

CONSTITUTION OF THE  
ISAAC KNAPP DISTRICT DENTAL SOCIETY, INC  
Revised and Updated [March 8, 2019](#)

Commented [1]: April 30, 2021

**ARTICLE I.**

**Name**

This component society of the Indiana Dental Association shall be known as the Isaac Knapp District Dental Society, Inc (hereafter referred to as "the Society," "this Society," or "IKDDS").

**ARTICLE II.**

**Object**

The object of this Society shall be to encourage the improvement of the health of the public and to promote the art, science, and profession of dentistry.

**ARTICLE III.**

**Organization**

**Section 10. Incorporation:**

This Society is a non-profit, incorporated organization, organized under the constitution of the Indiana Dental Association. If this Society should be dissolved at any time, no part of its funds or property shall be distributed to, or among its members. After payment of all indebtedness of the Society, its surplus funds and properties shall be used for dental education and dental research in such manner as the then-governing body of this Society may determine.

**Section 20. Central Office:**

A central office shall be selected by the Board of Directors and located in Allen County, Indiana.

**Section 30. Jurisdiction:**

The territorial jurisdiction of this Society shall be composed of the following counties: Adams, Allen, DeKalb, Huntington, Jay, LaGrange, Noble (with the exception of the City of Ligonier), Steuben, Wells, and Whitley.

**ARTICLE IV.**

**Government**

**Section 10. Legislative and Governing Body:**

The legislative and governing body of this Society shall be the fully privileged members of this Society.

**Section 20. Administrative Body:**

The administrative body of this Society shall be a Board of Directors, which may be referred to as “the Board” or “this Board” as provided for in Chapter II, Section 70 (Duties) paragraph “F” of the [By-Laws](#).

**Commented [JP2]:** Bylaws

**ARTICLE V.**

**Officers**

**Section 10. Elective Officers:**

The elective officers of this Society shall be a President, a President-Elect, a Secretary, a Treasurer, a Trustee to the Indiana Dental Association, and the members of the Board of Directors, each of whom shall be elected by a [fully-privileged](#) membership as provided in Chapter II of the [By-Laws](#).

**Commented [JP3]:** Remove hyphen: “fully privileged”

**Commented [JP4]:** Bylaws

**Section 20. Appointive Officer:**

The appointive officer of this Society shall be an Executive Director, whose physical office shall be the central office as described and selected in Article III of this Constitution. The Executive Director shall be appointed by the Board of Directors as provided in Chapter III of the [By-Laws](#).

**Commented [JP5]:** Bylaws

**ARTICLE VI.**

**Meetings-Quorum**

This Society shall meet at such times as provided in Chapter VI of the [By-Laws](#). One Tenth (1/10) of its fully privileged membership shall constitute a quorum for the transaction of any business of the Society.

Commented [JP6]: Bylaws

**ARTICLE VII.**

**Principles of Ethics**

The Principles of Ethics of the Society shall be substantially the same as those adopted by the Indiana Dental Association. Further regulations and penalties may be enacted by the Isaac Knapp District Dental Society, Inc., providing such code of ethics does not conflict with the code of ethics of the American Dental Association or the Indiana Dental Association in its relationship with its components.

**ARTICLE VIII.**

**Amendments**

This Constitution may be amended by a two-thirds (2/3) majority vote of the fully privileged members present at the annual business meeting of this Society. An amendment shall not be contradictory to the Constitution of the Indiana Dental Association, and any amendment made by the Association shall automatically be effective in this Society. At least 30 days written notice is required (to the membership) prior to action on an amendment at the annual business meeting.

Commented [JP7]: BYLAWS

Commented [I8]: April 30, 2021

## Chapter 1

### Membership

#### Section 10. Classification:

The members of this Society shall be classified as follows:

- A. Active members
- B. Life members
- C. Retired members
- D. Honorary members
- E. Affiliate members

#### Section 20. Qualifications:

- A. **Active Member:** An active member shall be a dentist who is legally and ethically practicing their profession or residing in the Isaac Knapp District in the State of Indiana and who is a member in good standing of the American Dental Association.
- B. **Life Member:** A member who has maintained their active and/or retired membership status for thirty (30) consecutive years or a total of forty (40) years, or however many years the A.D.A. determines, may become a life member upon reaching the age of sixty-five (65).
- C. **Retired Member:** A member in good standing is eligible to become a retired member if they are no longer earning an 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. The secretary of the Isaac Knapp District Dental Society, Inc. shall present a written report of the extent of the member's retirement and a recommendation will not be considered unless the member is in good standing at the time the written request for retirement is received by the secretary. Following the recommendation of the Isaac Knapp District Dental Society, Inc., the Board of Trustees of the Indiana Dental Association shall make its

recommendations to the House of Delegates of the Indiana Dental Association in order to maintain their membership. A retired member who re-enters the active practice of dentistry within the jurisdiction of the Isaac Knapp District Dental Society, Inc. shall be subject to dues.

**D. Honorary Member:** Shall be a dentist or other person who **has contributed outstandingly** to the science of dentistry. An honorary member who enters into the active practice of dentistry in the jurisdiction of the Isaac Knapp District Dental Society, Inc. shall pay dues.

**Commented [I9]:** has made outstanding contributions

**E. Affiliate Member:** Shall be an ethically practicing dentist from another state or District who is a member in good standing in their respective organization.

**Section 30. In Good Standing:**

An active, life, or retired member of this Society who is not under final sentence of suspension or expulsion and whose dues have not been paid by March 1 of that year shall cease to be a member in good standing of this Society. Said non-paying member must make re-application upon the prescribed form furnished by the Indiana Dental Association. Once the application is completed it will be submitted to the IDA membership services to be processed. A member whose written application for retirement is on file in the Central Office of the Indiana Dental Association shall be in good standing until final action by the House of Delegates is completed. A member of this Society, while receiving assistance from the relief fund of the Indiana Dental Association, shall be exempt from payment of dues and shall be considered in good standing during the period of assistance.

Candidates for membership shall make application upon the prescribed form furnished by the Indiana Dental Association. Once applications are completed they will be submitted to the IDA membership services to be processed. A new member will be considered a fully privileged member once the appropriate dues are paid (according to the structure defined in **Chapter VI Section 10. A**). No further action will be required of membership candidates. A candidate is encouraged to attend a regularly scheduled membership meeting. A transfer member from another component will be subject to review by the IDA membership services to ensure a candidate meets professional and ethical requirements prior to becoming a member of the Isaac Knapp District Dental Society.

**Commented [I10]:** Change to Chapter VII

#### Section 40. Privileges

- A. Active Member:** An active member shall enjoy full privileges of membership in this society. Each active member shall have one (1) vote in all matters of business pertaining to this Society, subject to the provisions of Article VI of the Constitution and Chapter VI of the Bylaws of this Society. Active members shall be eligible for elective office, appointive office, election to the Board of Directors, committee appointments, and election as a delegate to the Indiana Dental Association. This listing of specific privileges is not intended to otherwise limit or restrict the full participation of an active member in this Society.
- B. Life Member:** A life member in good standing shall be entitled to all the privileges of a life member in the American Dental Association, the Indiana Dental Association, and to all similar privileges provided by this Society for the benefit of its active members. Life members of the Isaac Knapp District Dental Society, Inc. are honored for their service to the Society and to the State. From time to time, the American Dental Association and Indiana Dental Association have modified their dues structure for Life Members. Life Members are not exempt from dues to this Society unless they are accorded retired membership.
- C. Retired Member:** A retired member shall be entitled to all the privileges of a life member of this Society and shall be exempt from paying dues to this Society.
- D. Honorary Member:** An honorary member shall be entitled to enjoy any services provided by the Society for the benefit of its members but shall not have the power of vote or of holding elective or appointive office. An honorary member may be appointed as a consultant to any council or committee of the Isaac Knapp District Dental Society.
- E. Affiliate Member:** An affiliate member shall be entitled to admission to any scientific session of the Society. They may receive a subscription to the publications of this Society, the price of which shall be included in their annual dues. Affiliate members shall not have the power of vote or of holding elective or appointive office.
- F. Right of Hearing:** Any member who is charged with (1) having been found guilty of felony, (2) having been guilty of violation of the dental practice act of a State, or (3) violating these By-Laws or the Society's

Principles of Ethics shall have the right of hearing before the Society. Charges preferred against any member must be filed in affidavit form with the secretary of the Society.

- G. **Discipline:** The Board of Directors, finding a member guilty of any aforementioned violations, shall take any one of the following actions deemed appropriate: censure, probation, suspension for a determined period of time, or expulsion. (A member who has been expelled may make re-application after a period of one year.)
- H. **Right of Appeal:** A member found guilty of charges shall have the right of appeal from a decision of Isaac Knapp District Dental Society, Inc., to the House of Delegates of the Indiana Dental Association. An accused member of the Isaac Knapp District Dental Society, Inc. shall have the right to appeal from the decision of the Indiana Dental Association to the Judicial Council and the House of Delegates of the American Dental Association. An appeal from any decision shall not be valid unless filed within thirty (30) days after such decision has been rendered. No decision shall become final while an appeal there from is pending.
- I. All proceedings shall be in accordance with the ADA Constitution & By-Laws.
- J. **Professional Conduct:** Professional conduct of every member of this Society shall be governed by the **Principles** of Ethics of the Isaac Knapp District Dental Society, Inc.

Commented [I11]: Principles

## Chapter II

### Elective Officers

#### Section 10. Number and Title:

The elective officers of this Society shall be: President, President-Elect, Secretary, Treasurer, Trustee to the Indiana Dental Association, the members of the Board of Directors, and Immediate Past President.

#### Section 20. Eligibility:

Only an active, life, or retired members in good standing of this Society shall be eligible to serve as an elective officer.

**Section 30. Nomination:**

All nominations for an election shall be made by a **Nominating Committee** of not less than three (3) fully privileged members selected by the President, to include the Immediate Past President as chair and the Trustee as a committee member. These nominations shall be announced **in February** and appear in the *Reveille* issue immediately preceding the **March** meeting. After nominations are received from the committee, further nominations may be made from the floor. Nominations for election of the President and Immediate Past President will not be considered except in cases of vacancy, as these offices will be filled by succession from the office of President-Elect and President respectively as described below in Section 70.

**Commented [I12]:** Change to Leadership Committee

**Commented [I13]:** strike

**Commented [I14]:** annual business

**Section 40. Election:**

Elections shall be made by ballot and the Secretary shall provide facilities for voting unless there is only one nomination for an office, then the Secretary may be instructed to cast a unanimous vote for the nominee.

**Section 50. Tenure of Office:**

The elective officers shall serve for a term of one (1) year or until their successors are installed, with the exception of the Trustee whose term shall be three (3) years and the Secretary and Treasurer whose terms shall be two (2) years and who shall be elected alternately. One third of the Board of Directors shall be elected each year for a term of three years. The newly elected officers shall assume office on the day after the final day of the annual session of the Indiana Dental Association of the year of their election.

**Section 60. Vacancies:**

In the event an elected officer's position is vacated and not otherwise filled as directed by these By-Laws, the Board of Directors, in a parliamentary fashion, shall elect among its members a person to fulfill the duties of that vacated term. This action shall be ratified by vote of the membership at the next regular or special meeting of the general membership. Officers elected by the Board of Directors in cases of vacancy shall have full authority to execute their duties pending ratification of their election by the general membership. If the general membership



does not ratify such an officer, nominations shall be considered from the floor for immediate election and installation.

**Section 70. Duties:**

**A. President.** It shall be the duty of the President to:

- a. Preside at all official meetings and to perform such other duties as usually appertain to their office.
- b. Serve as official representative of this Society in contacts with governmental agencies, civic, and professional organizations for the purpose of advancing the objectives and policies of this Society.
- c. **Be a member ex-officio of all councils and committees.**
- d. ~~Appoint the members of all committees unless otherwise provided for in these By-Laws.~~
- e. Perform all other duties as may be prescribed by these **By-Laws.**
- f. Cast the deciding vote in the event of a tie.
- g. Succeed to the office of Immediate Past President at the conclusion of their term.
- h. **Perform, with attendance of the President-Elect and Immediate Past President as well as feedback from the Board of Directors, an annual review of the Executive Director and any other appointed officers. The results of each annual review shall be reported to the Board of Directors at its next regular meeting.**

**Commented [I15]:** Change ex-officio to advisory member; strike councils

**Commented [I16]:** Strike d. (Leadership Committee finds chairs)

**Commented [I17]:** Bylaws

**Commented [I18]:** Added h.

**B. President-Elect.** It shall be the duty of the President-Elect to:

- a. Serve the President as requested.
- b. Succeed to the office of President at the conclusion of their term.
- c. **Serve as a member of the Peer Review and Membership Services Committees.**
- d. **Serve as an ex-officio member of all councils and committees.**
- e. ~~Present to the Budget Committee their request for any projects that they have in consideration during their term as President of the Society.~~
- f. Succeed to the office of President in the event of a vacancy, and after completing the remainder of the term vacated, continue to serve as President for the term originally intended.

**Commented [I19]:** Serve as chair of the Professional Development Committee

**Commented [I20]:** Change ex-officio to advisory member; strike councils

**Commented [I21]:** Strike e

C. **Secretary.** It shall be the duty of the Secretary to:

- a. Keep the minutes of this Society and to read these at the next **regular meeting.**
- b. ~~Affix the seal of the Society to various documents and instruments and to~~ Sign all documents requiring **his** signature.
- c. ~~Act as an advisor to the Executive Director of the Indiana Dental Association in all matters pertaining to this component.~~
- d. ~~Make a report to the Board of Directors and to the general membership at the annual business meeting.~~
- e. Assist the President of the Society as requested.
- f. Present the minutes of the annual business meeting at the next annual business meeting unless otherwise directed by a majority vote of fully privileged members at any regular meeting.
- g. ~~Keep the record of this Society and to perform such other duties as usually pertain to this office.~~
- h. **Notify the Indiana Dental Association of any expulsion, suspension, censure, or probation and the reason for such action by the Society, as well as any reinstatements by this Society.**
- i. Serve as chair for the **Necrology Committee.**

**Commented [I22]:** regular, annual, or board of directors meeting as appropriate.

**Commented [I23]:** Strike "Affix the seal of the Society..."

**Commented [I24]:** their

**Commented [I25]:** Strike c. and d.

**Commented [I26]:** Strike d.

**Commented [I27]:** Merge f. with a.

**Commented [I28]:** Strike g.

**Commented [I29]:** Move to Trustee duties

**Commented [I30]:** Membership Committee

D. **Treasurer.** It shall be the duty of the Treasurer to:

- a. Receive and keep all monies, securities, and deeds belonging to this Society; and to hold, invest, and disburse the same. Expenditures must be presented to the Board of Directors at their next meeting.
- b. Assume responsibility for collection and receipt of all monies due for membership fees, meal charges, program, and social functions.
- c. Receive and be responsible for all bills incurred by the Society.
- d. Promptly remit to the Indiana Dental Association all monies collected on its account.
- e. **Keep a record of the members of this Society and all dentists within its jurisdiction together with such data as may be deemed by the Indiana Dental Association.**
- f. Have an annual audit done by an accounting firm and report the same at the annual meeting.
- g. ~~Receive, hold, and disperse from an escrow fund, all peer review settlement allocations.~~
- h. Serve as chair of the **Budget Committee.**

**Commented [I31]:** Move to Membership Committee (pg 15)

**Commented [I32]:** Strike g.

**Commented [I33]:** Finance Committee

E. **Trustee.** It shall be the duty of the Trustee to:

- a. Be the official representative of this Society on the Board of Trustees of the Indiana Dental Association and, as such, report to this Society, at regular business meetings, any matters concerning the management of that Association.
- b. Serve as a member of the **Nominating Committee**.
- c. Organize, facilitate, and advise at least one caucus meeting for this Society’s delegation prior to the Indiana Dental Association’s Annual Session of the House of Delegates.
- d. Organize, facilitate, and advise caucus meetings as required for this Society’s delegation at the Annual Session.
- e. Be aware and coordinate attendance of Delegates and Alternate Delegates at the Annual Session to ensure full exercise of this Society’s voting privileges at the House of Delegates.
- f. **Notify the Indiana Dental Association of any expulsion, suspension, censure, or probation and the reason for such action by the Society, as well as any reinstatements by this Society.**

**Commented [I34]:** Leadership Committee

**Commented [I35]:** Add f. (Move from Secretary duties)

F. **Board of Directors.**

**This** Board shall be comprised of the elective officers of the Society and up to nine at large elected members. It shall be the duty of **this** Board to govern and transact business of this Society between regular meetings. **The meetings of the Board of Directors may be called by the President or upon request of one-half of the membership of the Board.** The Board shall report all of its official acts to the members of the Society at the Society’s next regular meeting. Any act of **this** Board may be overridden by a majority vote of the fully privileged members. ~~present upon a motion to override.~~

**Commented [I36]:** The

**Commented [I37]:** the

**Commented [I38]:** Move to section on Special Meetings

**Commented [I39]:** the

**Commented [I40]:** strike this part of sentence. Change “members” to “membership”

G. **Immediate Past President.** It shall be the duty of the Immediate Past President to:

- a. Serve as a member of the Board of Directors of the Society.
- b. Organize and chair the **new members** orientation meeting ~~to be held each year for prospective members of the Society.~~
- c. Assist the President and Board of Directors as directed by the Society.
- d. Serve as **chair** the **Constitution & By-Laws** Committee and present any recommended changes to the Board of Directors.

**Commented [I41]:** new board members

**Commented [I42]:** Strike this portion (new member orientation moved to YDC)

**Commented [I43]:** Insert “of”

**Commented [I44]:** and Bylaws

- e. Serve as parliamentarian for all meetings of the general membership and of the Board of Directors.
- f. Serve as chair of the **Nominating Committee**.

**Commented [I45]:** Leadership Committee

**Section 80. Attendance:**

If any officer, delegate, or Board of Directors member shall absent themselves from two (2) consecutive meetings, without an acceptable excuse, such office will be declared vacant. Upon such declaration of vacancy by the President, the **Society** shall proceed to elect a new officer, delegate, or Board member to fill the unexpired term.

**Commented [I46]:** Board of Directors

~~This election may be in effect at any regular meeting.~~ In the event the office of Trustee is declared vacant, the newly elected Trustee shall serve until the last day of the IDA annual session following their election. At the annual business meeting of this Society, in the year of which vacancy is declared, the office of Trustee shall be filled for a regular term of office as prescribed in these **By-Laws**.

**Commented [I47]:** Strike this sentence

**Commented [I48]:** Bylaws

**Chapter III**

**Executive Director and Additional Appointive Officers**

**Section 10. Executive Director**

- A. NOMINATION AND APPOINTMENT.** The President or any voting member of the Board of Directors may nominate any qualified candidate (member or non-member of this Society) for the position of Executive Director, and a majority vote of the Board of Directors shall constitute an appointment.
- B. DUTIES.** The Executive Director shall be the executive head of the central office, and shall supervise and direct any other employees that may be engaged as described within this Chapter of the **By-Laws**. The Executive Director shall assist the Board of Directors in supervising, monitoring, and providing guidance on the activities of all committees in regard to their specific assignments and systematize the preparation of their reports. The Executive Director shall carry out such other duties and directives as determined by the Board of Directors.
- C. TERM OF OFFICE AND SALARY:** The Executive Director serves at the pleasure of the Board of Directors, subject to an employment agreement negotiated between the Board of Directors and the Executive Director.

**Commented [I49]:** Bylaws

**Commented [I50]:** Add C. Term of Office and Salary

**Section 20. Additional Appointive Officers**

The President, with the advice and consent of the officers and Board of Directors, shall have the authority to employ full and/or part-time personnel to assist in the activities of the Society. This action must be approved by a majority vote of the Board of Directors.

**Chapter IV**

**Committees**

**Section 10. Number and Name:**

The Standing Committees of this Society may include:

A. **Annual Budget**

**Commented [I51]:** Finance

B. **Public Relations**

**Commented [I52]:** Communications

C. **Dental Health Month**

**Commented [I53]:** Dental Public Health

D. **Governmental Affairs**

**Commented [I54]:** Government Affairs

E. **Social**

**Commented [I55]:** Strike

F. **Program and Continuing Education**

**Commented [I56]:** Professional Development and Planning

G. **Membership Services**

**Commented [I57]:** Strike Services

H. **Nominating**

**Commented [I58]:** Leadership

I. Peer Review

J. **Dental Benefit Programs**

**Commented [I59]:** Strike

K. Young Dentist

L. Constitution and Bylaws

M. Special Committees as needed

**Section 20. Nomination, Elections:**

**Commented [I60]:** Appointments

**Nominations for all Committees shall be made or approved by the President with the advice and consent of the Board of Directors.**

**Commented [I61]:** Appointments for all Committees shall be made by the Leadership Committee with the advice and consent of the Board of Directors.

**Section 30. Eligibility:**

All members of Committees must be active, life, or retired members in good standing at the time of their nominations and appointment and must maintain such membership during their term of office. An honorary member may be appointed as a consultant to a Committee ~~if the general membership votes this special privilege.~~

**Commented [I62]:** Strike this portion of sentence.

**Section 40. Term of Office:**

The term of office for each member of a Committee shall be one year and shall expire on the day following the next annual business meeting of the Indiana Dental Association. The number of terms in office shall be at the discretion of the ~~Executive Committee.~~

**Commented [I63]:** Leadership Committee

**Section 50. Vacancy:**

In the event of a vacancy in the membership of any Committee, the ~~President~~ shall appoint a qualified member to serve until the next annual business meeting. ~~In the event such a vacancy involves the chairman of a Committee, the President shall have the power to appoint an ad-interim chairman of that Committee.~~

**Commented [I64]:** Leadership Committee

**Commented [I65]:** Strike this sentence

**Section 60. Quorum:**

A majority of the total number of members of a Committee shall constitute a quorum.

**Section 70. Duties:**

**Common Duties:**

- a. Each Committee chair shall submit to the Secretary a written report of the committee's activities at the annual business meeting.
- b. Each Committee which shall require budgeted funds shall submit its request to the ~~Budget Committee.~~
- c. ~~The Board of Directors shall assign goals and tasks to each committee. Each committee chair may appoint one or more subcommittees to assist with the committee's assigned duties.~~

**Commented [I66]:** Finance Committee

**Commented [I67]:** Insert this sentence

- A. **Annual Budget:** It shall be the duty of this Committee to prepare a proposed budget for the ensuing year and present it to the membership at the annual business meeting for acceptance. This proposed budget shall be distributed to the membership for review at least thirty days prior to presentation. The members of this Committee shall be the Treasurer (chair), President, President-Elect, Secretary, and Executive Director (ex-officio).
- B. **Public Relations:** It shall be the duty of this Committee to secure favorable newspaper, radio, television, or other means of ethical publicity for any project sponsored by this Society. This Committee shall be composed of the editor of the *Reveille*, the contributing editor of the *Indiana Dental Association Journal*, and the Public Relations Committee chairman.
- C. **Dental Health Month:** It shall be the duty of this Committee to:
- a. Cooperate fully with the Dental Public Health Committee of the Indiana Dental Association in the furtherance of its program by local application, as far as possible.
  - b. Promote and devise such other programs as will best serve the citizens of the communities within the jurisdiction of this Society.
- D. **Governmental Affairs:** It shall be the duty of this Committee to:
- a. Protect and further the interests of the public and the dental profession in matters of legislation and regulation, and to make recommendations of plans and methods to the Board of Directors.
  - b. Disseminate information, which will assist Isaac Knapp District Dental Society, Inc. in dealing effectively with issues, which result in the enactment and enforcement of legislation affecting the dental health of the public or the practice of dentistry.
- E. **Social Committee:** It shall be the duty of this Committee to arrange accommodations for meetings of the general membership.
- F. **Program and Continuing Education:** It shall be the duty of this Committee to arrange programs for membership meetings and to secure presenters for the continuing education courses sponsored by the Society.
- G. **Membership Services:** It shall be the duty of this Committee to:
- a. Evaluate membership benefits and services.

- b. Disseminate information relative to benefits and services.
  - c. Maintain and assist the Society's on-going effort to retain and recruit membership.
  - d. Assist the Society in any or all functions to provide service to overall members.
  - e. Keep a record of the members of this Society and all dentists within its jurisdiction together with such data as may be deemed by the Indiana Dental Association
- H. Nominating:** This Committee shall be comprised of no less than three members with the Immediate Past President serving as chair and the Trustee as a committee member, as defined in Chapter II Section 30 of these Bylaws. It shall be the duty of this Committee to:
- a. Prepare for the membership a slate of prospective officers, board members, delegates and alternate delegates to the Indiana Dental Association, and delegate candidates to the American Dental Association in a timely manner to be compliant with the Constitution & By-laws of the Society.
  - b. Offer to the membership the name/s of a prospective candidate/s for the position of trustee to the Indiana Dental Association.
- I. Peer Review:** It shall be the duty of this Committee to:
- a. Review and mediate informally any patient-dentist dispute.
  - b. Review and mediate formally any patient-dentist dispute.
  - c. Execute its protocol in accordance with the guidelines of the Indiana Dental Association Peer Review Policy.
  - d. Maintain strict confidentiality of its findings.
- J. Dental Benefit Programs:** It shall be the duty of this Committee to:
- a. Represent the Isaac Knapp District Dental Society, Inc. on and/or coordinate with the Dental Benefits Subcommittee (under the Dental Practice Committee) of the Indiana Dental Association.
  - b. Analyze all group-funded dental care programs (public and private), either in force or pending, and advise the membership regarding the results of such analyses.
  - c. Inform and educate the membership regarding matters pertaining to group-funded dental care programs.



- d. Advise and assist members having difficulty with any benefits administrator.
  - e. Promote the least restrictive mechanisms for dental care programs.
  - f. Inform the Board of Directors of pertinent activities on an on-going basis.
- K. **Young Dentist:** It shall be the purpose of this Committee to organize and plan several events throughout the year for young dentists who are in their first ten years of practice in the Isaac Knapp District Dental Society. These events will allow members to meet and interact with colleagues while learning more about organized dentistry and encouraging their involvement. Organize and chair the new members orientation meeting to be held each year for prospective members of the Society
- L. **Constitution and Bylaws:** The Immediate Past President shall chair this Committee. It shall be the purpose of this Committee to:
- a. Review the Constitution and Bylaws of this Society on an annual basis, and to present findings and recommendations to the Board of Directors.
  - b. The size of this Committee shall be at the discretion of the chair. If directed to propose significant changes to the existing Constitution and Bylaws, the Immediate Past President shall select additional members in good standing for service on the Committee. Significant changes shall not be proposed from a Committee of less than three members.
- M. **Special Committees:** These committees may be created by the President with the consent of the Board to serve a specific purpose.

## Chapter V

### Delegates and Alternate Delegates to the Indiana Dental Association

#### Section 10. Number:

The number of Delegates and Alternate Delegates to the Indiana Dental Association shall be determined in accordance with the formula set up by the **By-Laws** of the Indiana Dental Association.

**Commented [168]:** Here is the recommendation to be applicable to IKDDS bylaws:

- A. Finance Committee, charged with oversight of IKDDS's financial resources
- B. Communications Committee, charged with keeping members and the public informed of issues and events pertaining to the Society
- C. Dental Public Health Committee, charged with keeping members and the public informed of issues affecting dentistry and oral health
- D. Government Affairs, charged with fostering the relationship between dentistry and elected officials representing our district as well as keeping members informed of any public policy issues impacting dentistry
- E. Professional Development and Planning, charged with enhancing the professional development of members through continuing education, networking opportunities and conducting related event programming
- F. Membership Committee, charged with recruiting and retaining members
- G. Leadership Committee, charged with recruiting members for Society positions, developing future leaders, and nominate members for appropriate recognition awards
- H. Peer Review Committee, charged with the review and mediation process as outlined by IDA for any patient-dentist dispute while maintaining confidentiality
- I. Young Dentist Committee, charged with encouraging engagement and event opportunities for young dentists who are in their first ten years of practice in the Society, including a new member orientation to be held each year
- J. Constitution and Bylaws Committee, charged with reviewing the Constitution and Bylaws of the Society and presenting any findings or recommendations to the Board of Directors annually

**Commented [169]:** Bylaws

**Section 20. Election and Term of Office:**

Election of Delegates and Alternate Delegates to the Indiana Dental Association shall be made at **the annual** business meeting **prior to assuming office**. The term of office shall be two (2) years and each year a sufficient number of Delegates and Alternate Delegates shall be elected to fill the required quota.

**Commented [I70]:** Change to: a business meeting  
**Commented [I71]:** of the membership at least sixty days prior to the first day of the annual session of the Indiana Dental Association’s House of Delegates meeting.

**Section 30. Duties:**

Delegates and Alternate Delegates are tasked with representing the interests of this Society at the Annual Session of the Indiana Dental Association’s House of Delegates. To that end, Delegates and Alternate Delegates shall:

- A. Familiarize themselves with the Constitution and Bylaws of the Indiana Dental Association.
- B. Attend at least one caucus meeting organized by the Trustee prior to the Annual Session.
- C. Attend the Annual Session of the House of Delegates and its concurrent caucus meetings.
- D. When unable to attend any of the above meetings, Delegates and Alternate Delegates shall coordinate with the Trustee to ensure full exercise of this Society’s voting privileges at the House of Delegates.

**Section 40. Attendance and Vacancy:**

If any Delegate or Alternate Delegate shall absent themselves from two (2) consecutive meetings without an acceptable excuse, the Delegate or Alternate Delegate will have vacated their office. Upon such declaration of vacancy, the President shall appoint a replacement with the advice of the Trustee and the consent of the Board of Directors. If the requirements for **certification** of Delegates prohibit this action for an upcoming Annual Session, the position shall be left vacant for that Session and filled the following year according to the direction of Section 20 of this Chapter.

**Commented [I72]:** Insert the word “timely” before certification

**Chapter VI**

**Meetings**

**Section 10. Meetings of the Board of Directors:**

The Board of Directors shall meet in the months of **August**, September, October, November, January, February, March, and April, unless changed by executive order. **Meetings of the board may be held in person,**

**Commented [I73]:** strike

telephonically, or electronically. Any meeting shall provide for communication among all members of the board synchronously. Anonymous votes conducted electronically shall be deemed to be a ballot vote, fulfilling any requirement in these bylaws that a vote be conducted by ballot.

Commented [I74]: Insert section

**Section 20. Special Meetings of the Board of Directors:**

Commented [I75]: Insert new section

Special meetings of the Board of Directors may be called by the President or upon request of one-half of the membership of the Board.

Commented [I76]: Special Meeting of Board

**Section 20. Regular Meetings of the General Membership:**

Commented [I77]: 30

This Society shall meet in the months of September, October, November, January, February, and March, unless changed by executive order. The March meeting shall be the annual business meeting for matters pertaining to the business of the Society. The Society's meetings may be held in person, telephonically, or electronically. Any meeting shall provide for communication among all members synchronously. Meetings may be held electronically by a two-thirds vote of the board. Anonymous votes conducted electronically shall be deemed to be a ballot vote, fulfilling any requirement in these bylaws that a vote be conducted by ballot.

Commented [I78]: Insert section

**Section 30. Special Meetings of the General Membership:**

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Special meetings may be called by the President, by action of the Board of Directors or upon motion by one-third (1/3) of the fully privileged membership. All members must have a minimum of one (1) week's written notice prior to the call for a special meeting. The written notice shall contain the date, place, and purpose of the proposed meeting. For the purposes of meeting the notification requirement, the current *Reveille* mailing list shall be considered accurate. Special meetings shall be limited to such business as mentioned in the call. Other business may be considered only by unanimous consent of the members present.

Commented [JP80]: Insert "time"

Commented [I81]: ADA Membership

**Section 40. Action Separate from a Meeting:**

Action may be taken by members without a meeting if eighty percent (80%) of the membership signs a written consent.

**Commented [182]:** 50

**Section 50. Procedure:**

*Sturgis Standard Code of Parliamentary Procedure* shall govern the deliberations of this Society unless otherwise provided in these **By-Laws**.

**Commented [183]:** 60

**Commented [184]:** American Institute of Parliamentarians Standard Code of Parliamentary Procedure

**Commented [185]:** Bylaws

**Section 60. Resolutions:**

No resolution or request for action from the Isaac Knapp District Dental Society, Inc. shall be transmitted to the Indiana Dental Association, American Dental Association, or any official action taken by the Society unless it has been favorably passed by the membership of Isaac Knapp District Dental Society, Inc. present at a regular or special meeting.

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**Chapter VII**

**Finances**

**Section 10. Dues:**

**A. Active and Life Members.**

The dues for these classifications of membership shall be payable on January 1<sup>st</sup> of each year. ~~Dues will~~

~~be reduced by 25% for one of two dentists married to each other as long as one is paying full dues.~~ Any

member called into military service shall have ~~his~~ dues remitted for the period of such activation. The

dues of a new member who is a recent dental graduate shall be as follows:

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**Commented [188]:** their

~~First year following graduation~~ No Dues

Second year following graduation 25% of full dues

Third year following graduation 50% of full dues

~~Fourth year following graduation 75% of full dues~~

~~Fifth year following graduation 100% of full dues~~

**Commented [189]:** Remaining partial year and first full calendar year following graduation

**Commented [JP90]:** Second full year following...

**Commented [191]:** 50%

**Commented [JP92]:** Third full year following...

**Commented [193]:** 100%

**Commented [194]:** Strike

In the case of the graduate who enters military service or post-graduate training, such time will not be counted against his dues reduction period, but rather such reductions, if not previously made, will be granted the new member upon his return to private practice.

**B. Retired and Honorary Members.**

The dues for these classifications of memberships shall be remitted.

**C. Affiliate Members.**

Dues shall be 20% of active membership dues.

**Section 20.**

~~The President, President Elect, Treasurer and Secretary shall receive a personal, non-accountable expense account of one hundred dollars (\$100) per year.~~

Commented [I95]: Strike

**Section 30. Assessments**

An assessment can be levied to cover expenses not provided for by dues. Written notice to the membership is required prior to the regular or special meeting at which the vote is to be taken. A 2/3 majority vote of the members present is required for passage.

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**Chapter VIII**

**Indemnification**

To the extent not inconsistent with the applicable law, every board member, officer, delegate, employee, committee member, or agent of the Society who is or was serving at the request of the Society shall be indemnified by the Society against all liability and reasonable expense that may be incurred by him or her in connection with or resulting from any claim.

**Chapter IX**

**Amendments**

These **By-Laws** may be amended by a two-thirds (2/3) majority vote of the members present and voting at any regular or special meeting. No amendment may be considered which in any way conflicts with the **By-Laws** of the

Commented [I97]: Bylaws

Commented [I98]: Bylaws

Indiana Dental Association and any amendment made by the Association automatically becomes part of these **By-**

**Laws.** At least thirty days written notice to the membership must be made prior to action on amendments.

**Commented [199]:** Bylaws