

CONSTITUTION and BYLAWS
of the
ILLINOIS STATE DENTAL SOCIETY
Revised September 2025

1	Contents	
2		
3	Constitution of the Illinois State Dental Society	
4		
5	Article I	Name
6	Article II	Object
7	Article III	Organization
8	Article IV	Officers
9	Article V	Government
10	Article VI	Sessions
11	Article VII	Amendments
12	Article VIII	Official Seal
13		
14		
15	Bylaws of the Illinois State Dental Society	
16		
17	Chapter I	Membership
18	Chapter II	House of Delegates
19	Chapter III	Elective Officers
20	Chapter IV	Standing Committees
21	Chapter V	Election of Officers and Trustees
22	Chapter VI	Annual Session
23	Chapter VII	Rules of Order
24	Chapter VIII	Amendments
25	Chapter IX	Professional Conduct
26	Chapter X	Component Societies
27	Chapter XI	Branch Societies
28	Chapter XII	Districts
29	Chapter XIII	Board of Trustees
30	Chapter XIV	Appointive Officers
31	Chapter XV	ADA Trustee and Delegation to the American Dental
32	Chapter XVI	Association Official Journal
33	Chapter XVII	Finances
34	Chapter XVIII	Historian
35	Chapter XIX	Indemnification of Officers and Trustees
36		

1 CONSTITUTION OF THE ILLINOIS STATE DENTAL SOCIETY

2
3 ARTICLE I - NAME

4 The name of this organization shall be Illinois State Dental Society, hereinafter referred
5 to as "the Society" or "this Society."
6

7 ARTICLE II - OBJECT

8 The object of this Society shall be to encourage the improvement of the health of the
9 public, to promote the art and science of dentistry and to represent the interest of the
10 members of the dental profession and the public which it serves.
11

12 ARTICLE III - ORGANIZATION

13 Section 1. Incorporation: This Society is a non-profit corporation, organized under the
14 laws of the State of Illinois. If this corporation shall be dissolved at any time, no part of
15 its funds or property shall be distributed to, or among, its members but, after payment of
16 all indebtedness of the corporation, its surplus funds and properties shall be used for
17 dental education and dental research in such manner as the then governing body of the
18 Society may determine.
19

20 Section 2. Status as Constituent Society: This Society is a chartered constituent of the
21 American Dental Association. The provisions of the American Dental Association
22 Bylaws which govern constituent societies and the members of such societies shall
23 have the same effect as though written into these Bylaws.
24

25 Section 3. Headquarters Office: The registered office of this Society shall be known as
26 the Headquarters Office and shall be located within the confines of the State of Illinois,
27 as determined by the Board of Trustees of this Society.
28

29 Section 4. Membership: The membership of this Society shall consist of dentists and
30 other persons as qualified and classified in Chapter I of the Bylaws.
31

32 Section 5. Component Societies: Component societies of this Society shall be those
33 dental societies or dental associations organized and chartered in conformity with Chapter
34 X of the Bylaws.
35

36 Section 6. Districts: The component societies of this Society shall be grouped into
37 districts as provided in Chapter XII of the Bylaws.
38

39 ARTICLE IV – OFFICERS

40 Section 1. Elective Officers: The elective officers of this Society shall be, in descending
41 order, president, president-elect, vice president, treasurer and secretary, each of whom
42 shall be elected by the legislative body as provided in Chapter V of the Bylaws.
43

1 Section 2. Appointive Officers: There shall be two (2) appointive officers of this Society:
2 an Editor and an Executive Director, as provided for in Chapter XIV of the Bylaws.

3 4 ARTICLE V - GOVERNMENT

5 Section 1. Legislative Body: The legislative body of this Society shall be the House of
6 Delegates as provided in Chapter II of the Bylaws.

7
8 Section 2. Executive Body: The Executive Body of this Society shall be a Board of
9 Trustees as provided in Chapter XIII of the Bylaws.

10 11 ARTICLE VI - SESSIONS

12 Section 1. Scientific Sessions: Scientific sessions of this Society shall be conducted as
13 provided in Chapter VI, Section 4 of the Bylaws.

14
15 Section 2. Business Meetings: Business of this Society shall be conducted as provided
16 in Chapters II, VI, and XIII of the Bylaws.

17 18 ARTICLE VII - AMENDMENTS

19 Section 1. Compliance: Any amendment or change made a part of the "Constitution
20 and Bylaws of the American Dental Association," which will affect its constituent
21 societies shall be recognized and accepted immediately as a part of this Constitution
22 and Bylaws without action of the membership of this Society.

23
24 Section 2. Two-Thirds Affirmative Vote: This constitution may be amended by
25 two-thirds (2/3) affirmative vote of the members of the House of Delegates at an annual
26 session or special meeting, provided the proposed amendment shall have been
27 recommended by the President, the Board of Trustees, by a Society committee, or by
28 the Board of Directors of a component society or presented in writing to the Executive
29 Director, signed by five (5) members, and further provided that such amendment is
30 published on the official ISDS website, www.isds.org. Membership will be alerted at
31 least thirty (30) days prior to the next annual session or special meeting.

32
33 Section 3. Unanimous Vote: This constitution may also be amended at the business
34 meeting of the House of Delegates by a unanimous affirmative vote, provided the
35 proposed amendment has been presented at the opening meeting of the House of
36 Delegates.

37 38 ARTICLE VIII - OFFICIAL SEAL

39 This Society shall have an official seal as approved by the Board of Trustees, the
40 imprint of which shall be used on all documents to be officially certified.

1 BYLAWS OF THE ILLINOIS STATE DENTAL SOCIETY

2
3 CHAPTER I - MEMBERSHIP

4 Section 1. Classification: The members of this Society shall be classified as follows:

5
6 Active
7 Life
8 Retired
9 Associate
10 Dental Hygienist
11 Honorary
12 Student
13 Provisional
14 Dental Hygiene Student
15 Allied
16

17 Section 2. Qualifications:

18
19 A. Active Member. Any person holding a DDS, DMD or equivalent degree shall be
20 eligible to be an active member of this Society if he or she meets the following
21 qualifications:

- 22 a. Maintains membership in good standing in this Society as that term is defined in
23 these Bylaws; and
24 b. Resides or practices within the state of Illinois; and
25 c. Maintains membership in good standing in the American Dental Association and
26 one of its component societies as that term is defined in their respective Bylaws.
27

28 B. Life Member. An active or retired member in good standing who has maintained
29 thirty (30) consecutive years or a total of forty (40) non-consecutive years of active
30 and/or retired membership, or any life member of the American Dental Association who
31 is an active member in good standing of the Illinois State Dental Society shall be
32 classified as a life member. Life membership shall become effective the calendar year
33 following the year in which the
34 requirements are fulfilled.

35 Maintenance of life membership is conditional upon continuance of membership
36 in good standing in the appropriate component society and the American Dental
37 Association. A life member in good standing shall receive a certificate of life
38 membership. A life member shall be eligible for election to any office and shall be
39 governed by all the rules of this and the member's component society, whether retired
40 from or still engaged in active practice.

41 To qualify for retired life membership status, the member shall submit an affidavit
42 attesting to the member's qualifications for retired life membership through this Society.

43 A dentist who was an active member, but subsequently became a student

1 member, shall be entitled to have the year(s) of such subsequent student membership
2 counted as active membership for the sole purpose of establishing later eligibility for life
3 membership.

4
5 C. Retired Member. An active member in good standing and no longer earning
6 income from the performance of service as a member of the faculty of a dental school,
7 or as a dental administrator or consultant, or as a practitioner of any activity for which a
8 license to practice dentistry is required, shall be eligible for retired membership. To
9 qualify for retired membership status, the active member shall submit an affidavit to this
10 Society attesting to the retirement.

11
12 D. Associate Member. An active or life member of any constituent society of the
13 American Dental Association, other than the Illinois State Dental Society, or an ethical
14 dentist practicing in any country other than the United States who is a member of a
15 recognized dental organization in such country, shall be eligible for associate
16 membership.

17
18 E. Dental Hygienist Member. A person who is licensed as a dental hygienist in the
19 State of Illinois shall be eligible for a dental hygienist membership.

20
21 F. Honorary Member. An individual not eligible for active membership who has made a
22 significant contribution to the dental health of the people of Illinois, or who has provided
23 outstanding service to the Illinois State Dental Society, shall be eligible for honorary
24 membership and shall be so classified when nominated by the Board of Trustees and
25 elected by the House of Delegates.

26
27 G. Student Member. A person who is attending a dental school that has received its
28 "Initial Accreditation" or maintains "Approval Accreditation Status" from the Commission
29 on Dental Accreditation in the State of Illinois as a pre-doctoral student shall be eligible
30 for student membership in this Society.

31
32 H. Provisional Member. A dentist with a degree from a dental school accredited by the
33 Commission on Accreditation of the American Dental Association who is actively
34 seeking a position in dentistry. To be eligible a dentist must apply for such within twelve
35 (12) months after graduation. Provisional membership shall terminate December 31 of
36 the second full calendar year following the year in which the degree was awarded.

37
38 I. Dental Hygiene Student Member. A person who is attending an Illinois dental hygiene
39 program accredited by the American Dental Association shall be eligible for dental
40 hygiene student membership.

41
42 J. Allied Member. A person who is a dental assistant, or a dental administrative staff
43 person working or residing in Illinois. The Board of Trustees shall determine the
44 qualifications of dental administrative staff and dental assistants, if in question.

1 Section 3. Responsibility: As a member of this Society, each member is bound to
2 abide by the Constitution and the Bylaws. Also, in all matters affecting Principles of
3 Ethics and Code of Professional Conduct, each member is bound to abide by the
4 policies and directives of both the House of Delegates and the Board of Trustees.
5

6 Section 4. In Good Standing: A member of this Society whose dues have been
7 paid, or who is exempt from payment of dues, shall be in good standing; provided,
8 however, that a member in good standing who is under a disciplinary sentence shall be
9 designated as a "Member in good standing temporarily under suspension" until the
10 disciplinary sentence has terminated.

11 In addition, a member who elects to pay dues and any special assessments via
12 an approved installment payment plan shall be in good standing provided that the
13 installment payments are current. Otherwise, a member in good standing whose dues
14 have not been paid by March 31 of each year shall cease to be a member of this
15 society.

16 After submitting an affidavit to this society attesting to the disability, a member
17 who is totally disabled for a period of one (1) year and who is unable to engage in the
18 duties of the dental profession and who is a member in good standing at the time total
19 disability was incurred, shall be exempt from the payment of dues and shall be in good
20 standing during the period of total disability. During the period of exemption from dues,
21 further such certification shall be presented upon request to this Society.
22

23 Section 5. Privileges:

24 A. Active Member. An active member in good standing shall be eligible for election or
25 appointment to any office, committee, council or similar position in the Society. An
26 active member shall receive each issue of the journal and be entitled to admission to
27 any scientific session of this Society and to such other services as are provided by the
28 Society.
29

30 B. Life Member. A life member in good standing shall receive a certificate of life
31 membership. A life member shall be entitled to all the privileges of an active member,
32 except that the life member who no longer pays dues to this Society shall not receive
33 the journal. A life member shall be entitled to admission to any scientific session of this
34 Society and to other services as are provided by the Society.
35

36 C. Retired Member. A retired member shall be entitled to all privileges of a life member
37 except the right to hold office in the Society. A retired member shall receive the journal.
38

39 D. Associate Member. An associate member in good standing shall receive an
40 associate membership card. Associate members shall not receive the journal except
41 upon payment of the annual subscription rate. An associate member shall be entitled to
42 admission to any scientific session of this Society, to participate in the group insurance
43 programs of the Society and to such other services as may be approved by the Board of
44 Trustees.

1 E. Dental Hygienist Member. A dental hygienist member in good standing shall receive
2 annually a card and certificate of dental hygienist membership. A dental hygienist
3 member shall receive the journal and shall be entitled to admission to any scientific
4 session of this Society, to participate in the group insurance programs of the Society
5 and to such other services as are authorized by the Board of Trustees.
6

7 F. Honorary Member. An honorary member shall receive a certificate of honorary
8 membership. Honorary members shall not receive the journal except upon payment of
9 the annual subscription rate. An honorary member shall be entitled to admission to any
10 scientific session of this Society and to such other services as may be provided by the
11 Board of Trustees.
12

13 G. Student Member. A student member shall be entitled to admission to any scientific
14 session of this Society, to participate in the group insurance programs of the Society, to
15 receive the journal, and such other services as may be approved by the Board of
16 Trustees.
17

18 H. Provisional Member. A provisional member shall be entitled to admission to any
19 scientific session of this Society, to participate in the group insurance programs of the
20 Society, to receive the journal, and such other services as may be approved by the
21 Board of Trustees.
22

23 I. Dental Hygiene Student Member. A dental hygiene student member in good standing
24 shall receive a member card and the journal. A dental hygiene student member shall be
25 entitled to admission to any scientific session of this Society and to such other services
26 as may be approved by the Board of Trustees.
27

28 J. An allied member shall receive the journal electronically and shall be entitled to
29 admission to any scientific session of this Society, to participate in the group insurance
30 programs of the Society and to such other services as are authorized by the Board of
31 Trustees.
32

33 Section 6. Membership Dues and Assessments: Annual dues for active and life
34 members of this Society shall be set by a two-thirds (2/3) vote of the House of
35 Delegates as the last order of business at the annual business meeting of the House.
36 Dues for all other categories of membership shall be set by the Board of Trustees. In
37 the event the House of Delegates does not adopt the annual dues, the dues shall
38 continue at the same rate as in the previous year.
39

40 In accordance with Chapter X, Section 3E, the component society secretary shall
41 maintain the membership list including dues and assessments of the individual
42 members. When the dues and assessments are credited on the State Society's
43 records, the membership of the individual member shall be established.

1 Dues shall include the annual subscription to the journal and the annual dues in the
2 American Dental Association. All dues are due January 1 of each year, and any
3 member whose dues and assessments are unpaid by March 31 of the current year shall
4 not be in good standing and shall be considered delinquent. However, a member who
5 has elected to pay dues and any special assessments via an approved installment plan
6 and is current with the payments under such plan shall not be considered delinquent.

7 In addition to the annual dues, the House of Delegates may vote an assessment
8 for specific purposes and fix the date when such assessment shall be paid. An
9 assessment shall require a two-thirds (2/3) majority vote of the members of the House
10 of Delegates present and voting. No assessment or total of assessments in any
11 calendar year shall exceed the annual dues.

12 Back dues shall be accepted in order to reinstate membership for not more than
13 three years of delinquency immediately prior to the date of application for payment of
14 such back dues. In this instance, the rate of dues shall be in accordance with the
15 current dues plus payment of a reinstatement fee which shall be one-quarter of the total
16 dues delinquent.

17
18 A. Active Members. Active members, unless under a temporary dues exemption, shall
19 pay full dues as established by the House of Delegates.

20
21 B. Life Members.

22 a. Active Life Members. Regardless of a member's previous classification of
23 membership, the dues of life members who have not fulfilled the qualifications of
24 Chapter I, Section 2C of these Bylaws with regard to income related to dentistry
25 shall be equal to the dues of active members, due January 1 of each year.

26 b. Retired Life Members. Life members who have fulfilled the qualifications of
27 Chapter I, Section 2D of these Bylaws with regard to income related to dentistry
28 shall be exempt from payment of dues.

29
30 C. Retired Members. The dues of retired members shall be set by the Board of
31 Trustees and are due January 1 of each year.

32
33 D. Associate Members. The dues of associate members shall be set by the Board of
34 Trustees and are due January 1 of each year.

35
36 E. Dental Hygienist Members. The dues of dental hygienist members shall be set by
37 the Board of Trustees and are due January 1 of each year.

38
39 F. Honorary Members. Honorary members shall be exempt from payment of dues to
40 this Society.

41
42 G. Student Members. Student members shall be exempt from payment of dues to this
43 Society.

1 H. Provisional Members. The dues of provisional members shall be calculated on the
2 same basis as all newly graduated active members receiving temporary dues
3 exemptions outlined in paragraph M(c) of this Section.
4

5 I. Dental Hygiene Student Members. The dues of dental hygiene student members
6 shall be set by the Board of Trustees and are due January 1 of each year.
7

8 J. Allied Members. The dues of allied members shall be set by the Board of Trustees
9 and are due January 1 of each year.
10

11 K. Journal Subscription. The subscription rate of the journal shall be included in the
12 annual dues prescribed above for all active, active life, retired, dental hygienist, student,
13 provisional, and dental hygiene student members. Retired life, associate, allied and
14 honorary members shall pay an annual subscription rate.
15

16 L. Temporary Dues Exemptions. Certain members of this Society shall be granted
17 temporary exemption from payment of dues.

18 a. Members on Relief. A member of this Society, while receiving assistance from
19 the Relief Fund of the Society, shall be granted temporary exemption from payment
20 of dues.

21 b. Members in Federal Dental Service. An active member of this Society,
22 temporarily on active duty with a federal dental service on a non-career basis, shall
23 be exempt from payment of dues during the period of such duty.

24 c. Early Career Dentists. On a one-time basis, the dentist, when awarded a D.D.S.
25 or D.M.D., shall be exempt from payment of active member dues for the balance of
26 the year of graduation and for the first full calendar year following the year in which the
27 degree was awarded. In the second, third, fourth, and fifth full years following, the
28 dentist shall pay twenty-five percent (25%) of active member dues.

29 d. Members Suffering Hardship. A member of this Society in good standing who
30 has suffered a significant financial hardship that prohibits payment of full dues may
31 be excused from the payment of fifty percent (50%) or all of the current year's active
32 member dues as determined by this Society after the member submits an affidavit
33 attesting to the hardship. The component society shall provide the same proportionate
34 waiver of dues as that provided by this Society.

35 e. Disabled Members. A member of this Society in good standing who has been
36 certified as totally disabled shall be exempt from payment of dues during the period of
37 total disability.

38 f. Initial Membership. On a one-time basis, a licensed dentist who has never been a
39 member of the ADA applying for initial membership and not otherwise eligible as an
40 Early Career Dentist under this section of the Bylaws, shall pay reduced dues at the rate
41 of fifty percent (50%) of active member dues in the first year, and one hundred
42 percent (100%) in the second year and thereafter.

43 g. Graduate Student. A member of this Society, while engaged full-time in an
44 Illinois accredited internship, residency or graduate degree program shall be exempt

1 from payment of active member dues when maintaining ADA membership. Upon
2 completing the program, the dentist shall pay dues for active members at the next
3 period-in-time level that is applicable.

4 h. Strategic Promotional Incentive. A non-member offered membership through an
5 ADA promotional incentive shall, on a one-time only basis, pay dues and special
6 assessments at the reduced rate set by the ADA's incentive, not to exceed a 50%
7 reduction.

8
9 Section 7. Multiple Jurisdictions: A member may hold membership in this and other
10 constituent societies with the consent of the constituent societies involved. A member
11 must maintain active membership in each constituent society of the American Dental
12 Association in whose jurisdiction an office is maintained. A disciplinary ruling affecting
13 membership in one constituent society shall affect the member's membership in both
14 societies and in the American Dental Association. Such members shall pay dues to the
15 Society but dues to the American Dental Association shall be paid only through the
16 constituent society in whose jurisdiction the major part of the practice is conducted.

17 18 CHAPTER II - HOUSE OF DELEGATES

19 20 Section 1. Composition:

21 A. The House of Delegates, hereafter known as "House", shall be composed of
22 delegates of each of the components of the Society together with a Speaker, a
23 Vice-Speaker, and a Secretary of the House.

24
25 B. The House of Delegates shall consist of delegates chosen from the components of
26 the state. Except for the Chicago Dental Society, delegates shall be allocated to the
27 components based upon the total membership of each component and based upon
28 multiples of seventy-five (75): the first delegate being awarded for a membership of one
29 (1) to seventy-five (75) members, the second delegate being awarded when the
30 component has reached seventy-six (76) members, the third being awarded when the
31 component has reached one hundred fifty-one (151) members, and so forth. For the
32 Chicago Dental Society, delegates shall be calculated based upon the membership of
33 each branch organization according to the above methodology. The Chicago Dental
34 Society will determine the distribution of these delegates. Notwithstanding the foregoing
35 calculations, should any component's representation exceed sixty-five percent (65%) of
36 all components' delegates, then the affected component's delegates shall be decreased
37 to that percentage.

38 In addition, the Dean and one (1) student from each of the dental schools that
39 has received its "Initial Accreditation" or maintains "Approval Accreditation Status" from
40 the Commission on Dental Accreditation in the State of Illinois shall be delegates. Only
41 active, life and retired members shall be counted in determining total membership. For
42 the purpose of this section, the number of active, life and retired members of each
43 component society shall be determined as of the last day of the calendar year preceding
44 an annual session as reported by the American Dental Association. Two (2) dental

1 hygienist members of the Society shall be appointed by the Board of Trustees as
2 delegates, one (1) from the Chicago district area and one (1) from the downstate
3 districts.

4
5 C. The elective and appointive officers and trustees of the Society shall be ex-officio
6 members of the House of Delegates without the power to vote. Elective and appointive
7 officers and trustees may not be designated as a voting delegate. Past Presidents of
8 the Society and past ADA trustees shall be ex-officio members of the House without the
9 power to vote unless designated as delegates.

10
11 Section 2. Powers and Duties: The powers and duties of the House of Delegates shall
12 be:

13 A. To establish policy for the Society.

14
15 B. To act on all resolutions submitted as specified in Chapter II, Section 12 of the
16 Bylaws and the Manual of the House.

17
18 C. To enact, amend or repeal the Constitution and Bylaws of the Society.

19
20 D. To grant, amend or revoke charters of the component societies.

21
22 E. To elect honorary members, grant awards, and approve memorials in the name of
23 the Society.

24
25 F. To create special committees.

26
27 G. To adopt an annual budget for the following year.

28
29 H. To elect officers of the Society, the Speaker and Vice-Speaker of the House of
30 Delegates, and the Trustee-at-Large.

31
32 I. To remove an elective officer from office for cause.

33
34 Section 3. Election of Delegates and Alternate Delegates:

35 A. Any active, life or retired member of the Society shall be eligible for election to the
36 House. To be eligible for election as a delegate or alternate the member must have
37 been a member of the component for a minimum of (1) one full year at the time of
38 election. To be elected as a delegate while being a dental student, such student shall
39 be a student member of this Society and a member of the American Student Dental
40 Association. To serve as a delegate, a dental school dean must be a member of this
41 Society.

42
43 B. Delegates and alternate delegates shall be elected at a meeting of the general
44 membership of each component or branch at least thirty (30) days prior to the annual

1 session and in an elective manner as determined by each component. Each district will
2 organize its delegation as it determines, electing one delegate to serve as a chair of the
3 delegation. Delegates representing dental students shall be elected by members of the
4 American Student Dental Association in each of the dental schools.

5
6 C. Each component or branch may elect one alternate delegate for each delegate to
7 serve in that capacity. An alternate delegate may serve in place of a delegate of the
8 same component or branch. When a delegate is not present and no alternate delegate
9 is present from that delegate's component, the trustee representing the district which
10 contains that component may fill the vacancy with an alternate delegate present from
11 that district. If no alternate delegate is present from that delegate's downstate district,
12 the highest ranking ISDS officer present from the downstate districts may fill the
13 vacancy with an alternate delegate from any downstate district.

14
15 When a delegate from the Chicago district is not present, and no alternate
16 delegate is present from that delegate's branch, the ISDS trustee from that branch may
17 fill the vacancy with an alternate delegate present from the Chicago district. If there is
18 no ISDS trustee from the affected branch, then the highest ranking Chicago Dental
19 Society officer present may fill the vacancy with an alternate delegate from the Chicago
20 district.

21
22 D. The Board of Trustees shall elect one alternate delegate from the Society's dental
23 hygienist membership to serve in place of a dental hygienist delegate who is unable to
24 serve. The dental hygienist alternate delegate shall receive the same compensation as
25 a dental hygienist delegate. Each Illinois dental school ASDA component may elect one
26 student alternate delegate for each dental school delegate to serve in that capacity.
27 The student alternate delegate shall receive the same compensation as a dental
28 student delegate. The dean of each dental school may select an associate dean or
29 assistant dean as an alternate delegate for his/her position.

30
31 Section 4. Terms of Delegates: Terms of delegates and alternate delegates shall
32 commence at the beginning of the annual session and end at the beginning of the next
33 annual session. Delegates shall be elected annually.

34 35 Section 5. Voting:

36 A. Privileges. Delegates shall be allowed to vote on all matters to come before the
37 House. If an alternate delegate is seated in place of a delegate, the alternate delegate
38 shall have all voting privileges of the delegate replaced. The Speaker of the House
39 shall not be permitted to vote.

40
41 B. Ballot Vote. On any motion to take a ballot vote, an affirmative vote of one-third
42 (1/3) of the delegates voting shall constitute passage of the motion.

1 Section 6. Meetings:

2 A. The House shall meet at the annual session of the Society and shall conduct its
3 business at (1) an opening meeting, (2) reference committee hearings, and (3) a
4 business meeting.

5
6 B. Special meetings of the House may be called by the President of the Society upon a
7 three-fourths (3/4) affirmative vote of the Board or upon the written request of at least
8 one-third (1/3) of the elected delegates. Special meetings shall be held no more than
9 forty-five (45) days from the official call of the meeting, and the business of the meeting
10 shall be limited to the purpose specified in the official call unless the agenda is
11 amended by unanimous consent. The official call for a special meeting shall include the
12 agenda as specified by the person or persons requesting the meeting and the time and
13 place of the special meeting.

14
15 Section 7. Quorum: In order to conduct the business of the Society, there must be a
16 majority of the elected delegates present at any meeting of the House of Delegates.

17
18 Section 8. Meeting Notice: The Executive Director of the Society shall cause to be
19 published in the journal an official notice of the time and place of each meeting of the
20 House at the annual session, and shall send to each delegate and alternate an official
21 notice of the time and place of each meeting at least thirty (30) days in advance of the
22 meeting.

23
24 Section 9. Officers: The officers of the House shall be the Speaker of the House of
25 Delegates, the Vice-Speaker, and the Secretary.

26 A. The Speaker of the House shall be elected by the House for a three-year term, with
27 the first election for a three-year term occurring at the 2027 House of Delegates. The
28 Speaker shall be an ex-officio member of the Board of Trustees, but shall not have
29 voting privileges. The Speaker shall not be an officer or trustee of the Society.

30
31 B. The Vice-Speaker of the House shall be elected annually by the House, and shall not
32 be an officer, trustee, delegate or alternate delegate of the Society. In the event of a
33 vacancy in the Speaker of the House position, the Vice-Speaker shall have the first right
34 of refusal to assume the remaining term of the Speaker of the House. If the Vice-
35 Speaker declines to assume the remaining term of the Speaker, an election for the
36 Speaker of the House will be held at the next House of Delegates for a new three-year
37 term.

38
39 C. The Secretary of the House shall be the Executive Director of the Society.

40
41 D. Duties.

42 a. Speaker. The Speaker shall preside at all meetings of the House of Delegates
43 and determine the order of business for all meetings subject to the approval of the
44 House of Delegates, appoint tellers to assist in determining the result of any action

1 taken by vote and perform such other duties as custom and parliamentary usage
2 require.

3 b. Vice-Speaker. The Vice-Speaker shall assume the duties of the Speaker with all
4 rights and privileges of the Speaker in the event the Speaker cannot perform these
5 functions. The Vice-Speaker may also preside as Chair of the House of Delegates at
6 the discretion of the Speaker.

7 c. Secretary. The Secretary of the House of Delegates shall serve as the recording
8 officer of the House and the custodian of its records, and shall cause a record of the
9 proceedings of the House to be published as the official transactions of the House.
10 If the Secretary is unable to perform these duties, the Speaker may appoint a Secretary
11 pro tem.

12
13 Section 10. Credentials Committee: The Speaker shall appoint a credentials committee
14 of six (6) delegates for each meeting of the House as follows: three (3) delegates from
15 the Chicago district, and three (3) delegates from the remaining districts. The
16 Credentials Committee shall verify the validity of each delegate's credentials and shall
17 oversee the seating of the delegates.

18
19 Section 11. Reference Committee:

20 A. Reference Committees of the House shall be composed of at least five (5) delegates
21 who shall be appointed by the President at least sixty (60) days in advance of the
22 annual session. It shall be the duty of a reference committee to consider reports and
23 resolutions referred to it, conduct open hearings for all members of the Society, and
24 report its recommendations to the House.

25
26 B. Two reference committees shall be appointed each year. Resolutions shall be
27 referred to the reference committees by the Speaker of the House with the approval of
28 the House of Delegates at the Opening Meeting. Special reference committees may be
29 appointed by the President in consultation with the Board on a year- to-year basis.

30
31 Section 12. Conduct of Business:

32 A. All resolutions considered by the House must be offered in writing by the President,
33 the Board of Trustees, a Society committee, by one of the component societies, or
34 signed by five (5) members in good standing provided such resolutions are received at
35 the ISDS headquarters at least 30 days prior to the opening meeting of the House of
36 Delegates. Resolutions submitted less than 30 days prior to the opening meeting of the
37 House of Delegates may only be considered with the consent of the House of
38 Delegates, which shall be granted unless five (5) members dissent.

39
40 B. The reference committees shall conduct open hearings, prior to the business meeting
41 of the House, on all resolutions presented for House action. Any member of the Society
42 shall have the privilege of appearing at these hearings for the purpose of presenting
43 testimony. Reference committees may request a special meeting of the Board of

1 Trustees for consultation and advice on resolutions should the hearings indicate an
2 urgent necessity for such action.

3
4 Section 13. Rules of Order: The Parliamentarian for the House shall be appointed by
5 the Speaker of the House annually. The rules contained in the current edition of the
6 American Institute of Parliamentarians Standard Code of Parliamentary Procedure shall
7 govern the deliberations of the House of Delegates in all cases in which they are
8 applicable and not in conflict with the Manual of the House or the Constitution and
9 Bylaws.

10
11 Section 14. Manual of the House: The House shall adopt a Manual of the House which
12 shall be the rules governing the conduct of business in the House and which further
13 clarify House procedures. Such rules contained in the Manual shall not be in conflict
14 with these Bylaws. The House may amend the Manual from year to year according to
15 procedures as provided in Chapter II, Section 12 of these Bylaws.

16
17 Section 15. Financial Affairs: All administrative costs to conduct the House shall be
18 borne by the Society. The Board of Trustees will determine a stipend for the Vice
19 Speaker and delegates not to exceed the existing per diem of Board members.
20 Reimbursement to individual delegates and alternate delegates and any other
21 reimbursements shall be at the discretion of the component societies. For student
22 delegates, the Society will bear the cost of transportation to and from the annual
23 meeting site and per diem at the same rate as the delegates according to Society
24 reimbursement policies.

25
26 Section 16. Policies. The House of Delegates may establish, amend or delete any
27 policy of the Society by a majority vote. At least once every five years the Board of
28 Trustees shall review Society policy and report to the House of Delegates its findings
29 and recommendations for revision. The first report shall be to the 2012 House of
30 Delegates.

31
32 Section 17. Conflict of Interest.

33 A. Agenda Disclosure. The written agenda for any meeting of the House of Delegates
34 is to contain the current disclosure policy of the American Dental Association, as found
35 in the "Conflict of Interest Policy (Disclosure Policy)" section of the major policies
36 adopted by the American Dental Association House of Delegates. The disclosure policy
37 is to be adapted to reference ISDS in lieu of ADA.

38
39 B. Disclosure Policy Reading. The disclosure policy contained on the written agenda for
40 any meeting of House of Delegates is to be read at the opening of each meeting of the
41 House of Delegates.

42
43 C. Disclosure Before Speaking. When speaking on the floor of the House of Delegates
44 or in Reference Committees, those individuals/members shall first identify those

relationships identified during the Disclosure Policy Reading before speaking on an issue related to such conflict of interest.

CHAPTER III - ELECTIVE OFFICERS

Section 1. Number and Title: The elective officers of this Society shall be five (5) in number: president, president elect, vice president, treasurer and secretary, as provided in Article IV, Section 1 of the Constitution.

Section 2. Nominations and Elections: The elective officers shall be nominated and elected in accordance with Chapter V, of the Bylaws.

Section 3. Duties:

A. President. It shall be the duty of the president:

- a. To serve as an official representative of this Society in its contacts with governmental, civic, business and professional organizations for the purpose of advancing the objectives and policies of the Society.
- b. To serve as chair of the Board of Trustees, to vote in Board meetings only in case of a tie, to preside at all meetings of the Society, except meetings of the House of Delegates, and exercise supervision of all Society activities.
- c. To submit a report and address the Society at the Annual Session.
- d. To be an ex-officio member of all committees.
- e. To fill, by appointment, vacancies occurring in committees for unexpired terms and appoint to serve all other committees not otherwise provided for.
- f. To appoint ad hoc committees of the Society upon the request of the Board of Trustees.

B. President-elect. It shall be the duty of the president-elect:

- a. To assist the president as requested.
- b. To be an ex-officio member of the Board of Trustees and Executive Committee.
- c. To succeed to the office of president without other election.
- d. To serve as chair of the Committee on Committees and to appoint the chair of the Committee on the Annual Session during his/her term as president.

C. Vice-President. It shall be the duty of the vice-president:

- a. To assist the president as requested.
- b. To assume the duties and powers of the president at the president's request or in the president's temporary absence.
- c. The incoming Vice-President is to appoint the first-year trustee of the Executive Committee.

D. Treasurer. It shall be the duty of the treasurer:

- a. To be responsible for guarding the funds, the liabilities and the fiscal destiny of the Society.

- b. To keep a set of records of all income and expenses, and to verify the monthly balance with the Headquarters Office.
- c. To meet with the auditor, the vice-chair of the Executive Committee, the executive director, and the staff accountant for full audit of the receipts, disbursements, and any other financial records as soon as is feasible after the close of the fiscal year.
- d. To report said audit results of the above meeting to the next meeting of the Board of Trustees.
- e. To verify the description of purpose of all checks to be in sufficient detail.
- f. To serve as a resource for the House of Delegates and to help interpret the Society's finances for the membership.

E. Secretary. It shall be the duty of the secretary:

- a. To verify the bonding of all Society officers and staff.
- b. To verify and have supervisory capacity in the keeping of records of the Society.
- c. To have the committee members notified in writing of their election and perform such duties as usually appertain to this office, recording the functions, the actions and the decisions of the Society.
- d. To report to the Board of Trustees a summary of important communications received and not otherwise reported.

Section 4. Removal of an Officer for Cause. The House of Delegates may remove an elective officer for cause in accordance with procedures established by the Board of Trustees, which shall include notice of the charges and an opportunity for the accused to be heard in his or her defense. The affirmative vote of two-thirds of the delegates present and voting is required to remove an elective officer from office.

Section 5. Vacancy in Offices.

A. Partial Term Vacancy. In the case of a vacancy in the office of president, president-elect, vice president or treasurer for a partial term, the officer immediately following in line of succession shall perform the duties of both offices for the remainder of the term. In the case of a vacancy in the office of secretary, the treasurer shall perform the duties of both offices for the remainder of the secretary's term.

B. Full Term Vacancy. In the case of a vacancy in the office of president, a new secretary shall be elected in accord with Ch. V, Section 2 of the bylaws. In the case of a vacancy in the office of president-elect, vice president, treasurer or secretary, two elections will be held as follows:

- a. The election of a new secretary shall be held in accord with Ch. V, Section 2 of these bylaws.
- b. The election to fill the vacated office shall be for the position of treasurer and will be held in accord with the rotation system in Ch. V, Section 2 of the bylaws that elected the officer who vacated the position.

CHAPTER IV - STANDING COMMITTEES

Section 1. Numbers and Name: The standing committees of this Society shall be twelve (12) in number as follows:

- Committee on Access to Care
- Committee on Annual Session
- Committee on Communication
- Committee on Dental Education
- Committee on Dental Benefits and Practice
- Committee on Diversity, Equity, and Inclusion
- Committee on Governmental Affairs
- Committee on Membership
- Committee on Member Services
- Committee on the New Dentist and Leadership Development

Section 2. Composition: Standing Committees may vary in number of members according to the assigned duties of each committee.

Section 3. Qualifications: Each member of a committee must be an active, retired, life, dental hygienist, or allied member in good standing of this Society. Should the status of any member change in regard to the preceding qualifications during that member's term of office, that office shall be declared vacant and the president shall fill such vacancy as provided in Section 9 of this Chapter of the Bylaws. With the exception of the president, members of the Board of Trustees shall not serve on standing committees.

Section 4. Conflict of Interest: All ISDS Committees will use an adapted version of the ISDS Board of Trustees Conflict of Interest Policy and procedure, as contained in the Board of Trustees Policy Manual under Board Operations, Section VII "Possible Conflict of Interest & Board Questionnaire". Further, completed conflict of interest disclosure forms of members who will be starting their first term on a committee will be distributed to the ISDS Committee on Committees to review the disclosure forms prior to nomination to the Board of Trustees for approval. All current ISDS committee members will be required to promptly disclose any changes in potential or actual conflicts during their committee terms(s) and complete and annual written attestation form. Such disclosure shall be made to the Executive Director and Chair of the Committee on Committees. Completed conflict of interest disclosure forms of nominees made by Committee on Committees will be provided to the Board of Trustees upon request. All completed conflict of interest disclosure forms of approved committee members will be provided to the Chair of each ISDS Committee prior to the Committee's first meeting of the new committee year.

Section 5. Term of Office: The members of each committee, except the Committee on Annual Session, shall be appointed for a period of three years, renewable once, for a

1 maximum of six (6) consecutive years. Where special circumstances exist, the Board of
2 Trustees by a 3/4 majority vote may appoint a committee member beyond the term set
3 forth in this section. As new committees are formed, staggered terms of one, two and
4 three years shall be designated initially to provide continuity for subsequent
5 appointments.

6
7 Section 6. Nominations and Elections: Nominations for all committee members shall be
8 made by the president-elect upon advice of the members of the Society through
9 recommendations to the Board of Trustees and the Committee on Committees.

10 Additionally, nominations may be made by any member of the Board of Trustees.
11 Election shall be by a majority vote of the members of the Board of Trustees present
12 and voting. The number of members serving on each committee may vary by activity
13 level, tasks and goals of the committee. Appointment of Dental Hygienist and Allied
14 members is encouraged across all appropriate committees, especially on the
15 Committee on Dental Benefits and Practice.

16
17 Section 7. Chair: The chair of each committee shall be appointed annually by the Board
18 of Trustees. The chair may serve more than one (1) year in this capacity. The
19 committee chair will appoint an interim chair, from the committee, to serve in the case of
20 his/her absence.

21
22 Section 8. Quorum: A majority of the total number of members of any committee shall
23 constitute a quorum for the transaction of business.

24
25 Section 9. Vacancy: In the event of a vacancy, the president shall appoint a member of
26 the Society possessing the same qualifications established by these Bylaws for the
27 previous member to fill such vacancy until a successor is elected at the next Board of
28 Trustees meeting for the remainder of the unexpired term. In the event such vacancy
29 involves the chair of a committee, the vice chair shall serve as interim chair until the
30 next meeting of the Board of Trustees. In the event of a vacancy in the chair of the
31 Committee on Annual Session, the president shall appoint an interim chair for the
32 remainder of the unexpired term.

33
34 Section 10. Periodic Review of Standing Committees: The structure, composition, and
35 tenure of each Standing Committee shall be reviewed periodically. The first review shall
36 occur in 1990 and subsequent reviews shall occur each five (5) years thereafter.

37 Special Committees of the Board of Trustees which have had continuous
38 activity for two (2) consecutive years and are likely to have continued activity should be
39 considered for designation as a Standing Committee upon recommendation by the
40 Board of Trustees. Recommendations for change shall be presented to the House of
41 Delegates at the annual meeting for Bylaws change.

42
43 Section 11. Duties:

44 A. Common Duties of All Committees.

1 a. Standing Rules. The "Standing Rules for Committees", as approved by the Board
2 of Trustees, shall be followed in all committee meetings and for the administration of
3 all committees.

4 b. Proposed Budget. Each committee, through its chair, shall submit in writing to the
5 Board of Trustees, through the headquarters office, a proposed budget of
6 anticipated expenditures for the ensuing year. This proposed budget is to be
7 submitted at a time specified by the Board of Trustees.

8 c. Annual Report. Each committee shall submit, through the headquarters office, an
9 annual written report of its activities to the Board of Trustees at a time specified by
10 the Board of Trustees.

11 d. Privilege. Chairs and members of committees shall have the right to present their
12 reports in person to the Board of Trustees and to participate in the debate thereon,
13 but shall not have the right to vote.

14 e. Meeting Attendance. Members of all committees are expected to attend all of the
15 called committee meetings. Failure to attend two (2) consecutive meetings may
16 result in the replacement of the member by action of the Board of Trustees in
17 consultation with the chair of the committee involved.

18 f. Representation before Other Bodies. Individual members, standing committees,
19 special or subcommittees, as such, shall not be empowered to represent this
20 Society in negotiations with representatives of other bodies such as the American
21 Dental Association, official agencies of the State of Illinois, specialty groups,
22 purveyors, or administrators of Dental Care Plans, etc., when such negotiations
23 involve matters affecting the policy of this Society; except when clearance for such
24 negotiations shall have been arranged through both the chair of the appropriate
25 committee and the Board of Trustees or the Executive Committee.

26 B. Committee on Access to Care.

27 The duties of the committee shall be:

28 a. To assess the need for dental care for the citizens of the State of Illinois and in
29 particular the needs of the special population groups.

30 b. To recommend programs to improve the availability and delivery of dental care to
31 those citizens not capable of obtaining care and, with approval of the Board of
32 Trustees, assist in the implementation of these programs.

33 c. To monitor existing programs for effectiveness, recommend changes when
34 indicated and, with approval of the Board of Trustees, assist in the implementation
35 of these changes.

36 d. To serve as liaison to public health and community groups which deal with dental
37 issues.

38 e. To consider dental topics that require review or consideration by the society that
39 relate to community or public health.

40 f. To assist component societies, public health agencies and others in the
41 management and coordination of local resources or programs for oral health
42 planning, preventive dentistry and other community health programs.
43

1 g. To increase access to the benefits of cooperative dental-medical management in
2 hospitals, ambulatory care centers, long-term care facilities and other
3 interdisciplinary health care settings including active medical staff membership and
4 clinical privileges.

5
6 C. Committee on Annual Session. The committee shall consist of members, each
7 appointed for a period of three (3) years only. New members shall be appointed each
8 year by the vice president. One member shall be designated to serve as general chair
9 for each year by the chair of the Committee on Committees.

10 The general chair shall be empowered to appoint additional members as
11 necessary to serve for one (1) year. The general chair of the committee shall submit to
12 the Board of Trustees a proposed budget of anticipated expenditures for the ensuing
13 fiscal year. The duties of the committee shall be:

14 To serve as the general arrangements committee for the annual session of the
15 Society. It shall have full power to arrange for the presentation of the program, scientific
16 essays, clinics, exhibits, and any other events subject only to the limitation of the budget
17 of anticipated expenditures for the ensuing fiscal year.

18
19 D. Committee on Communications. The Editor shall be an ex-officio member of the
20 committee. When practical, appointments shall be made with geographic distribution. A
21 representative of the Chicago Dental Society Communications Committee shall be
22 appointed annually to serve as a liaison. The duties of the committee shall be:

23 a. To establish, coordinate and evaluate all programs designed to enhance the
24 public image of the profession.

25 b. To serve as the agent for other standing committees when public relations are
26 involved.

27 c. To cooperate with its counterparts at the component level to ensure a well
28 informed and coordinated effort.

29 d. To assist component societies in the development of policies and programs for
30 the improvement of the dental health of the public within their jurisdiction.

31 e. To maintain close cooperation with the Dental Division of the Department of
32 Public Health of the State of Illinois.

33 f. To prepare and publish the journal

34 g. To publish the Transactions of the Society in such form as may be designated by
35 the Board of Trustees.

36 h. To print at the beginning of each number of the journal and each volume of the
37 Transactions the following disclaimer: "The Illinois State Dental Society is not
38 responsible for the opinions, views, or statements made in any essay, discussion, or in
39 the proceedings which are presented before the Society."

40
41 E. Committee on Dental Education. The duties of the committee shall be:

42 a. To prepare and develop plans for courses of study to be sponsored by the
43 Society and present such plans for action of the Board of Trustees conforming with
44 policies adopted by the Board.

1 b. To arrange for the presentation of approved programs of continuing study for the
2 dental team by the Society.

3 c. To maintain professional cooperation between the Society and the schools of
4 dentistry in the State of Illinois.

5
6 F. Committee on Dental Benefits and Practice. The duties of this committee shall be:

7 a. To monitor and educate the membership on any aspects involving running a
8 dental office including, but not limited to, dental benefits, emerging technology, staffing,
9 OSHA compliance, infection control and practice management.

10
11 G. Committee on Diversity, Equity, and Inclusion. In addition to the voting members of
12 the committee, each Illinois dental school shall have one non-voting dental student
13 member serving one two-year term. Dental student members shall not be counted to
14 determine a quorum. Non-voting dental student members shall have all the privileges of
15 committee membership other than the right to vote. The duties of the committee shall
16 be:

17 a. To give guidance and make recommendations to the Board of Trustees on
18 matters related to diversity, equity, and inclusion.

19 b. To monitor ISDS policies and bylaws and recommend amendments and public
20 policy that ensure alignment with the Society's diversity, equity, and inclusion efforts.

21 c. To collaborate with component societies on behalf of the ISDS Board of Trustees
22 to offer assistance to promote diversity, equity and inclusion.

23 d. To provide leadership training and mentorship.

24 H. Committee on Governmental Affairs. When practical, the appointed chair and/or vice
25 chair should reside near Springfield, Illinois. One of the members shall be the president
26 of the DENT-IL-PAC, appointed for the duration of that office. The duties of the
27 committee shall be:

28 a. To protect the dental health of the citizens of Illinois and further the interests of
29 the public and the dental profession in matters of legislation. The committee shall
30 prepare and secure the introduction of bills or amendments relative to the practice of
31 dentistry, provided such bills or amendments shall have first been submitted to and
32 approved by the Board of Trustees.

33 b. To keep informed as to the character of all bills introduced in the Legislature
34 affecting the practice of dentistry or public dental health.

35 c. To use all proper influence, in a timely manner, to secure the passage of such
36 legislation and governmental action determined to be beneficial to the oral health of the
37 public and to the profession of dentistry and to defeat legislation and governmental
38 action that would be harmful to the oral health of the public and to the profession.

39 d. To work with the State Board of Dentistry and other state agencies to promote and
40 monitor the dental health of the public and to enhance the practice of dentistry, and to
41 constructively evaluate the activities of other state agencies and advocate on
42 behalf of the interest of dentists and the dental profession.

43 e. Each year the president will appoint a sub-committee within this committee, to
44 focus on the Capital Conference. It shall be the duty of this sub-committee to assist in

1 the program planning of the annual Capital Conference which will focus its agenda on
2 legislative, political and governmental topics.

3
4 I. Committee on Membership. The committee shall consist of eleven (11) members as
5 follows: Seven (7) representatives from downstate and when practical, appointments
6 shall be made with geographic distribution throughout downstate, Three (3)
7 representatives from the Chicago District, and One (1) Dental Hygienist member. In
8 addition, each Illinois dental school shall have one non-voting dental student member
9 serving one two-year term. Dental student members shall not be counted to determine a
10 quorum. Non-voting dental student members shall have all the privileges of committee
11 membership other than the right to vote. The duties of the committee shall be:

- 12 a. To oversee maintenance of the Society's membership database.
- 13 b. To conduct a program of membership recruitment and retention of members to
14 this Society.
- 15 c. To stimulate active membership recruitment initiatives in the components and
16 branches of component societies.
- 17 d. To establish contact with the Illinois dental schools in order to actively recruit
18 dental students into membership.

19
20 J. Committee on Member Services. The duties of the committee shall be:

- 21 a. To investigate and propose to the Board of Trustees for approval any program or
22 service which may be of value to the membership.
- 23 b. To implement programs or services approved by the Board of Trustees not
24 assigned to another committee.
- 25 c. To review periodically all member services currently being provided by this
26 Society and recommend any appropriate modification.

27
28 K. Committee on the New Dentist and Leadership Development. The committee shall
29 consist of members who have been out of dental school no more than ten (10) years. In
30 addition, each Illinois dental school shall have one non-voting dental student member
31 serving one two-year term. Dental student members shall not be counted to determine a
32 quorum. Non-voting dental student members shall have all the privileges of committee
33 membership other than the right to vote.

34 The duties of the committee shall be:

- 35 a. To advise the Board of Trustees about the needs and problems of the new
36 dentist.
- 37 b. To advise ISDS on issues and programs of recruitment and retention of new
38 dentist members.
- 39 c. To advise the Board of Trustees on the continuing education needs of the new
40 dentist.
- 41 d. To foster peer group interaction for new dentists in order to encourage continued
42 involvement in organized dentistry and to encourage participation of the new dentist
43 on ISDS committees.
- 44 e. To foster programs encouraging leadership development among all members.

CHAPTER V - ELECTION OF OFFICERS AND TRUSTEES

Section 1. The House shall elect a president-elect, vice-president, treasurer, secretary, speaker, vice-speaker, and a trustee at-large. Nominations for positions elected by the House of Delegates shall be in accordance with the procedures contained in the Manual of the House. Voting shall be by official ballot and the Secretary shall provide facilities for voting and for the certification of each voter. The vote in contested races shall be held on the day of the business meeting. When there is only one candidate for an elective office according to this section, that candidate shall be declared to be elected without the requirement of taking a ballot vote in the House of Delegates.

To be nominated for the position of Treasurer, Vice-President, or President-Elect without having been elected into the Secretary position, the potential candidate must complete all of the following requirements:

- a) Receive signatures of over half (50%) of the total possible number of delegates in support of their candidacy for the desired position within two (2) weeks after the deadline for delegates to be elected by a component or branch, as defined in Chapter II, Section 3 of the Bylaws.
- b) Proof of signatures in a) shall also be provided to the Secretary of the House within the same two (2) week timeframe of the deadline for delegates to be elected by a component or branch, as defined in Chapter II, Section 3 of the
- c) Sign the "Guidelines Governing the Conduct of Campaigns for ISDS Offices", which are contained in ISDS House of Delegates Policies, only after completing the requirements in a) and b), and submit to the Secretary of the House.

A candidate receiving a majority of the votes cast for any office on any ballot shall be considered elected. In the event no candidate receives a majority of the votes cast on any ballot, the candidate receiving the least number of votes shall be eliminated and an additional ballot or ballots shall be held until one candidate receives a majority of the votes cast for that office.

A candidate for the trustee at-large position shall not formally announce for office until the final day of the ISDS Annual Session House of Delegates meeting immediately preceding their candidacy. Candidates announcing after the final day of ISDS Annual Session House of Delegates must inform the Secretary of the House of their intent to run for the trustee at-large position. Campaign activities for the trustee at-large position shall be limited to the following:

- a) A three-minute speech at the Opening Meeting of the House of Delegates in the year of the election.
- b) One presentation opportunity, upon invitation, at each of the Chicago District Caucus and Downstate Caucus meetings held to consider the business coming before the Business Meeting of the House of Delegates in the year of election. Each caucus shall determine the format of the presentation opportunity, with an expectation of equal opportunity in the event there is more than one candidate.

1 Section 2. The trustee at-large must have served in the House of Delegates for a
2 minimum of three (3) terms to qualify as a candidate for the position. The trustee at-
3 large shall serve a term of three (3) years, with the first term to begin at the close of the
4 2023 House of Delegates. The trustee at-large may be elected from any component
5 society of the Illinois State Dental Society.
6

7 Section 3. Candidates for the office of Secretary of the Society as provided in the
8 Constitution, Article IV, Section 1 shall rotate in the following order: Chicago District, all
9 remaining districts, all districts. No member shall be eligible for an elective office who
10 has been a member of this Society for less than five (5) years.
11

12 Section 4. Each district entitled that year to elect members of the Board of Trustees
13 shall conduct said election prior to the business meeting of the House. It shall elect a
14 member or members of the Board of Trustees to serve a term of three (3) years each.
15

16 Section 5. All officers, trustees, speaker and vice-speaker who are elected shall be
17 installed and assume their duties at the termination of the last meeting of the annual
18 session at which they are elected.
19

20 Section 6. A trustee, having served a full term, shall not be eligible for a period of three
21 (3) years for reelection.
22

23 Section 7. Component societies in a district shall be represented on the Board in the
24 order and combination of components as reflected in Chapter XII.
25

26 CHAPTER VI - ANNUAL SESSION 27

28 Section 1. The annual session of the Society shall be held at a time and place selected
29 by the Board of Trustees. It shall be devoted to an address by the president, the
30 presentation and discussion of essays and clinics, House of Delegates, and other
31 matters of interest to the profession.

32 The secretary shall cause to be published in the journal an official notice of the
33 time and place of each annual session.
34

35 Section 2. The opening general meeting of the House of Delegates shall be the first
36 meeting of the annual session and shall convene no later than the second day of the
37 annual session.
38

39 Section 3. The business meeting of the House of Delegates shall be held no earlier than
40 the second day of the annual session, at which time official business of the Society shall
41 be transacted and officers and trustees shall be installed.
42

43 Section 4. Scientific sessions of this Society shall be held for the purpose of
44 disseminating information pertaining to the science and art of dentistry through the

1 media of lectures, essays, clinics, discussions, and scientific and technical exhibits
2 which may be of interest to the members of this Society.

3 If any scientific sessions or scientific and technical exhibits are included, the
4 selection and presentation shall be under the jurisdiction of the Committee on the
5 Annual Session.

6 Products of the dental trade, dental laboratories and other commercial firms may
7 be exhibited in accordance with rules and regulations established by the Board of
8 Trustees and in conformity with policies adopted by the American Dental Association for
9 exhibitors at the annual session of that Association.

10
11 Section 5. The Committee on the Annual Session shall have full charge of all
12 arrangements for clinics presented during the annual session and shall determine the
13 number and type. Only members of the Society in good standing, office assistants and
14 hygienists of members in good standing properly vouched for, members of their
15 immediate families, members of the state medical societies, members of the American
16 Dental Association and those having made application for membership whose
17 application bears the written endorsement of two (2) members of this Society in good
18 standing, students of dental colleges, members in good standing of the Illinois Dental
19 Laboratory Association, and dental laboratory technicians who have been vouched for
20 by a member of this Society in good standing shall be admitted to the clinics.

21 Clinicians advertising or demonstrating any appliance or material as a means of
22 introducing it for any supply house or laboratory shall not be permitted to operate or
23 exhibit in the clinic room.

24
25 Section 6. No person who is not a member of this Society shall be admitted to the
26 business meeting, except upon approval of the Speaker or Secretary of the House. No
27 member without the official badge issued at the registration desk shall be admitted to
28 the business meeting of the Society. No person without the official badge issued at the
29 registration desk shall be entitled to attend scientific sessions or clinics of the Society.

30
31 Section 7. All non-members shall register.

32 33 CHAPTER VII - RULES OF ORDER

34 American Institute of Parliamentarians Standard Code of Parliamentary Procedure"
35 shall be the authority of this Society, unless otherwise specified.

36 37 CHAPTER VIII - AMENDMENTS

38
39 Section 1. Two-Thirds Affirmative Vote: These Bylaws may be amended by two-thirds
40 (2/3) affirmative vote of the members of the House of Delegates at an annual session or
41 special meeting, provided the proposed amendment shall have been submitted as
42 specified in Chapter II, Section 12 of the Bylaws. For amendments submitted less than
43 30 days in advance, the provisions of Chapter II, Section 12 regarding House consent
44 shall apply.

1 CHAPTER IX - PROFESSIONAL CONDUCT

2
3 The "Principles of Ethics and Code of Professional Conduct of the Illinois State Dental
4 Society," which may be referred to hereinafter as the "Code of Ethics," shall govern the
5 professional conduct of every member. The Principles of Ethics and Code of
6 Professional Conduct of the American Dental Association as now or hereafter amended
7 shall be adopted as the Principles of Ethics and Code of Professional Conduct of the
8 Illinois State Dental Society.
9

10 Section 1. Conduct Subject to Discipline: Any member of this Society who has been (1)
11 found guilty of a felony, (2) found guilty of violating the Illinois Dental Practice Act, or (3)
12 who violates these Bylaws or the "Principles of Ethics and Code of Professional
13 Conduct of the Illinois State Dental Society" may be disciplined for such conduct. An
14 active member, a life member, or the Board of Trustees of this Society may bring a
15 complaint against any member of this Society for such conduct. Any such
16 complaint shall be transmitted in writing to the Executive Director of the Illinois State
17 Dental Society.
18

19 Section 2. Disciplinary Penalties: A member may be placed under a sentence of
20 censure, probation or suspension or may be expelled from membership for any of the
21 offenses enumerated in Section 1 of this Chapter. A sentence of suspension shall not
22 abrogate any contractual relationship between the disciplined member and a third party.
23 Suspension shall be unconditional and for a specified period at the termination of which
24 full membership privileges are automatically restored. A subsequent violation shall
25 require a new disciplinary procedure before additional discipline may be imposed.
26 Expulsion is an absolute discipline and may not be imposed conditionally.
27

28 Section 3. Disciplinary Proceedings: Before a disciplinary penalty is invoked against a
29 member, the following procedures shall be followed by the Illinois State Dental Society
30 with respect to any complaint:
31

32 A. Hearing. The accused member shall be entitled to a hearing before the Policy and
33 Structure Committee at which the member shall be given the opportunity to present a
34 defense to all complaints. The Committee shall permit the accused member to be
35 represented by legal counsel.
36

37 B. Notice. The accused member shall be notified in writing of complaints brought
38 against the member and of the time and place of the hearing, such notice to be sent by
39 registered letter addressed to the member's last known address and mailed not less
40 than twenty-one (21) days prior to the date set for the hearing. An accused member,
41 upon request, shall be granted one postponement for a period not to exceed thirty (30)
42 days.
43

1 C. Complaint. The written complaints shall include an officially certified copy of the
2 alleged conviction or determination of guilt, or a specification of the Bylaw or ethical
3 provisions alleged to have been violated, as the case may be, and a description of the
4 conduct alleged to constitute each violation.

5
6 D. Recommendation of Policy and Structure Committee. After the hearing, the Policy
7 and Structure Committee shall make a recommendation in writing to the Board of
8 Trustees with respect to each complaint which it has considered. Such
9 recommendation shall represent the conclusions of a majority of the Policy and
10 Structure Committee. Such written recommendation shall specify the complaints made
11 against the member, the facts which substantiate or invalidate any or all of the
12 complaints, and the recommendation of the Policy and Structure Committee as to an
13 appropriate disciplinary penalty, if any. Within ten (10) days of the date on which the
14 written recommendation is forwarded to the Board of Trustees, a copy thereof shall be
15 sent by registered mail to the last known address of the accused member and the
16 complainant. Each accused member and each complainant, if other than the Board of
17 Trustees, shall be entitled to submit a written brief in support of each position to the
18 Board of Trustees. A party shall be entitled to submit a written brief only if it is filed
19 within forty-five (45) days after a recommendation has been made by the Policy and
20 Structure Committee.

21
22 E. Decisions. The Board of Trustees, acting at its next regularly scheduled meeting,
23 after the receipt of the written recommendations of the Policy and Structure Committee,
24 the transcript of the record of the hearing, and the written briefs of the parties, if any,
25 shall make a decision as to the disciplinary penalties, if any, which shall be imposed
26 upon an accused member pursuant to Section 2 of this Chapter. Every decision which
27 shall result in censure, suspension, or expulsion or in probation shall be reduced to
28 writing and shall specify the charges made against the member, the facts which
29 substantiate any or all of the charges, the verdict rendered, the penalty imposed or,
30 when appropriate, the suspended penalty imposed and the conditions for probation, and
31 a notice shall be mailed to the accused member informing the accused of the right of
32 appeal. Within ten (10) days of the date on which the decision is rendered, a copy
33 thereof shall be sent by registered mail to the last known address of each of the
34 following parties: the accused member; the secretary of the component society of which
35 the accused is a member; the Chair of the Council of Ethics, Bylaws, and Judicial Affairs
36 of the American Dental Association, and the Executive Director of the American Dental
37 Association.

38
39 F. Appeals. An accused member under sentence of censure, suspension, or
40 expulsion, or in probation shall have the right to appeal from the decision of the Board of
41 Trustees to the Council on Ethics, Bylaws, and Judicial Affairs of the American Dental
42 Association by filing an appeal in affidavit form with the Chair of the Council on Ethics,
43 Bylaws, and Judicial Affairs. An appeal from any decision shall not be valid unless
44 notice of appeal is filed within thirty (30) days and unless the procedures for the

1 prosecution of appeals are followed in accordance with Chapter XI of the Bylaws of the
2 American Dental Association. No decision of the Board of Trustees shall become final
3 while an appeal therefrom is pending or until the thirty (30) day period for filing notice of
4 appeal has elapsed. In the event of a sentence of expulsion and no notice of appeal is
5 received within the thirty (30) day period, the Executive Director of the Society shall
6 notify all parties of the failure of the accused member to file an appeal. The sentence of
7 expulsion shall take effect on the date the parties are notified.

8 9 CHAPTER X - COMPONENT SOCIETIES

10
11 Section 1. Organization: A component society may be organized and chartered, subject
12 to the approval of the House of Delegates, upon the application of at least twenty-five
13 (25) dentists practicing in any prescribed territory in Illinois, who are active or life
14 members, in good standing, of this Society. The Headquarters Office
15 of this Society is authorized to issue a charter, in a form approved by the Board of
16 Trustees, to each component society denoting its name and territorial jurisdiction. No
17 such society shall be chartered in any prescribed territory in Illinois in which a
18 component society is already chartered by this Society. The House of Delegates may
19 at any time, for good and sufficient cause, revoke the charter of any component society.

20
21 Section 2. Name: Each component society shall be given a name in conformity with a
22 recommendation made by the governing body of such component society subject to the
23 approval of the Board of Trustees.

24 25 Section 3. Powers and Duties:

26 A. A component society shall have the power to elect its members and to elect its fully
27 privileged members as active members of this Society within the limits imposed by
28 Section 4 of this Chapter.

29
30 B. It shall have the power to organize its members into branch societies within the limits
31 imposed by Chapter XI of the Bylaws.

32
33 C. It shall have the power to provide for its financial support and to make laws, rules,
34 and regulations to govern its members, provided such laws, rules, and regulations do
35 not conflict with these Bylaws.

36
37 D. It shall have the duty to elect delegates and alternate delegates to the House of
38 Delegates of this Society according to Chapter II, Section 1B of these Bylaws. A
39 component society may delegate this function to its branch societies.

40
41 E. The secretary of each component society shall keep a roster of its members and
42 endeavor to obtain a complete list of the dentists within the jurisdiction of that society
43 who are eligible for membership.

1 Section 4. Membership: The fully privileged membership of each component society
2 shall be dentists practicing within the territorial jurisdiction of such component society or
3 dentists officially assigned to a component by the Board of Trustees, or to dentists in
4 federal dental service, provided that such dentists are fully privileged members in good
5 standing of this Society and the American Dental Association. Any dentist who has
6 retired from active practice or who is engaged in activities furthering the object of this
7 Society may be considered to be practicing dentistry within the meaning of this section.

8 When a member in good standing of one component society changes his/her
9 practice location in this State, the member's name shall be transferred without cost to
10 the roster of the component society into whose jurisdiction the practice has relocated. A
11 member shall pay dues to the component society in whose jurisdiction he/she practices,
12 or to which the member has been officially assigned.

13 In special instances, when a member's dental practice approximates an adjacent
14 component society and it would be geographically more convenient for that member to
15 be affiliated with such component society, on an educational and referral basis, the
16 member may present a request for transfer of membership to the Board of Trustees for
17 review and official assignment. The decision of the Board of Trustees shall be binding.

18 A current fully privileged member shall be notified of any pending change to
19 component membership status and of the member's options for component
20 membership. New members of the Society will automatically be assigned to the
21 component in which their practice is located.

22
23 Section 5. Officers: The officers of a component society shall be president, secretary,
24 treasurer, and such others as may be prescribed in its constitution and bylaws.

25
26 Section 6. Business Sessions: A component society shall hold a business session at
27 least once each calendar year. Each component society shall nominate and elect its
28 officers annually.

29
30 Section 7. Principles and Standards of Ethics: Both the "Principles of Ethics and the
31 Code of Professional Conduct" of the American Dental Association and of this Society
32 shall be the instruments used for governing the professional conduct of the members of
33 a component society and this Society.

34
35 Section 8. Constitution and Bylaws: Each component society shall adopt and maintain
36 a constitution and bylaws which shall be revised regularly and shall not be in conflict
37 with the Constitution and Bylaws of this Society or that of the American Dental
38 Association and shall file a copy thereof, and any changes or revisions which may be
39 made thereafter, with the Executive Director of this Society.

40 41 CHAPTER XI - BRANCH SOCIETIES

42
43 Branch Societies of a component society may be organized in conformity with a plan
44 approved by the component society of which they will be recognized entities. The fully

1 privileged members of each branch society shall be dentists who are members in good
2 standing of the component society, this Society and the American Dental Association.

3 4 CHAPTER XII – TRUSTEE DISTRICTS

5 6 Section 1. Organization of Trustee Districts.

7 This Society shall be divided into eight (8) trustee districts, composed of component
8 societies designated as follows:

9
10 Northwestern District. Component Societies: Winnebago, U.S. Grant, McHenry.
11 Trustee, one (1).

12 Northeastern District. Component Societies: Fox River Valley, Will County, Kankakee.
13 Trustee, one (1).

14 Central Northern District. Component Societies: Whiteside-Lee, Rock Island, Illinois
15 Valley. Trustee, one (1).

16 Central District. Component Societies: McLean County, Prairie Valley, Peoria. Trustee,
17 one (1).

18 Central Western District. Component Societies: Madison, G.V. Black, T.L. Gilmer.
19 Trustee, one (1).

20 Central Eastern District. Component Societies: Illini, Eastern Illinois, Decatur. Trustee,
21 one (1).

22 Southern District. Component Societies: Wabash, St. Clair, Southern Illinois.
23 Trustee, one (1).

24 Chicago District. Component Society: Chicago. Trustees, seven (7).

25 The term “downstate” referenced in the ISDS bylaws includes all of the component
26 societies besides the Chicago Dental Society.

27 28 Section 2. Rotation of Trustee Districts

29 For the purpose of electing trustees to the Board of Trustees, the components in the
30 districts will be allowed to elect a trustee in their turn by the following rotation system:

31
32 Northwestern District: McHenry, Winnebago, U.S. Grant, McHenry, Winnebago,
33 McHenry, US Grant, Winnebago (repeat).

34 Northeastern District: Will County, Fox River Valley, Kankakee, Fox River Valley
35 (repeat).

36 Central Northern District: Rock Island, Whiteside-Lee, Illinois Valley (repeat).

37 Central District: Peoria District, McLean County, Peoria District, Prairie Valley,
38 McLean County (repeat).

39 Central Western District: T.L. Gilmer, Madison, G.V. Black, Madison; T.L. Gilmer,
40 G.V. Black, Madison, G.V. Black (repeat from start).

41 Central Eastern District: Decatur, Illini, Eastern Illinois, (repeat).

42 Southern District: Southern Illinois, Wabash, St. Clair (repeat).

1 Section 3: Periodic Review of Membership Distribution

2 The Board of Trustees shall appoint a Special Committee on a periodic basis to study
3 membership distribution, the assignment of trustees and the rotation of trustees within
4 districts and assess the need for redistricting. The first review shall occur in 2012 and
5 subsequent reviews shall occur each five years thereafter.

6 A report and any recommendations shall be presented to the House of Delegates
7 at the annual meeting.

8 If, in a district, a component elects not to submit a candidate for trustee during its
9 normal rotation, the opportunity to fill that position will go to the next component in the
10 rotation. The component that chooses to be bypassed will wait through the entire
11 rotation before submitting its next candidate for trustee.

12
13 CHAPTER XIII - BOARD OF TRUSTEES
14

15 Section 1. Composition: The Board of Trustees shall consist of the president,
16 president-elect, vice president, treasurer, secretary, fourteen (14) elected trustees as
17 provided in Chapter XII, one (1) trustee at-large as provided in Chapter V, and the Chair
18 of the ISDS New Dentist Committee; and ex-officio, the Speaker of the House of
19 Delegates, who shall not have the power to vote.

20
21 Section 2. Meetings of the Board of Trustees:

22 A. The Board of Trustees shall meet immediately at the close of each annual session of
23 the Society for organizational purposes and business requiring immediate action.

24
25 B. The annual meeting of the Board of Trustees shall convene the day previous to the
26 annual session of the Society. The annual reports of the Executive Director and the
27 Treasurer will be presented at this meeting along with annual reports of all committees.

28
29 C. The Board of Trustees shall convene in three (3) additional meetings during the fiscal
30 year at times most feasible in relation to the business of the Society, as determined by
31 the Board of Trustees.

32
33 D. A special meeting may be called at any time by the president of the Society, or at the
34 request of five (5) or more members of the Board of Trustees provided that due notice
35 of such session is given to each member of the Board at least forty-eight (48) hours in
36 advance of the scheduled date of such meeting. No business shall be considered other
37 than that provided in the call, except by unanimous consent of the members present
38 and voting.

39
40 Section 3. Powers and Duties:

41 A. The Board of Trustees shall administer the business of this Society. Any member of
42 the Society desiring to bring any matter of business before the Board may do so in
43 writing, and may appear in behalf of such measure by consent of the Board of Trustees.

1 A majority shall constitute a quorum. The "Standing Rules of the Board of Trustees," as
2 adopted by the Board, shall govern procedure.

3
4 B. It shall appoint the Executive Director and may appoint the Historian. It may appoint
5 the Editor and shall appoint all Standing Committees annually, except the Committee on
6 Committees and Committee on the Annual Session and shall also select the time and
7 place of the annual session.

8
9 C. It shall set the annual dues for the following member categories: Retired, Associate,
10 Dental Hygienist, Allied, Affiliate, Honorary, Insurance, Student and Provisional.

11
12 D. It shall pass on the expenditures of all money by the Society. It may authorize
13 certain officers or committees to expend monies for specific purposes. All monies
14 appropriated by this Society shall, upon recommendation by the Board, have the
15 approval of a majority vote of the House of Delegates at the annual business meeting.

16
17 E. It may delegate its authority and power to the Executive Committee of the Board of
18 Trustees by a majority vote of the entire Board. In the event such authority and power
19 is granted, said Executive Committee shall administer the business of the Society
20 during intervals between meetings of the Board of Trustees.

21
22 F. It shall perform such other duties as are prescribed by these Bylaws.

23
24 Section 4. Committees of the Board of Trustees:

25 A. Number and Name. The Board of Trustees is organized into three (3) Board
26 committees and such special committees as may be established from time to time. The
27 standing committees shall be:

28 Committee on Committees
29 Committee on Policy and Structure
30 Executive Committee

31
32 B. Meetings. All committees shall be subject to the call of the chair or any two (2)
33 members.

34
35 C. Committee on Committees. The Committee shall consist of the president-elect, who
36 shall serve as Chair, the vice president, the treasurer, the secretary and two members
37 of the Board of Trustees, appointed by the president at least thirty (30) days preceding
38 the meeting of the Board of Trustees called to elect standing committees
39 and/or delegates and alternates.

40 It shall be the duty of this Committee to assist the president-elect in submitting
41 nominations to the Board of Trustees for election to standing committees of the Society.

1 D. Committee on Policy and Structure. The Committee shall be appointed by the
2 president and sub-committee members appointed as needs arise. The duties of this
3 committee shall include:

- 4 a. Duties of regular policy manual review
- 5 b. Judicial affairs
- 6 c. Mediation and peer review
- 7 d. Constitution and bylaws review

8 The description of duties for b., c., and d. above, can be found in the Board
9 Policy Manual.

10
11 E. Executive Committee. The Executive Committee shall consist of the president, vice
12 president, president-elect, treasurer, secretary and three (3) appointed members of the
13 Board of Trustees. The president will preside over meetings of the Executive
14 Committee as chair. The term of office of the Trustees shall be for three (3) years, with
15 the senior Trustee acting as vice-chair and presiding over the financial duties of this
16 Committee. Actions of the Executive Committee must be reported to the Board of
17 Trustees.

18 It shall be the duty of this Committee, when in the opinion of the president and
19 Executive Director a meeting of the entire Board of Trustees seems impractical, to
20 govern and transact the business of the Society during the intervals between its regular
21 meetings.

22 It shall also be the duty of this Committee to supervise:

- 23 a. Fiscal policies
- 24 b. Investments and expenditures
- 25 c. Preparation of the annual budget for presentation at the annual business
26 meeting
- 27 d. Inspection of finances, leases, and facilities
- 28 e. Future policy procedure and long-range planning not otherwise specified
- 29 f. Annually evaluate the Executive Director to determine if the duties of the

30 Executive Director that are described in Chapter XIV Section 3 of the Bylaws and the
31 Executive Director's employment contract are being properly administered and
32 implemented. The Executive Director Review Committee will annually present an oral
33 report to the Board in executive session at the December Board meeting.

34 35 Section 5. Removal of a Trustee for Cause.

36 A. A District may remove its trustee for cause in accordance with procedures
37 established by the Board of Trustees, which procedures shall provide for notice of the
38 charges and an opportunity for the accused to be heard in his or her defense. If a
39 District elects to remove its trustee, that action shall create a vacancy on the Board
40 which shall be filled by a member from the same District for the remainder of the term.

41
42 B. The Board of Trustees may remove a trustee for cause in accordance with
43 procedures established by the Board which shall include: notice to the trustee, in
44 writing, of the charges and allegations of the conduct purported to constitute each

1 violation, and an opportunity for the trustee to present a defense for all allegations. The
2 trustee is entitled to a representative from his or her component. Prior to the Board
3 issuing its final decision, the trustee shall retain all rights and privileges of the office.
4

5 Section 6. Trustee Vacancy. If a trustee vacates the office of trustee for any reason, the
6 component society of that trustee shall elect a replacement trustee for the remainder of
7 that term of office, unless the position is the trustee at-large, in which case the House of
8 Delegates will elect a qualified member to assume the remainder of the term.
9

10 CHAPTER XIV - APPOINTIVE OFFICERS

11
12 Section 1. Number and Titles: The appointive officers of this Society shall be two (2) in
13 number: The Editor and Executive Director, as provided in Article IV, Section 2 of the
14 Constitution.
15

16 Section 2. Duties of the Editor shall be:

17 A. To be editor-in-chief of the journal and, as such, be free to editorialize his/her
18 opinions on all subjects and to exercise full editorial control over such publication
19 subject only to policies and procedures established by the Board of Trustees or these
20 Bylaws.
21

22 B. To perform such other duties as are prescribed by the Board of Trustees or these
23 Bylaws.
24

25 Section 3. Duties of the Executive Director shall be:

26 A. To be the chief administrative officer of the Society and responsible for maintaining
27 the membership rolls.
28

29 B. To prepare the necessary notices for newspapers and other publications.
30

31 C. To supervise the internal operations of the Society so that the minutes are
32 adequately and systematically maintained and distributed.
33

34 D. To maintain accurately all records.
35

36 E. To prepare the necessary publications and reports required of said Society.
37

38 F. To bill all current members directly for the annual dues of the component society, this
39 Society and the American Dental Association, and to collect such dues.
40

41 G. To send a list of all members in good standing to the component societies and to the
42 American Dental Association, with vouchers of their annual dues at regular intervals.
43

1 H. To institute and maintain the necessary financial control of the Society, including the
2 collection of dues, preparation of the budget for yearly operation and the payment of
3 expenses authorized under said budget by appropriate vouchers approved by the
4 governing board of the Society.

5
6 I. To receive and keep all monies belonging to the Society, and pay all current operating
7 expenses on the written order of the Treasurer.

8
9 J. To send a list to the American Dental Association of the delegates and alternates to
10 the House of Delegates of the American Dental Association.

11
12 K. To coordinate the activities of and assist all committees in regard to their specific
13 assignments and systematize the preparation of all reports of such committees.

14
15 L. To submit to the Board of Trustees annually a report of the receipts and
16 disbursements of the Society as audited by a Certified Public Accountant, whose
17 selection shall be approved by the Board of Trustees.

18
19 M. To prepare an annual report of this office with recommendations for changes the
20 executive director deems necessary.

21
22 N. To publish in the journal the official notice of the time and place of the annual
23 session and meetings of the House of Delegates, and to provide official notice to each
24 delegate and alternate delegate.

25
26 O. To attend such professional meetings of the Society as are necessary in connection
27 with annual and special meetings and to make all arrangements as to time, place and
28 method required to accomplish a successful Annual Session.

29
30 P. To perform such other duties which the Society shall, by proper resolution of its
31 proceedings, require, or that are prescribed by the Board of Trustees or these Bylaws.

32
33 Q. To cause to be bonded all Society Officers and Staff.

34
35 CHAPTER XV – 8th DISTRICT DELEGATION TO THE AMERICAN DENTAL
36 ASSOCIATION HOUSE OF DELEGATES

37
38 Section 1. Duties of the 8th District Delegation shall be:

39 A. Election of Nominee for ADA Trustee. The nominee for Trustee to the American
40 Dental Association from the 8th District shall be elected by the combined vote of the 8th
41 District elected delegates and alternate delegates to the ADA House of Delegates. This
42 election shall take place at the second caucus of the 8th District one (1) year in advance
43 of the beginning of the new trustee term.

1 B. Endorsement and Funding for 8th District candidates for ADA elective office. The 8th
2 District Delegation shall establish a process for recommending a single candidate for
3 endorsement and financial funding to an ADA elective office, to be submitted to the
4 ISDS Board of Trustees. Financial funding for a candidate is subject to the limitations
5 contained in ISDS House of Delegates Policy. A candidate for ADA elective office is not
6 eligible for endorsement or funding if their candidacy has been formally announced prior
7 to receiving endorsement.

8
9 C. Official Representatives. The delegates and alternate delegates shall be the official
10 representatives of this Society in the House of Delegates of the American Dental
11 Association, empowered to act individually on any matter that comes before that body.
12 It shall be the duty of each delegate to attend each meeting of each House during their
13 term of office and to participate in the deliberations and actions thereof in a manner that
14 will promote the best interests of the American Dental Association and this Society.

15
16 D. Establish governing rules which shall be the rules governing the conduct of business
17 of the 8th District Delegation. Such rules shall not be in conflict with these Bylaws.

18
19 Section 2. Allocation and Election of Delegates and Alternates. Delegates and
20 alternates to represent this Society in the House of Delegates of the American Dental
21 Association shall be allocated between the Chicago Dental Society and the downstate
22 districts according to a plan adopted by the Board of Trustees. The Chicago Dental
23 Society, or its designee(s), will elect its portion of the delegation in a manner it
24 determines, and the downstate caucus will elect its portion in a manner that caucus
25 determines. The election shall be completed and reported to the Executive Director of
26 this Society no later than March 1 of each year.

27
28 Any vacated delegate or alternate delegate position that occurs before May 1st will be
29 filled by the Chicago Dental Society, or its designee(s), or the downstate caucus,
30 depending on who originally elected the vacated position. If a vacancy occurs after May
31 1, the ISDS President will appoint a currently elected alternate delegate to fill the
32 position of a vacant delegate. No alternate delegate position will be filled on or after
33 May 1, leaving the vacancy.

34
35 Section 3. ISDS Officers and Speaker. The president-elect, vice president, treasurer,
36 secretary, and Speaker of the House each shall be a delegate or an alternate delegate,
37 ex-officio, to the ADA House of Delegates in the year following election to these
38 positions.

39
40 Section 4. Qualifications. Only an active, life or retired member of the Society may be
41 eligible for election as a delegate or alternate. The following requirements shall apply to
42 members in order to serve in the ADA delegation:

1 a. The Chicago Dental Society, or its designee(s), and the downstate caucus
2 shall each establish qualifications to serve as a delegate or alternate delegate.

3 b. Current members of ADA Councils, Committees, and Commissions, shall be
4 strongly considered for positions in the ADA delegation.

5
6 Section 5. Term of Office. Delegates shall be elected for a two-year term. Alternate
7 delegates shall be elected for a one-year term. Ex-officio members shall serve one-year
8 terms.

9 The Chicago Dental Society, or its designee(s), and the downstate caucus may
10 each establish limitations on how many terms, or consecutive terms, a delegate or
11 alternate delegate may serve.

12
13 Section 6. Alternate Delegates' Duties. It shall be the duty of each alternate to attend
14 sessions of the House of Delegates of the American Dental Association during the
15 alternate's term of office, and to succeed to the office of delegate and assume those
16 duties in case of a vacancy.

17
18 Section 7. Reimbursement. The Chicago Dental Society, or its designee(s), and the
19 downstate caucus may each establish policies that reduce or eliminate ISDS budgeted
20 funding for delegates or alternate delegates. The Executive Director of this Society shall
21 be informed of any delegate or alternate delegate who is not to receive the full budgeted
22 reimbursement.

23 24 CHAPTER XVI - OFFICIAL JOURNAL

25
26 Section 1. Publication: This Society shall publish an official journal.

27
28 Section 2. Object: The object of the journal shall be to report, chronicle and evaluate
29 activities of scientific and professional interest to members of this Society.

30
31 Section 3. Frequency of Issue: The frequency of issue of the journal shall be
32 determined by the Board of Trustees.

33
34 Section 4. Subscription and Advertising Rates: Subscription and advertising rates of the
35 journal shall be determined by the Board of Trustees.

36
37 Section 5. Editor: The editor of this Society shall be the editor of the journal.

38 39 CHAPTER XVII - FINANCES

40
41 Section 1. Fiscal Year: The fiscal year of this Society shall begin on January 1 of each
42 calendar year and shall end on December 31 of the same calendar year.

1 Section 2. Operating Fund: The Operating Fund shall consist of all monies received by
2 the Society, other than those specifically allocated to other funds by the Bylaws. This
3 fund shall be used in defraying all expenses incurred by the Society not otherwise
4 provided for in the Bylaws.

5
6 Section 3. Reserve Fund: This fund shall consist of monies allocated to it by vote of the
7 Board of Trustees or the House of Delegates. No withdrawal may be made from the
8 reserve fund except on vote of the Board of Trustees or the House of Delegates.

9
10 Section 4. Investment Policy: The funds shall be invested in accordance with the written
11 Investment Policy Statement and Investment Guidelines adopted by the Board of
12 Trustees.

13 14 CHAPTER XVIII - HISTORIAN

15
16 Section 1. Duties: The duties of the Historian shall be:

17 A. To oversee the gathering, compilation and maintenance of all data, artifacts and
18 memorabilia relating to developments, transactions, and progress of this Society

19
20 B. To assist the Society in the observance of important events in the history of the
21 Society or in special historical projects within the budget appropriated for these uses by
22 the Board of Trustees.

23
24 Section 2. Term of Office: The Historian shall be appointed for a term of five (5) years
25 by the Board of Trustees. No person shall serve more than two (2) terms.

26
27 Section 3. Vacancy: In the event of a vacancy in the office of Historian, for any reason,
28 the Board of Trustees may appoint a replacement who shall begin a new five (5) year
29 term as provided in Section 2 above.

30 31 CHAPTER XIX - INDEMNIFICATION OF OFFICERS AND TRUSTEES

32
33 The Society shall indemnify and hold harmless each officer and each trustee now
34 or hereafter serving the Society from and against any and all claims and liabilities to
35 which he/she may be or become subject to by reason now or hereafter being or having
36 heretofore been an officer and/or trustee of the Society and/or by reason of their alleged
37 acts or omissions as an officer and/or trustee of the Society. It shall reimburse each
38 officer and trustee of the Society for all legal and other expenses reasonably incurred in
39 connection with defending against any such claims or liabilities, provided, however, that
40 no officer or trustee shall be indemnified against or be reimbursed for any expenses
41 incurred in defending against any claim or liability arising out of his/her own negligence
42 or willful misconduct. The foregoing rights of officers and trustee shall not be exclusive
43 of other rights to which they may be entitled lawfully.