION 40. VICE PRESIDENT:**

It shall be the duty of the Vice President:

- A. To assist the President as requested.
- B. To serve as a member of the Board of Directors, the Executive Committee, and ex officio member of the Finance Committee, and the New Dentist Committee.

#### **SECTION 50. SECRETARY-TREASURER:**

It shall be the duty of the Secretary-Treasurer:

- A. To coordinate the activities of the Executive Committee and the Board of Directors.
- B. Maintain and update the employee manual and provide for a committee to perform an annual review of the employees of the FWDDS.
- C. To cooperate with the Secretary-Treasurer of the Texas Dental Association and perform such duties as provided in Chapter II, of the Bylaws, Texas Dental Association.
- D. To be the custodian of all records of the component society and to supervise the membership records of the Society, maintaining a current list of all members in good standing.
- E. To present an annual budget to the Society at its annual meeting.
- F. To serve as a member of the Board of Directors with the right to vote.
- G. To serve ex officio on the Finance Committee.
- H. To supervise all activities of the Society's central office and Executive Director.
- I. To maintain a list with correct addresses of all licensed dentists practicing within the jurisdiction of this society who are both members and non-members of the Society.
- J. To supervise the collection and banking of all monies of the Society, the disbursement of which shall be by check unless otherwise authorized by a vote of the Board of Directors.
- K. To serve as Chairman of the Finance Committee and submit to the Board a budget for each fiscal year, which the Board shall review and approve and then submit to the members for final approval.
- L. To obtain approval of the Board of Directors for payment of any non-budget expense up to \$500.00 a two-thirds (2/3) vote being necessary to approve. Any non-budgeted expense over the amount of \$500.00 must be submitted by the Board to the membership for approval at a regular meeting, provided a quorum is present.

#### **SECTION 60. IMMEDIATE PAST PRESIDENT:**

It shall be the duty of the Immediate Past President:

- A. To serve as a member of the Executive Committee and the Board of Directors.
- B. To serve as a member of the Finance Committee and the Nominating Committee.
- C. To preside in the absence the President and President-Elect.

## **SECTION 70. DIRECTORS-AT-LARGE:**

It shall be the duty of the directors:

- A. To serve as liaison to committees of this Association as appointed by the President and approved by the Board of Directors.
- B. To serve as members of the Board of Directors.
- C. To assist the President as directed.

## **SECTION 80. EDITOR:**

A. The Editor shall be appointed by the Board of Directors when the need for such an official is determined by resolution of the Board of Directors. The term of the Editor shall be as determined by the Board of Directors.

B. It shall be the duty of the Editor to:

- 1. Supervise the editing and the production of this Association's publications.
- 2. Appoint members of this Association to assist in the editing and the publication of this Association's publications.
- 3. Supervise the activities of the publication's employees, if any.
- 4. Attend all meetings of the Board of Directors.
- 5. Exercise full editorial control over the publications, subject only to policies established by the Board of Directors and these Bylaws
- 6. Serve as a member of the Board of Directors without the right to vote.

## **SECTION 90. CO-EDITOR:**

It shall be the duty of the Co-Editor:

- A. To assist the Editor in the editing and production of the Society's publications.

## **SECTION 100. DELEGATES AND ALTERNATIVE DELEGATES:**

A. The Delegates shall be the official representatives of this component Society in the House of Delegates of the Texas Dental Association. They should have previous experience as Alternates except as stated in paragraph G of this Section.

B. The President shall serve as Chairperson of the Delegation and the President Elect shall serve as Vice-Chairman.

C. It is the duty of a Delegate to attend all meetings of the House of Delegates, and to inform the President immediately if unable to do so.

D. It is the duty of an Alternate Delegate to attend all meetings of the House of Delegates. An Alternative Delegate shall have the privilege of the floor, but not the right to vote except when serving as a Delegate.

E. The term of office of a Delegate and Alternate Delegate shall be one year following installation.

F. Additional duties and responsibilities of Delegates and Alternate Delegates shall be as provided in these Bylaws or in the Bylaws of the Texas Dental Association.

G. The President shall have the authority to designate Alternates to fill vacancies. However, in the event there are too few Alternates to fill vacancies, the President shall appoint Delegates and Alternates from the membership.

## **CHAPTER IV. - EXECUTIVE DIRECTOR**

### **SECTION 10. EXECUTIVE DIRECTOR**

A. The Executive Director shall be appointed by the Board of Directors when the need for such an official is determined by resolution of the Board of Directors.

B. The term of the Executive Director shall be as determined by the Board of Directors.

C. The Executive Director shall work under the oversight of the Board of Directors and under the direct supervision of the President.

D. It shall be the duty of the Executive Director:

1. To manage the central office of the Society, including the supervision, hiring and discharging of employees of said office.
2. To assist the Board of Directors in all its activities.
3. To coordinate and assist all committees in their work.
4. To assist the Finance Committee in the preparation of the annual budget.
5. To assume the responsibility for and conduct the day-to-day business operations of this Association
6. To present a written annual report concerning the activities of the office to the Board of Directors immediately before the annual meeting at which the Officers of the Society are installed.
7. To attend all meetings of the Board of Directors without the right to vote.
8. To attend all society meetings and functions.
9. To act as Managing Editor of the Twelfth Night
10. The Executive Director shall be bonded.

## **SECTION 20. EXECUTIVE ASSISTANT**

The position may be created if and as needed by the BOD.

A. DUTIES. It shall be the duty of the Executive Assistant:

1. To assist the Executive Director.
2. To assist the Executive Director in FWDDS activities.
3. To attend meetings as directed by the Executive Director.
4. To assist committees as needed.
5. The Executive Assistant shall be bonded.

## **CHAPTER V - COMMITTEES.**

### **SECTION 10. COMMITTEES**

The committees of this Society shall be elected standing committees, appointed standing committees, ad hoc committees or special committees.

A. The following shall be Elected Standing Committees:

1. Judicial and Ethical Affairs
2. Peer Review
3. Nominating

B. The following shall be Appointed Standing Committees.

1. Legislative Committee
2. Membership and Recruitment and Retention Committee

3. Constitution and By-Laws Committee
4. Program Committee
5. New Dentist Committee

C. The following may be ad hoc Committees

1. Dental Care Program
2. Dental Education and Ancillaries
3. Dental Health, Public Relations and Public Information
4. Community Dental Health
5. Hospital Dental Services
6. Members Benefits
7. Emergency Service
8. Orientation
9. Mass Disaster Identification Team

## **SECTION 20. COMPOSITION**

All committees of this Society shall be composed of active, life or retired members in good standing at time of election or appointment and who shall remain in good standing while serving on a committee.

## **SECTION 30. DUTIES**

Committees of this Society shall carry out the policies established by the Society or as otherwise provided in Chapter IX. All committees and representatives shall carry out their duties in accordance with the policies and By-Laws of this Society and the Texas Dental Association.

## **SECTION 40. TERM OF OFFICE**

The term of office for members of all committees shall be indicated in the respective Sections of this Chapter.

## **Section 50. CHAIRMAN**

Unless otherwise stated in each Section of this Chapter, the Chairman of all committees shall be appointed by the President.

## **SECTION 60. QUORUM**

A majority of the members of a committee shall constitute a quorum.

## **SECTION 70. ANNUAL REPORT**

Each committee shall submit a written report of its activities with recommendations deemed advisable as early as practical, but not later than thirty (30) days before the annual meeting of the Society.

## **SECTION 80. JUDICIAL AND ETHICAL AFFAIRS COMMITTEE.**

- A. **COMPOSITION.** The Judicial Committee shall be an elected rotating committee of at least nine (9) members. Each year three members shall be elected to serve a full term of three (3) years. The chairman shall be appointed by the President from the members with the shortest term remaining.
- B. **DUTIES.** It shall be the duty of this committee to:
1. Receive complaints regarding a member's alleged noncompliance with the American Dental Association's Principles of Ethics and Code of Professional Conduct, and the codes of ethics of the Texas Dental Association and this Society, if additional codes have been adopted by the constituent and/or the component.
  2. If during the application and licensure verification process by TDA with the appropriate licensing agencies, it is found that a prospective member has negative disciplinary action, then the Society judicial committee shall review and determine if the applicant is eligible for membership in the tripartite. If the Society chooses not to review the membership application, then the TDA Council on Ethics and Judicial Affairs will review the application and determine if the applicant is eligible for membership within the tripartite.
  3. Disputes, protests or charges regarding conduct arising in relation to any member of the Society shall be received in writing and referred to the Judicial Committee for hearing and decision in accordance with Chapter X, Section 10 and 20 of these Bylaws.
  4. The Society may amend its Bylaws to provide that in place of a Judicial Committee, the Society shall elect a Judicial Official. The Judicial Official shall function in the following manner:
    - a. The Judicial Official shall be trained to perform the functions of Judicial Official by the TDA.
    - b. If during the application and licensure verification process by TDA with the appropriate licensing agencies, it is found that a prospective member has negative disciplinary action, then the component Society Judicial Official shall review and determine if the applicant is eligible for membership in the tripartite. If the component society Judicial Official chooses not to review the membership application, then the TDA Council on Ethics and Judicial Affairs will review the application and determine if the applicant is eligible for membership within the tripartite.
    - c. The Judicial Official shall receive all disputes, protests or charges regarding conduct arising in relation to any member of the Component Society which shall be sent to the Society in writing and refer such disputes, protests or charges to the Judicial Council for investigation, hearing and decision in accordance with Chapter 10, Section 10 and 20 of these Bylaws.
  5. Establish rules for investigating, mediating and adjudicating such complaints.
    - a. Rules for adjudicating complaints shall comply with the ADA Bylaws (CHAPTER XII. PRINCIPLES OF ETHICS AND CODE OF PROFESSIONAL CONDUCT AND JUDICIAL PROCEDURE\*). The hearing panel for adjudicating complaints shall consist of at least (3) three members of the Board of Directors selected by the President. In the event it is determined that any member of the hearing panel should excuse themselves because of a potentially conflicting interest in the matter, the President shall appointment another member from among the Board members who has no potentially conflicting interest in the matter under consideration.
    - b. Rules for investigation and mediation of complaints shall comply with the current edition of guidelines adopted by the American Dental Association Council on Ethics, Bylaws and Judicial Affairs for the conduct of judicial proceedings.
    - c. Absent specific approval by the Board of Directors in a particular case, no charges will be brought under this section of the Bylaws unless the procedures for doing so are approved by a general resolution of the Board of Directors, which approves the rules established by this Committee, and provides for obtaining insurance or a self-funding program to assist in payment of possible legal fees and costs, and resultant litigation possibly arising from the conduct of disciplinary proceedings.
    - d. In the absence of a Board of Directors' general resolution as described in subparagraph "c" above, this Committee shall have the authority to investigate and mediate complaints, pursuant to subparagraph "b" of this section. If this procedure fails to resolve the complaint, this Committee shall have the authority to recommend adjudication of the complaint by the Texas Dental Association, provided the constituent's bylaws allow it to do so.

- e. To refer complaints for hearing and decision by the Texas Dental Association Council on Ethics and Judicial Affairs in accordance with Chapter X, Sections 10 and 20, of the Bylaws, Texas Dental Association.
- f. To report the activities of this Committee to the Board of Directors.

## **SECTION 90. PEER REVIEW COMMITTEE**

- A. **COMPOSITION.** The Peer Review Committee shall be an elected rotating committee of at least twelve (12) members. Each year at least four members shall be elected to serve a full term of three (3) years. The Chairman shall be appointed by the President from the members with the shortest term remaining.
- B. **DUTIES.** It shall be the duty of this committee to:
  1. Review reasonable differences of opinion between a dentist and a patient.
  2. Review matters regarding the appropriateness of care and/or quality of treatment and with the permission of all parties and subject to legal limitations, review fees.
  3. Provide assurance that the dental treatment rendered under a dental benefit plan was performed and that the treatment was appropriate and rendered in a satisfactory manner.
  4. Adopt rules for conduct of peer review proceedings covering mediation, hearings and appeals. These rules shall conform to the guidelines on peer review promulgated by the American Dental Association Council on Dental Benefits Programs and applicable state laws.
  5. Serve as counselors to the practicing dentists and to their patients in disagreements and attempt to alleviate any resulting strained relations between patient and dentist.
  6. Foster cordial relations between the public and members of the dental profession and create a better understanding of the mutual rights and obligations involved in dental care.
  7. Promote goodwill among the patient and dentist by preserving the rights and obligations of all parties to the peer review process.
  8. Impress members of the dental profession and the public with a dentist's ethical and legal responsibilities toward their patients, their obligation to this Association, and the objectivity and fairness of the peer review process.
  9. This committee will use as its guidelines the manual of procedures for Component Peer Review Committees of the Texas Dental Association and keep the Peer Review Manual current.
  10. To review reasonable differences of opinion between patients and dentists.
  11. To provide, if appropriate after review, assurance of quality of care. rendered in stated treatment programs.
  12. To determine relevancy of treatment procedures when requested to in a given instance.
  13. To remain liaison with the Peer Review Council of and adhere to the policies of the Texas Dental Association in these matters.
  14. To make certain that all committee members attend TDA Peer Review Training.

## **SECTION 100. NOMINATING COMMITTEE**

A. **COMPOSITION.** The Nominating Committee shall consist of the President, President Elect, and the Immediate Past President who shall serve one year and three (3) members to be elected by the membership to serve rotating three (3) year terms, one of whom shall be elected each year. The Chairperson to be selected by the committee from one of the elected members of that committee.

### **B. ORGANIZATION.**

1. Nominations for the elective positions on the Nominating Committee may be made from the floor at the regular February meeting of the Society.

2. The President shall call the committee together and the committee shall elect its chairman from its elected committee membership.

C. **DUTIES.** It shall be the duty of the committee to function as follows:

1. The committee shall nominate at least one active, life or retired member in good standing of the Society for each of the elective offices of the Society where applicable. The elective offices of the Society are President-elect, vice President, Secretary-Treasurer, Director, Delegates and alternate Delegates to the Texas Dental Association House of Delegates, and Editor/Co-Editor.
2. The committee shall also nominate, as above, at least one member for all elective committee positions with the exception of the Nominating committee positions. The elective committees of the Society are: Nominating, Constitution and Bylaws, Judicial and Ethical Affairs, and Peer Review.
3. No person serving on the Nominating Committee may be nominated by that committee to hold elective office. (Nominating Committee members can be nominated from the floor.) .
4. No persons shall be named as a candidate without that person's consent. It shall be the responsibility of the committee to obtain that consent.
5. The membership shall be notified by the Society's official publication of the committee's nominations at least thirty days prior to the meeting of the Society. The report shall be delivered to the Editor no later than the preceding December meeting of the Board of Directors for the January edition of the Twelfth Night.
6. The chairman of the committee shall present the committee's report at the February meeting.
7. Additional nominations to any elective office of this Society, except as provided in these Bylaws, may be made by members of this Society during elections at the February meeting.

## **SECTION 110. LEGISLATION COMMITTEE**

A. **COMPOSITION.** The Legislation Committee shall be a rotating committee of three (3) members. Each year the President shall appoint at least one member to serve a full term of three (3) years. The President shall appoint one member to be Chairman. Any member of the committee who serves concurrently as a member of the State Board of Dental Examiners shall be entitled to all the rights and responsibilities of any other member of the committee but shall not have the power to vote. (INSTRUCTIONAL NOTE: PROVIDED THAT IT DOES NOT POSE A CONFLICT OF INTEREST.)

B. **DUTIES:** It shall be the duty of this committee to:

1. Maintain liaison with the Council on Legislation of the Texas Dental Association, the appropriate Council of the American Dental Association, the Secretary of the State Board of Dental Examiners and legislative agencies of allied health groups.
2. Remain informed on all bills presented to the legislature that in any way pertain to dentistry or the health laws of this State.
3. To encourage members to be involved in the political process on the local, state and national levels.

## **SECTION 120. MEMBERSHIP AND RECRUITMENT AND RETENTION COMMITTEE**

The Membership and Recruitment and Retention Committee shall consist of three (3) members, one of whom shall be the Chairman. This Committee shall be appointed by the President. It shall be the duty of the Committee to:

- A. To maintain a list of all licensed dentists (including current addresses) practicing within the jurisdiction of this Society who are not members of this Society.

- B. To plan and execute a continuous recruitment and retention program for this Society.
- C. Conduct an orientation meeting to acquaint applicants with the privileges, obligations, benefits and other related facts of membership in this Society.
- D. To cooperate and work with the Council on Membership of the Texas Dental Association in all projects for the recruitment and retention of members.

### **SECTION 130. CONSTITUTION AND BYLAWS COMMITTEE**

A. **COMPOSITION.** The Constitution and Bylaws Committee shall be an appointed rotating committee of three (3) members. Each member shall serve a full term of three (3) years.

B. **DUTIES.** It shall be the duty of this committee to:

1. Review the Bylaws of this Association to keep them consistent with Association's programs.
2. Propose editorial amendments to the Constitution and Bylaws when deemed necessary.
3. Review all proposed amendments to the Constitution and Bylaws of this Association for consistency with the Constitution and Bylaws of the (constituent) Dental Association and the American Dental Association.
4. Make necessary Bylaws corrections in punctuation, grammar, spelling, name changes, gender referenced, change syntax, delete moot material and make similar editorial corrections which will not alter its context or meaning. Such corrections shall be made only by unanimous vote of the Committee members present and voting.
5. To file copies of the Constitution and Bylaws, and any future or proposed changes, with the Executive Director, Texas Dental Association for review by the TDA council on Constitution and Bylaws and the Executive Director.

### **SECTION 140. PROGRAMS COMMITTEE**

A. **COMPOSITION:** This committee shall consist of at least 6 members, one of whom should be a board member.

B. **DUTIES:** It shall be the duty of this committee to:

1. Establish continuing dental education programs for member dentists and their staffs.
2. Monitor the central calendar of all continuing dental education given in the state.
3. Review new technology and advances in continuing education.
4. Serve as a repository for information on potential continuing dental education speakers.

### **SECTION 150. NEW DENTIST COMMITTEE**

A. **COMPOSITION** The New Dentist Committee shall be composed of the current Directors Under-Ten-Years and the two most recent past Directors "Under-Ten-Years." The senior Past Director shall serve as Chairman. The Vice President shall serve as an ex officio member.

B. **DUTIES.** It shall be the duty of this committee to:

1. Assist other agencies of this Society in the design and implementation of recruitment and retention programs directed to new dentists.
2. Study and determine the current needs and concerns of new dentists.

3. Promote and develop activities and programs that respond to the needs of new dentists.
4. Promote involvement of new dentists graduates in organized dentistry.
  - a. To establish Continuing Education for Under-Ten-Year members.
  - b. To establish a "Buddy System" between Under-Ten-Year Dentists and Over-Ten-Year Dentists.

## **SECTION 160. DENTAL CARE PROGRAMS COMMITTEE**

**COMPOSITION.** The Dental Care Programs Committee shall be a rotating committee of three (3) members. Each year the President shall appoint one member to serve a full term of three (3) years. It shall be the duty of the committee to:

### **DUTIES.**

- A. Promote and communicate principals of direct reimbursement which preserves true patient freedom of choice, fee-for-service private practice and individual responsibility concept of preserving the patient-doctor relationship.
- B. Study, evaluate and disseminate information on the planning, administration and financing of dental care programs.
- C. Recommend policies relating to the planning, administration and financing of dental care programs.
- D. Represent this Society in all instances pertaining to dental care programs for identified groups.
- E. To establish and maintain close liaison with the Council on Dental Care Programs of the Texas Dental Association.

## **SECTION 170. DENTAL EDUCATION AND ANCILLARIES COMMITTEE**

- A. **COMPOSITION:** The Dental Education and Ancillaries Committee shall be a rotating committee of three (3) members. Each year the President shall appoint one member to serve a full term of three (3) years. The chairman shall be the member with the shortest term remaining. It shall be the duty of the committee:
- B. **DUTIES.**
  1. To encourage and develop satisfactory relations with the various organizations representing the dental trades and the dental laboratories.
  2. To formulate plans for establishing and maintaining the greatest efficiency of the dental trades and laboratories in their relations with the dental profession and submit these plans to the Board of Directors.
  3. To act as liaison with the local organizations of dental hygienists and dental assistants.
  4. To act as liaison with local dental hygiene and dental assisting programs.

## **SECTION 180. DENTAL HEALTH, PUBLIC RELATIONS AND PUBLIC INFORMATION COMMITTEE**

A. **COMPOSITION.** The Dental Health and Public Relations and Public information Committee shall be an appointed rotating committee of three (3) members. Each year at least one member shall be appointed to serve a full term of three (3) years. The chairman shall be the member with the shortest term remaining. The President-Elect shall serve as an ex-officio member on this committee.

### **B. DUTIES.**

1. To study and make recommendations concerning plans or programs to promote the dental health of the public and maintain a comprehensive program on dental health education.
2. To study, evaluate and recommend a strategic public information program for this Association.
3. To disseminate, under the direction of the Board of Directors, information and publicity concerning activities of this Society.
4. To maintain close liaison with the Public Relations Committee of the Texas Dental Association.
5. To recommend and promote dental health education programs to the public.
6. Communicate the dental health goals of the Association.
7. Assist in the establishment of preventive dental education programs.
8. Coordinate National Children's Dental Health Month.

9. Promote the ethics and professionalism of the dental profession to the public to improve public relations
10. Establish and maintain effective with local, state, federal and other responsible agencies in the promotion, administration and advancement of dental health.

## **SECTION 190. COMMUNITY DENTAL HEALTH ADVISORY COMMITTEE**

The Community Dental Health Advisory Committee shall be a rotating committee of six (6) members who have an interest in Public Health Dentistry and have an expertise to contribute to the committee. Each year the President shall appoint two (2) members to serve a full term of three (3) years. The President may appoint additional members to serve one (1) year terms. The Chairman shall be elected by the committee members. It shall be the duty of the Committee:

- A. To establish and maintain effective relations with local, state, federal and other responsible agencies in the promotion, administration and advancement of community indigent dental health.
- B. To serve as an advisory committee to any city/county indigent dental programs when asked.
- C. To maintain a liaison with the Legislation Committee.

## **SECTION 200. HOSPITAL DENTAL SERVICE COMMITTEE**

The Hospital Dental Service Committee shall be a rotating committee of three (3) members. Each year the President shall appoint one member to serve a full term of three (3) years. It shall be the duty of the committee:

- A. To maintain liaison with hospitals in the area, encouraging the formation of dental departments and providing assistance in the improvement of hospital dental service, including dental internships and residencies.
- B. To assist hospital dental departments in attaining and maintaining accreditation by the American Dental Associations Council on Hospital and Institutional Dental Services.
- C. To cooperate with the Councils of the Texas and the American Dental Associations in programs of expanding dental services in hospitals.

## **SECTION 210. MEMBER BENEFITS COMMITTEE**

The Member Benefits Committee shall be a rotating committee of at least three (3) members. Each year the President shall appoint at least one member to serve a full term of three years. It shall be the duty of the Committee:

- A. To compile information concerning dental practice opportunities within the District and to make this information available to member dentists. The Committee shall work closely with the New Dentist Committee.
- B. To assist, in an ethical and conscientious manner, a member dentist in determining the best procedure to follow in maintaining the dental practice and in caring for patients currently undergoing treatment, when that dentist becomes disabled through illness or accident.
- C. To assist, in an ethical and conscientious manner, survivors of a member dentist in determining a fair market value for the dental practice, the dynamics of its sale and to assist the survivors in determining the best procedure to follow in caring for patients currently undergoing dental treatment.
- D. To assist survivor family members and member dentists in applying for "Relief Funds" and to work closely with the Texas Dental Association, American Dental Association and the local financial committee in determining the financial needs of these applicants.

E. To study and inform membership about consumer items that would be useful in the dental office and are obtainable at group rates.

## **SECTION 220. EMERGENCY SERVICE COMMITTEE**

The Emergency' Service Committee shall be a voluntary committee composed of practicing members of the Fort Worth District Dental Society. One member each from Fort Worth, Arlington and Hurst-Euless-Bedford areas shall act as Co-Chairmen. It shall be the duty of the Committee to:

- A. Provide twenty-four (24) hour emergency dental service.
- B. Provide to the Executive Director, on a weekly basis, the names of the dentists responsible that week.

## **SECTION 230. ORIENTATION COMMITTEE**

The Orientation Committee shall consist of the President-Elect as chairman, the Secretary-Treasurer and at least one other member appointed by the President. It shall be the duty of the Committee:

- A. To provide orientation packets or to conduct orientation meetings to acquaint new members with the privileges, obligations, benefits and other related facts of membership in this Society.
- B. To coordinate its activities with the appropriate agency of the Texas Dental Association.

## **SECTION 240. MASS DISASTER IDENTIFICATION TEAM**

The Mass Disaster Identification team shall be a voluntary group composed of members of the Fort Worth District Dental Society. The Team Leader will be the Odontologist from the Tarrant/Parker County Medical Examiner's Office. The Team Leader is responsible for activating the Team by notifying the Executive Director. It is the purpose of the Team to:

- A. Assist in making positive identifications of badly disfigured victims of catastrophes through dental records.
- B. Participate in mass disaster exercises if requested to do so.

## **Section 250. SPECIAL COMMITTEES**

Special committees of this Society may be created at any meeting of the membership or by the President with approval of the Board of Directors for the purpose of performing duties not otherwise assigned by these Bylaws. Such committees may serve until completion of their assigned task or until the next annual meeting of this Society. The authority for appointing the members of a special committee and their number shall be set forth in the resolution creating such committee.

## **CHAPTER VI - CODE OF ETHICS**

**CODE OF ETHICS** This Society accepts the Principles of Ethics and Code of Professional Conduct of the American Dental Association (the ADA Code) as its basic code of ethics and will interpret and adopt additional provisions as it believes to be appropriate and not in conflict with the ADA Code as standing rules. A copy of the ADA Code shall be provided to any member upon request

## **CHAPTER VII - DISCIPLINE OF MEMBERS**

## **SECTION 10. CONDUCT SUBJECT TO DISCIPLINE**

Conduct which is subject to discipline is defined and shall be in accord with Chapter X, Section 20A, of the Bylaws, Texas Dental Association. To bring a charge before the Judicial Committee, the accuser shall file with the Secretary of the Society a signed, written statement of the charges and the supporting evidence. The Secretary shall refer this statement immediately to the Judicial Committee for investigation, recommendation and/or formal hearing.

## **SECTION 20. DISCIPLINARY PENALTIES**

The disciplinary penalties a member may be placed under are those listed in Chapter X, Section 20C, Bylaws, Texas Dental Association.

## **SECTION 30. DISCIPLINARY PROCEEDINGS**

Disciplinary actions shall be initiated only by the Texas Dental Association Council on Ethics and Judicial Affairs either upon its own initiative or upon request of this Component Society. This Component shall refer disciplinary matters to the Texas Dental Association Council on Ethics and Judicial Affairs with a request that said Council initiate disciplinary proceedings with respect thereto. In the event that the Texas Dental Association Council on Ethics and Judicial Affairs declines to initiate the disciplinary proceedings so requested, the Council shall promptly notify this society. In such event, this Society at its own discretion may initiate disciplinary proceedings assuming all liability for such actions. Before a disciplinary penalty is invoked against a member of this Society, the procedures related to hearing, notice, charges and decision shall be conducted in accordance with Chapter X, Section 20E, of the Bylaws, Texas Dental Association.

## **Section 40. REVIEW**

The Board of Directors shall review the decision of the Texas Dental Association Council on Ethics and Judicial Affairs to determine whether the evidence before the Judicial Committee supports the decision or warrants the penalty imposed. The accused member shall be notified in writing of the charges brought against the accused and of the time and place of the appeal hearing. The decision of the Board of Directors shall be reduced to writing and shall state clearly the reasons for reaching that conclusion. The Board of Directors shall have the discretionary authority to follow the penalty options listed in ' Chapter X, Section 20C, of the Bylaws, Texas Dental Association, in determining the penalty, if any, to be imposed.

## **Section 50. APPEALS**

All appeals or appeal hearings shall be conducted in accordance with the provisions of Chapter X, Section 20F, of the Bylaws, Texas Dental Association.

## **SECTION 60. NON-COMPLIANCE**

In the event of a failure of technical conformance to the procedural requirements of Chapter X, of the Bylaws. Texas Dental Association, the Judicial Committee or the Board of Directors, as the case may be, shall determine the effect of technical non-conformance.

## **SECTION 70. CONFORMITY**

All procedures and requirements of this Chapter shall be construed and conducted in conformity with Chapter X, of the Bylaws, Texas Dental Association provided there is no conflict with the procedures and requirements of Chapter XI, of the Bylaws, American Dental Association, and if there is a conflict, Chapter XI, of the Bylaws, American Dental Association shall prevail.

## **CHAPTER VIII. MISCELLANEOUS**

### **SECTION 10. CONFLICT**

Should any provision of these Bylaws at any time be in conflict with the Constitution and Bylaws of the Texas Dental Association or the American Dental Association, to the extent there is such conflict, this Society's Bylaws provision shall immediately become inoperative.

### **SECTION 20. GENDER**

Any reference to masculine gender in these Bylaws is understood to include feminine gender and any other self-identifiers.

### **SECTION 30. FISCAL YEAR**

The fiscal year of this Society shall begin on the first day of July each year and end on the thirtieth day of June the following year.

### **SECTION 40. REIMBURSEMENT OF EXPENSES**

The Board of Directors shall determine the reimbursement policies of this Society.

### **SECTION 50.**

#### **INDEMNIFICATION**

Subject to the policies of this Society and the Texas Dental Association, each officer, committee member, employee and other agent of this Society shall be held harmless and indemnified by the Society against all claims and liabilities and all costs and expenses, including attorney's fees, reasonably incurred or imposed upon such person in connection with or resulting from any action, suit or proceeding, or the settlement or compromise thereof, to which such person may be made a party by reason of any action taken or omitted to be taken by such person as an officer, committee member, employee or agent of the Society, in good faith. This right of indemnification shall insure to such person whether or not such person is an officer, committee member, employee or agent at the time of such liabilities, cost or expenses are imposed or incurred and, in the event of such person's death, shall extend to such person's legal representatives. To the extent available, the Society shall insure against any potential liability hereunder.

### **Section 60. OFFICIAL PUBLICATION**

The *Twelfth Night* shall be the official publication of this Society. The subscription rate shall be determined by the Board of Directors.

### **Section 70. ANNUAL REPORT OF THE SOCIETY**

The FWDDS shall submit an annual report to the TDA by May of each year, which includes its society officers, committee chairs, DenPac representative, Executive Director, TDA delegates, alternate delegates, and any other document or report required by the Texas Dental Association and the American Dental Association.

## **CHAPTER IX. MANUAL OF OPERATIONAL PROCEDURE**

A Manual of Operational Procedure shall serve as a guide to all Officers, Delegates, Alternate Delegates, Committees, and the Executive Director. This Manual may be changed by a majority of the Board of Directors.

## **CHAPTER X. RULES OF ORDER**

The rules contained in the current edition of The Standard Code of Parliamentary Procedure published by the American Institute of Parliamentarians shall govern the deliberations of this Association in all cases in which they are applicable and not in conflict with the standing rules or these Bylaws

## **CHAPTER XI. AMENDMENTS**

These Bylaws may be amended or repealed by a two-thirds (2/3) affirmative vote of the membership present and entitled to vote, a quorum being present, at the annual membership meeting or a special membership meeting called for that purpose. Proposed amendments must be submitted in writing to the Board of Directors prior to their consideration by the membership and notices must be provided of the proposed amendments and sent to the membership at least thirty (30) days prior to the voting date. Bylaws may also be amended at any duly called annual membership meeting or special meeting by a two-thirds (2/3) affirmative vote of the members present and voting, provided that a unanimous vote has been obtained for consideration of any such change without prior notice

*\*Ex Officio Members of Committees. These bylaws provide that the President or other officers, because of the particular office they hold, are automatically members of certain committees. Such members are termed "ex officio" members. An "ex officio" member is not elected or appointed to a committee but becomes a member when elected or appointed to a particular office. An "ex officio" member has all the rights, responsibilities, and duties of any other members of the committee, including the right to vote*