

CONSTITUTION and BYLAWS
of the
ILLINOIS STATE DENTAL SOCIETY
Revised September 2024

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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.

41
42
43
44

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 said
43 component and said component shall submit certificates verifying such qualifications.

44

1 A dentist who was an active member, but subsequently became a student
2 member, shall be entitled to have the year(s) of such subsequent student membership
3 counted as active membership for the sole purpose of establishing later eligibility for life
4 membership.

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

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

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

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

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

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

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

43

1 J. Allied Member. A person who is a dental assistant, or a dental administrative staff
2 person working or residing in Illinois. The Board of Trustees shall determine the
3 qualifications of dental administrative staff and dental assistants, if in question.
4

5 Section 3. Responsibility: As a member of this Society, each member is bound to
6 abide by the Constitution and the Bylaws. Also, in all matters affecting Principles of
7 Ethics and Code of Professional Conduct, each member is bound to abide by the
8 policies and directives of both the House of Delegates and the Board of Trustees.
9

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

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

20 A member of this Society who is totally disabled for a period of one (1) year and
21 who is unable to engage in the duties of the dental profession and who is a member in
22 good standing at the time total disability was incurred, shall be exempt from the
23 payment of dues and shall be in good standing during the period of total disability. A
24 totally disabled member, other than one totally disabled during active military service, in
25 order to receive entitlement to dues exemption, shall submit through the member's
26 component society to this Society a medical certificate attesting total disability. During
27 the period of exemption from dues, further such certification shall be presented upon
28 request to this Society.
29

30 Section 5. Privileges:

31 A. Active Member. An active member in good standing shall be eligible for election or
32 appointment to any office, committee, council or similar position in the Society. An
33 active member shall receive each issue of the journal and be entitled to admission to
34 any scientific session of this Society and to such other services as are provided by the
35 Society.
36

37 B. Life Member. A life member in good standing shall receive a certificate of life
38 membership. A life member shall be entitled to all the privileges of an active member,
39 except that the life member who no longer pays dues to this Society shall not receive
40 the journal. A life member shall be entitled to admission to any scientific session of this
41 Society and to other services as are provided by the Society.
42

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

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

7
8 E. Dental Hygienist Member. A dental hygienist member in good standing shall receive
9 annually a card and certificate of dental hygienist membership. A dental hygienist
10 member shall receive the journal and shall be entitled to admission to any scientific
11 session of this Society, to participate in the group insurance programs of the Society
12 and to such other services as are authorized by the Board of Trustees.

13
14 F. Honorary Member. An honorary member shall receive a certificate of honorary
15 membership. Honorary members shall not receive the journal except upon payment of
16 the annual subscription rate. An honorary member shall be entitled to admission to any
17 scientific session of this Society and to such other services as may be provided by the
18 Board of Trustees.

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

24
25 H. Provisional Member. A provisional member shall be entitled to admission to any
26 scientific session of this Society, to participate in the group insurance programs of the
27 Society, to receive the journal, and such other services as may be approved by the
28 Board of Trustees.

29
30 I. Dental Hygiene Student Member. A dental hygiene student member in good standing
31 shall receive a member card and the journal. A dental hygiene student member shall be
32 entitled to admission to any scientific session of this Society and to such other services
33 as may be approved by the Board of Trustees.

34
35 J. An allied member shall receive the journal electronically and shall be entitled to
36 admission to any scientific session of this Society, to participate in the group insurance
37 programs of the Society and to such other services as are authorized by the Board of
38 Trustees.

39
40 Section 6. Membership Dues and Assessments: Annual dues for active and life
41 members of this Society shall be set by a two-thirds (2/3) vote of the House of
42 Delegates as the last order of business at the annual business meeting of the House.
43 Dues for all other categories of membership shall be set by the Board of Trustees. In

1 the event the House of Delegates does not adopt the annual dues, the dues shall
2 continue at the same rate as in the previous year.

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

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

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

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

24
25 A. Active Members. Active members, unless under a temporary dues exemption, shall
26 pay full dues as established by the House of Delegates.

27
28 B. Life Members.

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

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

36
37 C. Retired Members. The dues of retired members shall be set by the Board of
38 Trustees and are due January 1 of each year.

39
40 D. Associate Members. The dues of associate members shall be set by the Board of
41 Trustees and are due January 1 of each year.

42
43 E. Dental Hygienist Members. The dues of dental hygienist members shall be set by
44 the Board of Trustees and are due January 1 of each year.

1
2 F. Honorary Members. Honorary members shall be exempt from payment of dues to
3 this Society.

4
5 G. Student Members. Student members shall be exempt from payment of dues to this
6 Society.

7
8 H. Provisional Members. The dues of provisional members shall be calculated on the
9 same basis as all newly graduated active members receiving temporary dues
10 exemptions outlined in paragraph M(c) of this Section.

11
12 I. Dental Hygiene Student Members. The dues of dental hygiene student members
13 shall be set by the Board of Trustees and are due January 1 of each year.

14
15 J. Allied Members. The dues of allied members shall be set by the Board of Trustees
16 and are due January 1 of each year.

17
18 K. Journal Subscription. The subscription rate of the journal shall be included in the
19 annual dues prescribed above for all active, active life, retired, dental hygienist, student,
20 provisional, and dental hygiene student members. Retired life, associate, allied and
21 honorary members shall pay an annual subscription rate.

22
23 L. Temporary Dues Exemptions. Certain members of this Society shall be granted
24 temporary exemption from payment of dues.

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

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

31 c. New Graduates. On a one-time basis, the dentist, when awarded a D.D.S. or
32 D.M.D., shall be exempt from payment of active member dues for the balance of the
33 year of graduation and for the first full calendar year following the year in which the
34 degree was awarded, fifty percent (50%) of active member dues in the second year,
35 and one hundred percent (100%) of active member dues in the third year, and
36 thereafter.

37 d. Members Suffering Hardship. A member of this Society in good standing who
38 has suffered a significant financial hardship that prohibits payment of full dues may
39 be excused from the payment of fifty percent (50%), seventy-five percent (75%) or all of
40 the current year's active member dues as determined by the member's component
41 dental society. The component society secretary shall certify the reason for the waiver,
42 and the component society shall provide the same proportionate waiver of dues as that
43 provided by this Society.

1 e. Disabled Members. A member of this Society in good standing who has been
2 certified by the component society as totally disabled shall be exempt from payment
3 of dues during the period of total disability.

4 f. Initial Membership. On a one-time basis, a licensed dentist who has never been a
5 member of the ADA applying for initial membership and not otherwise eligible as a
6 New Graduate under this section of the Bylaws, shall pay reduced dues at the rate
7 of fifty percent (50%) of active member dues in the first year, and one hundred
8 percent (100%) in the second year and thereafter.

9 g. Graduate Student. A member of this Society, while engaged full-time in an
10 Illinois accredited internship, residency or graduate degree program shall be exempt
11 from payment of active member dues when maintaining ADA membership. Upon
12 completing the program, the dentist shall pay dues for active members at the next
13 period-in-time level that is applicable.

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

18
19 Section 7. Multiple Jurisdictions: A member may hold membership in this and other
20 constituent societies with the consent of the constituent societies involved. A member
21 must maintain active membership in each constituent society of the American Dental
22 Association in whose jurisdiction an office is maintained. A disciplinary ruling affecting
23 membership in one constituent society shall affect the member's membership in both
24 societies and in the American Dental Association. Such members shall pay dues to the
25 Society but dues to the American Dental Association shall be paid only through the
26 constituent society in whose jurisdiction the major part of the practice is conducted.

27 28 CHAPTER II - HOUSE OF DELEGATES

29 30 Section 1. Composition:

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

34
35 B. The House of Delegates shall consist of delegates chosen from the components of
36 the state. Except for the Chicago Dental Society, delegates shall be allocated to the
37 components based upon the total membership of each component and based upon
38 multiples of seventy-five (75): the first delegate being awarded for a membership of one
39 (1) to seventy-five (75) members, the second delegate being awarded when the
40 component has reached seventy-six (76) members, the third being awarded when the
41 component has reached one hundred fifty-one (151) members, and so forth. For the
42 Chicago Dental Society, delegates shall be calculated based upon the membership of
43 each branch organization according to the above methodology. The Chicago Dental
44 Society will determine the distribution of these delegates. Notwithstanding the foregoing

1 calculations, should any component's representation exceed sixty-five percent (65%) of
2 all components' delegates, then the affected component's delegates shall be decreased
3 to that percentage.

4 In addition, the Dean and one (1) student from each of the dental schools that
5 has received its "Initial Accreditation" or maintains "Approval Accreditation Status" from
6 the Commission on Dental Accreditation in the State of Illinois shall be delegates. Only
7 active, life and retired members shall be counted in determining total membership. For
8 the purpose of this section, the number of active, life and retired members of each
9 component society shall be determined as of the last day of the calendar year preceding
10 an annual session as reported by the American Dental Association. Two (2) dental
11 hygienist members of the Society shall be appointed by the Board of Trustees as
12 delegates, one (1) from the Chicago district area and one (1) from the downstate
13 districts.

14
15 C. The elective and appointive officers and trustees of the Society shall be ex-officio
16 members of the House of Delegates without the power to vote. Elective and appointive
17 officers and trustees may not be designated as a voting delegate. Past Presidents of
18 the Society and past ADA trustees shall be ex-officio members of the House without the
19 power to vote unless designated as delegates.

20
21 Section 2. Powers and Duties: The powers and duties of the House of Delegates shall
22 be:

23 A. To establish policy for the Society.

24
25 B. To act on all resolutions submitted by the Board of Trustees, component societies,
26 or individual members.

27
28 C. To enact, amend or repeal the Constitution and Bylaws of the Society.

29
30 D. To grant, amend or revoke charters of the component societies.

31
32 E. To elect honorary members, grant awards, and approve memorials in the name of
33 the Society.

34
35 F. To create special committees.

36
37 G. To adopt an annual budget for the following year.

38
39 H. To elect officers of the Society and the Speaker and Vice-Speaker of the House of
40 Delegates.

41
42 I. To remove an elective officer from office for cause.

43
44

1 Section 3. Election of Delegates and Alternate Delegates:

2 A. Any active, life or retired member of the Society shall be eligible for election to the
3 House. To be eligible for election as a delegate or alternate the member must have
4 been a member of the component for a minimum of (1) one full year at the time of
5 election. To be elected as a delegate while being a dental student, such student shall
6 be a student member of this Society and a member of the American Student Dental
7 Association. To serve as a delegate, a dental school dean must be a member of this
8 Society.

9
10 B. Delegates and alternate delegates shall be elected at a meeting of the general
11 membership of each component or branch at least thirty (30) days prior to the annual
12 session and in an elective manner as determined by each component. Each district will
13 organize its delegation as it determines, electing one delegate to serve as a chair of the
14 delegation. Delegates representing dental students shall be elected by members of the
15 American Student Dental Association in each of the dental schools.

16
17 C. Each component or branch may elect one alternate delegate for each delegate to
18 serve in that capacity. An alternate delegate may serve in place of a delegate of the
19 same component or branch. When a delegate is not present and no alternate delegate
20 is present from that delegate's component, the trustee representing the district which
21 contains that component may fill the vacancy with an alternate delegate present from
22 that district. If no alternate delegate is present from that delegate's downstate district,
23 the highest ranking ISDS officer present from the downstate districts may fill the
24 vacancy with an alternate delegate from any downstate district.

25
26 When a delegate from the Chicago district is not present, and no alternate
27 delegate is present from that delegate's branch, the ISDS trustee from that branch may
28 fill the vacancy with an alternate delegate present from the Chicago district. If there is
29 no ISDS trustee from the affected branch, then the highest ranking Chicago Dental
30 Society officer present may fill the vacancy with an alternate delegate from the Chicago
31 district.

32
33 D. The Board of Trustees shall elect one alternate delegate from the Society's dental
34 hygienist membership to serve in place of a dental hygienist delegate who is unable to
35 serve. The dental hygienist alternate delegate shall receive the same compensation as
36 a dental hygienist delegate. Each Illinois dental school ASDA component may elect one
37 student alternate delegate for each dental school delegate to serve in that capacity.
38 The student alternate delegate shall receive the same compensation as a dental
39 student delegate. The dean of each dental school may select an associate dean or
40 assistant dean as an alternate delegate for his/her position.

41
42 Section 4. Terms of Delegates: Terms of delegates and alternate delegates shall
43 commence at the beginning of the annual session and end at the beginning of the next
44 annual session. Delegates shall be elected annually, and no delegate shall be allowed

1 to serve for more than five (5) consecutive terms unless in the immediate following
2 years(s), the member holds a component society or branch office, is a member of a
3 component society's governing board or is the Dean of a dental school. After serving
4 five (5) or more consecutive terms, a member must sit out a minimum of one (1) term as
5 a delegate before becoming eligible for election to the House again. While sitting out as
6 a delegate, a member may serve as an alternate delegate.

7
8 Section 5. Voting:

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

13
14 B. Ballot Vote. On any motion to take a ballot vote, an affirmative vote of one-third
15 (1/3) of the delegates voting shall constitute passage of the motion.

16
17 Section 6. Meetings:

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

21
22 B. Special meetings of the House may be called by the President of the Society upon a
23 three-fourths (3/4) affirmative vote of the Board or upon the written request of at least
24 one-third (1/3) of the elected delegates. Special meetings shall be held no more than
25 forty-five (45) days from the official call of the meeting, and the business of the meeting
26 shall be limited to the purpose specified in the official call unless the agenda is
27 amended by unanimous consent. The official call for a special meeting shall include the
28 agenda as specified by the person or persons requesting the meeting and the time and
29 place of the special meeting.

30
31 Section 7. Quorum: In order to conduct the business of the Society, there must be a
32 majority of the elected delegates present at any meeting of the House of Delegates.

33
34 Section 8. Meeting Notice: The Executive Director of the Society shall cause to be
35 published in the journal an official notice of the time and place of each meeting of the
36 House at the annual session, and shall send to each delegate and alternate an official
37 notice of the time and place of each meeting at least thirty (30) days in advance of the
38 meeting.

39
40 Section 9. Officers: The officers of the House shall be the Speaker of the House of
41 Delegates, the Vice-Speaker, and the Secretary.

42 A. The Speaker of the House shall be elected annually by the House for the following
43 year. The Speaker shall be an ex-officio member of the Board of Trustees, but shall not
44 have voting privileges. The Speaker shall not be an officer or trustee of the Society.

1
2 B. The Vice-Speaker of the House shall be elected annually by the House, and shall not
3 be an officer, trustee, delegate or alternate delegate of the Society.

4
5 C. The Secretary of the House shall be the Executive Director of the Society.

6
7 D. Duties.

8 a. Speaker. The Speaker shall preside at all meetings of the House of Delegates
9 and determine the order of business for all meetings subject to the approval of the
10 House of Delegates, appoint tellers to assist in determining the result of any action
11 taken by vote and perform such other duties as custom and parliamentary usage
12 require.

13 b. Vice-Speaker. The Vice-Speaker shall assume the duties of the Speaker with all
14 rights and privileges of the Speaker in the event the Speaker cannot perform these
15 functions. The Vice-Speaker may also preside as Chair of the House of Delegates at
16 the discretion of the Speaker.

17 c. Secretary. The Secretary of the House of Delegates shall serve as the recording
18 officer of the House and the custodian of its records, and shall cause a record of the
19 proceedings of the House to be published as the official transactions of the House.
20 If the Secretary is unable to perform these duties, the Speaker may appoint a Secretary
21 pro tem.

22
23 Section 10. Credentials Committee: The Speaker shall appoint a credentials committee
24 of six (6) delegates for each meeting of the House as follows: three (3) delegates from
25 the Chicago district, and three (3) delegates from the remaining districts. The
26 Credentials Committee shall verify the validity of each delegate's credentials and shall
27 oversee the seating of the delegates.

28
29 Section 11. Reference Committee:

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

35
36 B. Two reference committees shall be appointed each year. Resolutions shall be
37 referred to the reference committees by the Speaker of the House with the approval of
38 the House of Delegates at the Opening Meeting. Special reference committees may be
39 appointed by the President in consultation with the Board on a year- to-year basis.

40
41 Section 12. Conduct of Business: All resolutions considered by the House must be
42 offered in writing by the President, the Board of Trustees, a Society committee, by one
43 of the component societies, or signed by five (5) members in good standing provided
44 such resolutions are received at the ISDS headquarters at least 15 days prior to the

1 opening meeting of the House of Delegates. Less than 15 days prior to the opening
2 meeting, resolutions may be submitted only by a component society or by the Board of
3 Trustees.
4

5 The reference committees shall conduct open hearings, prior to the business
6 meeting of the House, on all resolutions presented for House action. Any member of
7 the Society shall have the privilege of appearing at these hearings for the purpose of
8 presenting testimony. Reference committees may request a special meeting of the
9 Board of Trustees for consultation and advice on resolutions should the hearings
10 indicate an urgent necessity for such action.
11

12 Notwithstanding the requirements of this section, a resolution presented in
13 writing and signed by five (5) members in good standing may be submitted during the
14 opening meeting or the business meeting of the House, provided the House gives
15 consent, with no more than five (5) dissenting votes to allow its submission for
16 consideration. A resolution submitted by such consent must be handed to the Secretary
17 to be filed with the minutes and may only be adopted by a majority vote unless it
18 proposes a change in these bylaws, as specified in Chapter VIII of the Bylaws.
19

20 Section 13. Rules of Order: The Parliamentarian for the House shall be appointed by
21 the Speaker of the House annually. The rules contained in the current edition of the
22 American Institute of Parliamentarians Standard Code of Parliamentary Procedure shall
23 govern the deliberations of the House of Delegates in all cases in which they are
24 applicable and not in conflict with the Manual of the House or the Constitution and
25 Bylaws.
26

27 Section 14. Manual of the House: The House shall adopt a Manual of the House which
28 shall be the rules governing the conduct of business in the House and which further
29 clarify House procedures. Such rules contained in the Manual shall not be in conflict
30 with these Bylaws. The House may amend the Manual from year to year according to
31 procedures as provided in Chapter II, Section 12 of these Bylaws.
32

33 Section 15. Financial Affairs: All administrative costs to conduct the House shall be
34 borne by the Society. The Board of Trustees will determine a stipend for the Vice
35 Speaker and delegates not to exceed the existing per diem of Board members.
36 Reimbursement to individual delegates and alternate delegates and any other
37 reimbursements shall be at the discretion of the component societies. For student
38 delegates, the Society will bear the cost of transportation to and from the annual
39 meeting site and per diem at the same rate as the delegates according to Society
40 reimbursement policies.
41

42 Section 16. Policies. The House of Delegates may establish, amend or delete any
43 policy of the Society by a majority vote. At least once every five years the Board of
44 Trustees shall review Society policy and report to the House of Delegates its findings

1 and recommendations for revision. The first report shall be to the 2012 House of
2 Delegates.

3
4 Section 17. Conflict of Interest.

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

10
11 B. Disclosure Policy Reading. The disclosure policy contained on the written agenda for
12 any meeting of House of Delegates is to be read at the opening of each meeting of the
13 House of Delegates.

14
15 C. Disclosure Before Speaking. When speaking on the floor of the House of Delegates
16 or in Reference Committees, those individuals/members shall first identify those
17 relationships identified during the Disclosure Policy Reading before speaking on an
18 issue related to such conflict of interest.

19
20 CHAPTER III - ELECTIVE OFFICERS

21
22 Section 1. Number and Title: The elective officers of this Society shall be five (5) in
23 number: president, president elect, vice president, treasurer and secretary, as provided
24 in Article IV, Section 1 of the Constitution.

25
26 Section 2. Nominations and Elections: The elective officers shall be nominated and
27 elected in accordance with Chapter V, of the Bylaws.

28
29 Section 3. Duties:

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

- 31 a. To serve as an official representative of this Society in its contacts with
32 governmental, civic, business and professional organizations for the purpose of
33 advancing the objectives and policies of the Society.
34 b. To serve as chair of the Board of Trustees, to vote in Board meetings only in case
35 of a tie, to preside at all meetings of the Society, except meetings of the House of
36 Delegates, and exercise supervision of all Society activities.
37 c. To submit a report and address the Society at the Annual Session.
38 d. To be an ex-officio member of all committees.
39 e. To fill, by appointment, vacancies occurring in committees for unexpired terms
40 and appoint to serve all other committees not otherwise provided for.
41 f. To be a delegate ex-officio to the American Dental Association, and chair of the
42 Society's delegation.
43 g. To appoint ad hoc committees of the Society upon the request of the Board of
44 Trustees.

- 1 B. President-elect. It shall be the duty of the president-elect:
2 a. To assist the president as requested.
3 b. To be an ex-officio member of the Board of Trustees and Executive Committee.
4 c. To succeed to the office of president without other election.
5 d. To serve as chair of the Committee on Committees and to appoint the chair of the
6 Committee on the Annual Session during his/her term as president.
7 e. To be a delegate ex-officio to the American Dental Association.
8
- 9 C. Vice-President. It shall be the duty of the vice-president:
10 a. To assist the president as requested.
11 b. To assume the duties and powers of the president at the president's request or in
12 the president's temporary absence.
13 c. To be a delegate ex-officio to the American Dental Association.
14 d. The incoming Vice-President is to appoint the first-year trustee of the Executive
15 Committee.
16
- 17 D. Treasurer. It shall be the duty of the treasurer:
18 a. To be responsible for guarding the funds, the liabilities and the fiscal destiny of
19 the Society.
20 b. To keep a set of records of all income and expenses, and to verify the monthly
21 balance with the Headquarters Office.
22 c. To meet with the auditor, the vice-chair of the Executive Committee, the executive
23 director, and the staff accountant for full audit of the receipts, disbursements, and any
24 other financial records as soon as is feasible after the close of the fiscal year.
25 d. To report said audit results of the above meeting to the next meeting of the Board
26 of Trustees.
27 e. To verify the description of purpose of all checks to be in sufficient detail.
28 f. To serve as a resource for the House of Delegates and to help interpret the
29 Society's finances for the membership.
30 g. To be a delegate ex-officio to the American Dental Association.
31
- 32 E. Secretary. It shall be the duty of the secretary:
33 a. To verify the bonding of all Society officers and staff.
34 b. To verify and have supervisory capacity in the keeping of records of the Society.
35 c. To have the committee members notified in writing of their election and perform
36 such duties as usually appertain to this office, recording the functions, the actions
37 and the decisions of the Society.
38 d. To report to the Board of Trustees a summary of important communications
39 received and not otherwise reported.
40
- 41 Section 4. Removal of an Officer for Cause. The House of Delegates may remove an
42 elective officer for cause in accordance with procedures established by the Board of
43 Trustees, which shall include notice of the charges and an opportunity for the accused

1 to be heard in his or her defense. The affirmative vote of two-thirds of the delegates
 2 present and voting is required to remove an elective officer from office.

3
 4 Section 5. Vacancy in Offices.

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

10
 11 B. Full Term Vacancy. In the case of a vacancy in the office of president, a new
 12 secretary shall be elected in accord with Ch. V, Section 2 of the bylaws. In the case of
 13 a vacancy in the office of president-elect, vice president, treasurer or secretary, two
 14 elections will be held as follows:

15 a. The election of a new secretary shall be held in accord with Ch. V, Section 2 of
 16 these bylaws.

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

20
 21 CHAPTER IV - STANDING COMMITTEES

22
 23 Section 1. Numbers and Name: The standing committees of this Society shall be
 24 twelve (12) in number as follows:

- 25
 26 Committee on Access to Care
 27 Committee on Annual Session
 28 Committee on Communication
 29 Committee on Dental Education
 30 Committee on Dental Benefits and Practice
 31 Committee on Diversity, Equity, and Inclusion
 32 Committee on Governmental Affairs
 33 Committee on Membership
 34 Committee on Member Services
 35 Committee on the New Dentist and Leadership Development

36
 37 Section 2. Composition: Standing Committees may vary in number of members
 38 according to the assigned duties of each committee.

39
 40 Section 3. Qualifications: Each member of a committee must be an active, retired, life,
 41 dental hygienist, or allied member in good standing of this Society. Should the status of
 42 any member change in regard to the preceding qualifications during that member's term
 43 of office, that office shall be declared vacant and the president shall fill such vacancy as

1 provided in Section 9 of this Chapter of the Bylaws. With the exception of the president,
2 members of the Board of Trustees shall not serve on standing committees.
3

4 Section 4. Conflict of Interest: All ISDS Committees will use an adapted version of the
5 ISDS Board of Trustees Conflict of Interest Policy and procedure, as contained in the
6 Board of Trustees Policy Manual under Board Operations, Section VII "Possible Conflict
7 of Interest & Board Questionnaire". Further, completed conflict of interest disclosure
8 forms of members who will be starting their first term on a committee will be distributed
9 to the ISDS Committee on Committees to review the disclosure forms prior to
10 nomination to the Board of Trustees for approval. All current ISDS committee members
11 will be required to promptly disclose any changes in potential or actual conflicts during
12 their committee terms(s) and complete and annual written attestation form. Such
13 disclosure shall be made to the Executive Director and Chair of the Committee on
14 Committees. Completed conflict of interest disclosure forms of nominees made by
15 Committee on Committees will be provided to the Board of Trustees upon request. All
16 completed conflict of interest disclosure forms of approved committee members will be
17 provided to the Chair of each ISDS Committee prior to the Committee's first meeting of
18 the new committee year.
19

20 Section 5. Term of Office: The members of each committee, except the Committee on
21 Annual Session, shall be appointed for a period of three years, renewable once, for a
22 maximum of six (6) consecutive years. Where special circumstances exist, the Board of
23 Trustees by a 3/4 majority vote may appoint a committee member beyond the term set
24 forth in this section. As new committees are formed, staggered terms of one, two and
25 three years shall be designated initially to provide continuity for subsequent
26 appointments.
27

28 Section 6. Nominations and Elections: Nominations for all committee members shall be
29 made by the president-elect upon advice of the members of the Society through
30 recommendations to the Board of Trustees and the Committee on Committees.
31 Additionally, nominations may be made by any member of the Board of Trustees.
32 Election shall be by a majority vote of the members of the Board of Trustees present
33 and voting. The number of members serving on each committee may vary by activity
34 level, tasks and goals of the committee. Appointment of Dental Hygienist and Allied
35 members is encouraged across all appropriate committees, especially on the
36 Committee on Dental Benefits and Practice.
37

38 Section 7. Chair: The chair of each committee shall be appointed annually by the Board
39 of Trustees. The chair may serve more than one (1) year in this capacity. The
40 committee chair will appoint an interim chair, from the committee, to serve in the case of
41 his/her absence.
42

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

1 Section 9. Vacancy: In the event of a vacancy, the president shall appoint a member of
2 the Society possessing the same qualifications established by these Bylaws for the
3 previous member to fill such vacancy until a successor is elected at the next Board of
4 Trustees meeting for the remainder of the unexpired term. In the event such vacancy
5 involves the chair of a committee, the vice chair shall serve as interim chair until the
6 next meeting of the Board of Trustees. In the event of a vacancy in the chair of the
7 Committee on Annual Session, the president shall appoint an interim chair for the
8 remainder of the unexpired term.
9

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

13 Special Committees of the Board of Trustees which have had continuous
14 activity for two (2) consecutive years and are likely to have continued activity should be
15 considered for designation as a Standing Committee upon recommendation by the
16 Board of Trustees. Recommendations for change shall be presented to the House of
17 Delegates at the annual meeting for Bylaws change.
18

19 Section 11. Duties:

20 A. Common Duties of All Committees.

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

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

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

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

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

38 f. Representation before Other Bodies. Individual members, standing committees,
39 special or subcommittees, as such, shall not be empowered to represent this
40 Society in negotiations with representatives of other bodies such as the American
41 Dental Association, official agencies of the State of Illinois, specialty groups,
42 purveyors, or administrators of Dental Care Plans, etc., when such negotiations
43 involve matters affecting the policy of this Society; except when clearance for such

1 negotiations shall have been arranged through both the chair of the appropriate
2 committee and the Board of Trustees or the Executive Committee.

3
4 B. Committee on Access to Care.

5 The duties of the committee shall be:

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

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

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

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

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

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

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

25
26 C. Committee on Annual Session. The committee shall consist of members, each
27 appointed for a period of three (3) years only. New members shall be appointed each
28 year by the vice president. One member shall be designated to serve as general chair
29 for each year by the chair of the Committee on Committees.

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

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

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

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

- 1 b. To serve as the agent for other standing committees when public relations are
2 involved.
- 3 c. To cooperate with its counterparts at the component level to ensure a well
4 informed and coordinated effort.
- 5 d. To assist component societies in the development of policies and programs for
6 the improvement of the dental health of the public within their jurisdiction.
- 7 e. To maintain close cooperation with the Dental Division of the Department of
8 Public Health of the State of Illinois.
- 9 f. To prepare and publish the journal
- 10 g. To publish the Transactions of the Society in such form as may be designated by
11 the Board of Trustees.
- 12 h. To print at the beginning of each number of the journal and each volume of the
13 Transactions the following disclaimer: "The Illinois State Dental Society is not
14 responsible for the opinions, views, or statements made in any essay, discussion, or in
15 the proceedings which are presented before the Society."
16
- 17 E. Committee on Dental Education. The duties of the committee shall be:
- 18 a. To prepare and develop plans for courses of study to be sponsored by the
19 Society and present such plans for action of the Board of Trustees conforming with
20 policies adopted by the Board.
- 21 b. To arrange for the presentation of approved programs of continuing study for the
22 dental team by the Society.
- 23 c. To maintain professional cooperation between the Society and the schools of
24 dentistry in the State of Illinois.
25
- 26 F. Committee on Dental Benefits and Practice. The duties of this committee shall be:
- 27 a. To monitor and educate the membership on any aspects involving running a
28 dental office including, but not limited to, dental benefits, emerging technology, staffing,
29 OSHA compliance, infection control and practice management.
30
- 31 G. Committee on Diversity, Equity, and Inclusion. In addition to the voting members of
32 the committee, each Illinois dental school shall have one non-voting dental student
33 member serving one two-year term. Dental student members shall not be counted to
34 determine a quorum. Non-voting dental student members shall have all the privileges of
35 committee membership other than the right to vote. The duties of the committee shall
36 be:
- 37 a. To give guidance and make recommendations to the Board of Trustees on
38 matters related to diversity, equity, and inclusion.
- 39 b. To monitor ISDS policies and bylaws and recommend amendments and public
40 policy that ensure alignment with the Society's diversity, equity, and inclusion efforts.
- 41 c. To collaborate with component societies on behalf of the ISDS Board of Trustees
42 to offer assistance to promote diversity, equity and inclusion.
- 43 d. To provide leadership training and mentorship.

- 1 H. Committee on Governmental Affairs. When practical, the appointed chair and/or vice
2 chair should reside near Springfield, Illinois. One of the members shall be the president
3 of the DENT-IL-PAC, appointed for the duration of that office. The duties of the
4 committee shall be:
- 5 a. To protect the dental health of the citizens of Illinois and further the interests of
6 the public and the dental profession in matters of legislation. The committee shall
7 prepare and secure the introduction of bills or amendments relative to the practice of
8 dentistry, provided such bills or amendments shall have first been submitted to and
9 approved by the Board of Trustees.
 - 10 b. To keep informed as to the character of all bills introduced in the Legislature
11 affecting the practice of dentistry or public dental health.
 - 12 c. To use all proper influence, in a timely manner, to secure the passage of such
13 legislation and governmental action determined to be beneficial to the oral health of the
14 public and to the profession of dentistry and to defeat legislation and governmental
15 action that would be harmful to the oral health of the public and to the profession.
 - 16 d. To work with the State Board of Dentistry and other state agencies to promote and
17 monitor the dental health of the public and to enhance the practice of dentistry, and to
18 constructively evaluate the activities of other state agencies and advocate on
19 behalf of the interest of dentists and the dental profession.
 - 20 e. Each year the president will appoint a sub-committee within this committee, to
21 focus on the Capital Conference. It shall be the duty of this sub-committee to assist in
22 the program planning of the annual Capital Conference which will focus its agenda on
23 legislative, political and governmental topics.
- 24
- 25 I. Committee on Membership. The committee shall consist of eleven (11) members as
26 follows: Seven (7) representatives from downstate and when practical, appointments
27 shall be made with geographic distribution throughout downstate, Three (3)
28 representatives from the Chicago District, and One (1) Dental Hygienist member. In
29 addition, each Illinois dental school shall have one non-voting dental student member
30 serving one two-year term. Dental student members shall not be counted to determine a
31 quorum. Non-voting dental student members shall have all the privileges of committee
32 membership other than the right to vote. The duties of the committee shall be:
- 33 a. To oversee maintenance of the Society's membership database.
 - 34 b. To conduct a program of membership recruitment and retention of members to
35 this Society.
 - 36 c. To stimulate active membership recruitment initiatives in the components and
37 branches of component societies.
 - 38 d. To establish contact with the Illinois dental schools in order to actively recruit
39 dental students into membership.
- 40
- 41 J. Committee on Member Services. The duties of the committee shall be:
- 42 a. To investigate and propose to the Board of Trustees for approval any program or
43 service which may be of value to the membership.

1 b. To implement programs or services approved by the Board of Trustees not
2 assigned to another committee.

3 c. To review periodically all member services currently being provided by this
4 Society and recommend any appropriate modification.

5
6 K. Committee on the New Dentist and Leadership Development. The committee shall
7 consist of members who have been out of dental school no more than ten (10) years. 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.

12 The duties of the committee shall be:

13 a. To advise the Board of Trustees about the needs and problems of the new
14 dentist.

15 b. To advise ISDS on issues and programs of recruitment and retention of new
16 dentist members.

17 c. To advise the Board of Trustees on the continuing education needs of the new
18 dentist.

19 d. To foster peer group interaction for new dentists in order to encourage continued
20 involvement in organized dentistry and to encourage participation of the new dentist
21 on ISDS committees.

22 e. To foster programs encouraging leadership development among all members.

23 24 CHAPTER V - ELECTION OF OFFICERS AND TRUSTEES

25
26 Section 1. The House shall elect a president-elect, vice-president, treasurer, secretary,
27 speaker, vice-speaker, and a trustee at-large. At the opening meeting of the House of
28 Delegates, nominations shall be made from the floor. No nominating speech shall
29 exceed three (3) minutes in length. Seconding speeches for any nominee shall be
30 limited to one (1) minute in length and two (2) in number. In uncontested elections,
31 there shall be one (1) seconding speech limited to one (1) minute in length. There shall
32 be no nominating speeches for the position of trustee at-large, however notice of intent
33 to run for the position must be filed with the Secretary in advance to be included on the
34 official ballot. Voting shall be by official ballot and the Secretary shall provide facilities
35 for voting and for the certification of each voter. The vote in contested races shall be
36 held on the day of the business meeting. When there is only one candidate for an
37 elective office according to this section, that candidate shall be declared to be elected
38 without the requirement of taking a ballot vote in the House of Delegates.

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

42 a) Receive signatures of over half (50%) of the total possible number of
43 delegates in support of their candidacy for the desired position within two (2)

1 weeks after the deadline for delegates to be elected by a component or
2 branch, as defined in Chapter II, Section 3 of the Bylaws.

- 3 b) Proof of signatures in a) shall also be provided to the Secretary of the House
4 within the same two (2) week timeframe of the deadline for delegates to be
5 elected by a component or branch, as defined in Chapter II, Section 3 of the
6 c) Sign the "Guidelines Governing the Conduct of Campaigns for ISDS Offices",
7 which are contained in ISDS House of Delegates Policies, only after
8 completing the requirements in a) and b), and submit to the Secretary of the
9 House.

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

15 A candidate for the trustee at-large position shall not formally announce for office
16 until the final day of the ISDS Annual Session House of Delegates meeting immediately
17 preceding their candidacy. Candidates announcing after the final day of ISDS Annual
18 Session House of Delegates must inform the Secretary of the House of their intent to
19 run for the trustee at-large position. Campaign activities for the trustee at-large position
20 will be limited to only a three-minute speech at the Opening Meeting of the House of
21 Delegates in the year of the election.

22
23 Section 2. The trustee at-large must have served in the House of Delegates for a
24 minimum of three (3) terms to qualify as a candidate for the position. The trustee at-
25 large shall serve a term of three (3) years, with the first term to begin at the close of the
26 2023 House of Delegates. The trustee at-large may be elected from any component
27 society of the Illinois State Dental Society.

28
29 Section 3. Candidates for the office of Secretary of the Society as provided in the
30 Constitution, Article IV, Section 1 shall rotate in the following order: Chicago District, all
31 remaining districts, all districts. No member shall be eligible for an elective office who
32 has been a member of this Society for less than five (5) years.

33
34 Section 4. Each district entitled that year to elect members of the Board of Trustees
35 shall conduct said election prior to the business meeting of the House. It shall elect a
36 member or members of the Board of Trustees to serve a term of three (3) years each.

37
38 Section 5. All officers, trustees, speaker and vice-speaker who are elected shall be
39 installed and assume their duties at the termination of the last meeting of the annual
40 session at which they are elected.

41
42 Section 6. A trustee, having served a full term, shall not be eligible for a period of three
43 (3) years for reelection.

44

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

3
4 CHAPTER VI - ANNUAL SESSION

5
6 Section 1. The annual session of the Society shall be held at a time and place selected
7 by the Board of Trustees. It shall be devoted to an address by the president, the
8 presentation and discussion of essays and clinics, House of Delegates, and other
9 matters of interest to the profession.

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

12
13 Section 2. The opening general meeting of the House of Delegates shall be the first
14 meeting of the annual session and shall convene no later than the second day of the
15 annual session.

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

19
20 Section 4. Scientific sessions of this Society shall be held for the purpose of
21 disseminating information pertaining to the science and art of dentistry through the
22 media of lectures, essays, clinics, discussions, and scientific and technical exhibits
23 which may be of interest to the members of this Society.

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

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

31
32 Section 5. The Committee on the Annual Session shall have full charge of all
33 arrangements for clinics presented during the annual session and shall determine the
34 number and type. Only members of the Society in good standing, office assistants and
35 hygienists of members in good standing properly vouched for, members of their
36 immediate families, members of the state medical societies, members of the American
37 Dental Association and those having made application for membership whose
38 application bears the written endorsement of two (2) members of this Society in good
39 standing, students of dental colleges, members in good standing of the Illinois Dental
40 Laboratory Association, and dental laboratory technicians who have been vouched for
41 by a member of this Society in good standing shall be admitted to the clinics.

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

1
2 Section 6. No person who is not a member of this Society shall be admitted to the
3 business meeting, except upon approval of the Speaker or Secretary of the House. No
4 member without the official badge issued at the registration desk shall be admitted to
5 the business meeting of the Society. No person without the official badge issued at the
6 registration desk shall be entitled to attend scientific sessions or clinics of the Society.
7

8 Section 7. All non-members shall register.
9

10 CHAPTER VII - RULES OF ORDER

11 American Institute of Parliamentarians Standard Code of Parliamentary Procedure"
12 shall be the authority of this Society, unless otherwise specified.
13

14 CHAPTER VIII - AMENDMENTS

15
16 Section 1. Two-Thirds Affirmative Vote: These Bylaws may be amended by two-thirds
17 (2/3) affirmative vote of the members of the House of Delegates at an annual session or
18 special meeting, provided the proposed amendment shall have been recommended by
19 the President, the Board of Trustees, a Society committee, or by the Board of Directors
20 of a component society or presented in writing to the Executive Director, signed by five
21 (5) members, and further provided that such amendment is published on the official
22 ISDS website, www.isds.org. Membership will be alerted at least thirty (30) days prior to
23 the next annual session or special meeting.
24

25 Section 2. Unanimous Vote: These Bylaws may also be amended at the business
26 meeting of the House of Delegates by a unanimous affirmative vote, provided the
27 proposed amendment has been presented at the opening meeting of the House of
28 Delegates.
29

30 CHAPTER IX - PROFESSIONAL CONDUCT

31
32 The "Principles of Ethics and Code of Professional Conduct of the Illinois State Dental
33 Society," which may be referred to hereinafter as the "Code of Ethics," shall govern the
34 professional conduct of every member. The Principles of Ethics and Code of
35 Professional Conduct of the American Dental Association as now or hereafter amended
36 shall be adopted as the Principles of Ethics and Code of Professional Conduct of the
37 Illinois State Dental Society.
38

39 Section 1. Conduct Subject to Discipline: Any member of this Society who has been (1)
40 found guilty of a felony, (2) found guilty of violating the Illinois Dental Practice Act, or (3)
41 who violates these Bylaws or the "Principles of Ethics and Code of Professional
42 Conduct of the Illinois State Dental Society" may be disciplined for such conduct. An
43 active member, a life member, or the Board of Trustees of this Society may bring a
44 complaint against any member of this Society for such conduct. Any such

1 complaint shall be transmitted in writing to the Executive Director of the Illinois State
2 Dental Society.

3
4 Section 2. Disciplinary Penalties: A member may be placed under a sentence of
5 censure, probation or suspension or may be expelled from membership for any of the
6 offenses enumerated in Section 1 of this Chapter. A sentence of suspension shall not
7 abrogate any contractual relationship between the disciplined member and a third party.
8 Suspension shall be unconditional and for a specified period at the termination of which
9 full membership privileges are automatically restored. A subsequent violation shall
10 require a new disciplinary procedure before additional discipline may be imposed.
11 Expulsion is an absolute discipline and may not be imposed conditionally.

12
13 Section 3. Disciplinary Proceedings: Before a disciplinary penalty is invoked against a
14 member, the following procedures shall be followed by the Illinois State Dental Society
15 with respect to any complaint:

16
17 A. Hearing. The accused member shall be entitled to a hearing before the Policy and
18 Structure Committee at which the member shall be given the opportunity to present a
19 defense to all complaints. The Committee shall permit the accused member to be
20 represented by legal counsel.

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

28
29 C. Complaint. The written complaints shall include an officially certified copy of the
30 alleged conviction or determination of guilt, or a specification of the Bylaw or ethical
31 provisions alleged to have been violated, as the case may be, and a description of the
32 conduct alleged to constitute each violation.

33
34 D. Recommendation of Policy and Structure Committee. After the hearing, the Policy
35 and Structure Committee shall make a recommendation in writing to the Board of
36 Trustees with respect to each complaint which it has considered. Such
37 recommendation shall represent the conclusions of a majority of the Policy and
38 Structure Committee. Such written recommendation shall specify the complaints made
39 against the member, the facts which substantiate or invalidate any or all of the
40 complaints, and the recommendation of the Policy and Structure Committee as to an
41 appropriate disciplinary penalty, if any. Within ten (10) days of the date on which the
42 written recommendation is forwarded to the Board of Trustees, a copy thereof shall be
43 sent by registered mail to the last known address of the accused member and the
44 complainant. Each accused member and each complainant, if other than the Board of

1 Trustees, shall be entitled to submit a written brief in support of each position to the
2 Board of Trustees. A party shall be entitled to submit a written brief only if it is filed
3 within forty-five (45) days after a recommendation has been made by the Policy and
4 Structure Committee.

5
6 E. Decisions. The Board of Trustees, acting at its next regularly scheduled meeting,
7 after the receipt of the written recommendations of the Policy and Structure Committee,
8 the transcript of the record of the hearing, and the written briefs of the parties, if any,
9 shall make a decision as to the disciplinary penalties, if any, which shall be imposed
10 upon an accused member pursuant to Section 2 of this Chapter. Every decision which
11 shall result in censure, suspension, or expulsion or in probation shall be reduced to
12 writing and shall specify the charges made against the member, the facts which
13 substantiate any or all of the charges, the verdict rendered, the penalty imposed or,
14 when appropriate, the suspended penalty imposed and the conditions for probation, and
15 a notice shall be mailed to the accused member informing the accused of the right of
16 appeal. Within ten (10) days of the date on which the decision is rendered, a copy
17 thereof shall be sent by registered mail to the last known address of each of the
18 following parties: the accused member; the secretary of the component society of which
19 the accused is a member; the Chair of the Council of Ethics, Bylaws, and Judicial Affairs
20 of the American Dental Association, and the Executive Director of the American Dental
21 Association.

22
23 F. Appeals. An accused member under sentence of censure, suspension, or
24 expulsion, or in probation shall have the right to appeal from the decision of the Board of
25 Trustees to the Council on Ethics, Bylaws, and Judicial Affairs of the American Dental
26 Association by filing an appeal in affidavit form with the Chair of the Council on Ethics,
27 Bylaws, and Judicial Affairs. An appeal from any decision shall not be valid unless
28 notice of appeal is filed within thirty (30) days and unless the procedures for the
29 prosecution of appeals are followed in accordance with Chapter XI of the Bylaws of the
30 American Dental Association. No decision of the Board of Trustees shall become final
31 while an appeal therefrom is pending or until the thirty (30) day period for filing notice of
32 appeal has elapsed. In the event of a sentence of expulsion and no notice of appeal is
33 received within the thirty (30) day period, the Executive Director of the Society shall
34 notify all parties of the failure of the accused member to file an appeal. The sentence of
35 expulsion shall take effect on the date the parties are notified.

36 37 CHAPTER X - COMPONENT SOCIETIES

38
39 Section 1. Organization: A component society may be organized and chartered, subject
40 to the approval of the House of Delegates, upon the application of at least twenty-five
41 (25) dentists practicing in any prescribed territory in Illinois, who are active or life
42 members, in good standing, of this Society. The Headquarters Office
43 of this Society is authorized to issue a charter, in a form approved by the Board of
44 Trustees, to each component society denoting its name and territorial jurisdiction. No

1 such society shall be chartered in any prescribed territory in Illinois in which a
2 component society is already chartered by this Society. The House of Delegates may
3 at any time, for good and sufficient cause, revoke the charter of any component society.
4

5 Section 2. Name: Each component society shall be given a name in conformity with a
6 recommendation made by the governing body of such component society subject to the
7 approval of the Board of Trustees.
8

9 Section 3. Powers and Duties:

10 A. A component society shall have the power to elect its members and to elect its fully
11 privileged members as active members of this Society within the limits imposed by
12 Section 4 of this Chapter.
13

14 B. It shall have the power to organize its members into branch societies within the limits
15 imposed by Chapter XI of the Bylaws.
16

17 C. It shall have the power to provide for its financial support and to make laws, rules,
18 and regulations to govern its members, provided such laws, rules, and regulations do
19 not conflict with these Bylaws.
20

21 D. It shall have the duty to elect delegates and alternate delegates to the House of
22 Delegates of this Society according to Chapter II, Section 1B of these Bylaws. A
23 component society may delegate this function to its branch societies.
24

25 E. The secretary of each component society shall keep a roster of its members and
26 endeavor to obtain a complete list of the dentists within the jurisdiction of that society
27 who are eligible for membership.
28

29 Section 4. Membership: The fully privileged membership of each component society
30 shall be dentists practicing within the territorial jurisdiction of such component society or
31 dentists officially assigned to a component by the Board of Trustees, or to dentists in
32 federal dental service, provided that such dentists are fully privileged members in good
33 standing of this Society and the American Dental Association. Any dentist who has
34 retired from active practice or who is engaged in activities furthering the object of this
35 Society may be considered to be practicing dentistry within the meaning of this section.
36

37 When a member in good standing of one component society changes his/her
38 practice location in this State, the member's name shall be transferred without cost to
39 the roster of the component society into whose jurisdiction the practice has relocated. A
40 member shall pay dues to the component society in whose jurisdiction he/she practices,
41 or to which the member has been officially assigned.
42

43 In special instances, when a member's dental practice approximates an adjacent
component society and it would be geographically more convenient for that member to
be affiliated with such component society, on an educational and referral basis, the

1 member may present a request for transfer of membership to the Board of Trustees for
 2 review and official assignment. The decision of the Board of Trustees shall be binding.

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

7
 8 Section 5. Officers: The officers of a component society shall be president, secretary,
 9 treasurer, and such others as may be prescribed in its constitution and bylaws.

10
 11 Section 6. Business Sessions: A component society shall hold a business session at
 12 least once each calendar year. Each component society shall nominate and elect its
 13 officers annually.

14
 15 Section 7. Principles and Standards of Ethics: Both the "Principles of Ethics and the
 16 Code of Professional Conduct" of the American Dental Association and of this Society
 17 shall be the instruments used for governing the professional conduct of the members of
 18 a component society and this Society.

19
 20 Section 8. Constitution and Bylaws: Each component society shall adopt and maintain
 21 a constitution and bylaws which shall be revised regularly and shall not be in conflict
 22 with the Constitution and Bylaws of this Society or that of the American Dental
 23 Association and shall file a copy thereof, and any changes or revisions which may be
 24 made thereafter, with the Executive Director of this Society.

25 26 CHAPTER XI - BRANCH SOCIETIES

27
 28 Branch Societies of a component society may be organized in conformity with a plan
 29 approved by the component society of which they will be recognized entities. The fully
 30 privileged members of each branch society shall be dentists who are members in good
 31 standing of the component society, this Society and the American Dental Association.

32 33 CHAPTER XII – TRUSTEE DISTRICTS

34
 35 Section 1. Organization of Trustee Districts.

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

38
 39 Northwestern District. Component Societies: Winnebago, U.S. Grant, McHenry.
 40 Trustee, one (1).

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

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

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

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

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

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

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

10 The term "downstate" referenced in the ISDS bylaws includes all of the component
11 societies besides the Chicago Dental Society.

12

13 Section 2. Rotation of Trustee Districts

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

16

17 Northwestern District: McHenry, Winnebago, U.S. Grant, McHenry, Winnebago,
18 McHenry, US Grant, Winnebago (repeat).

19 Northeastern District: Will County, Fox River Valley, Kankakee, Fox River Valley
20 (repeat).

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

22 Central District: Peoria District, McLean County, Peoria District, Prairie Valley,
23 McLean County (repeat).

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

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

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

28

29 Section 3: Periodic Review of Membership Distribution

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

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

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

40

41 CHAPTER XIII - BOARD OF TRUSTEES

42

43 Section 1. Composition: The Board of Trustees shall consist of the president,
44 president-elect, vice president, treasurer, secretary, fourteen (14) elected trustees as

1 provided in Chapter XII, one (1) trustee at-large as provided in Chapter V, and the Chair
2 of the ISDS New Dentist Committee; and ex-officio, the Speaker of the House of
3 Delegates, who shall not have the power to vote.

4
5 Section 2. Meetings of the Board of Trustees:

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

8
9 B. The annual meeting of the Board of Trustees shall convene the day previous to the
10 annual session of the Society. The annual reports of the Executive Director and the
11 Treasurer will be presented at this meeting along with annual reports of all committees.

12
13 C. The Board of Trustees shall convene in three (3) additional meetings during the fiscal
14 year at times most feasible in relation to the business of the Society, as determined by
15 the Board of Trustees.

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

22
23 Section 3. Powers and Duties:

24 A. The Board of Trustees shall administer the business of this Society. Any member of
25 the Society desiring to bring any matter of business before the Board may do so in
26 writing, and may appear in behalf of such measure by consent of the Board of Trustees.
27 A majority shall constitute a quorum. The "Standing Rules of the Board of Trustees," as
28 adopted by the Board, shall govern procedure.

29
30 B. It shall appoint the Executive Director and may appoint the Historian. It may appoint
31 the Editor and shall appoint all Standing Committees annually, except the Committee on
32 Committees and Committee on the Annual Session and shall also select the time and
33 place of the annual session.

34
35 C. It shall set the annual dues for the following member categories: Retired, Associate,
36 Dental Hygienist, Allied, Affiliate, Honorary, Insurance, Student and Provisional.

37
38 D. It shall pass on the expenditures of all money by the Society. It may authorize
39 certain officers or committees to expend monies for specific purposes. All monies
40 appropriated by this Society shall, upon recommendation by the Board, have the
41 approval of a majority vote of the House of Delegates at the annual business meeting.
42

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

5
 6 F. It shall perform such other duties as are prescribed by these Bylaws.

7
 8 Section 4. Committees of the Board of Trustees:

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

- 12 Committee on Committees
- 13 Committee on Policy and Structure
- 14 Executive Committee

15
 16 B. Meetings. All committees shall be subject to the call of the chair or any two (2)
 17 members.

18
 19 C. Committee on Committees. The Committee shall consist of the president-elect, who
 20 shall serve as Chair, the vice president, the treasurer, the secretary and two members
 21 of the Board of Trustees, appointed by the president at least thirty (30) days preceding
 22 the meeting of the Board of Trustees called to elect standing committees
 23 and/or delegates and alternates.

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

26
 27 D. Committee on Policy and Structure. The Committee shall be appointed by the
 28 president and sub-committee members appointed as needs arise. The duties of this
 29 committee shall include:

- 30 a. Duties of regular policy manual review
- 31 b. Judicial affairs
- 32 c. Mediation and peer review
- 33 d. Constitution and bylaws review

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

36
 37 E. Executive Committee. The Executive Committee shall consist of the president, vice
 38 president, president-elect, treasurer, secretary and three (3) appointed members of the
 39 Board of Trustees. The president will preside over meetings of the Executive
 40 Committee as chair. The term of office of the Trustees shall be for three (3) years, with
 41 the senior Trustee acting as vice-chair and presiding over the financial duties of this
 42 Committee. Actions of the Executive Committee must be reported to the Board of
 43 Trustees.

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

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

- 6 a. Fiscal policies
- 7 b. Investments and expenditures
- 8 c. Preparation of the annual budget for presentation at the annual business
 9 meeting
- 10 d. Inspection of finances, leases, and facilities
- 11 e. Future policy procedure and long-range planning not otherwise specified
- 12 f. Annually evaluate the Executive Director to determine if the duties of the
 13 Executive Director that are described in Chapter XIV Section 3 of the Bylaws and the
 14 Executive Director's employment contract are being properly administered and
 15 implemented. The Executive Director Review Committee will annually present an oral
 16 report to the Board in executive session at the December Board meeting.

17
 18 Section 5. Removal of a Trustee for Cause.

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

24
 25 B. The Board of Trustees may remove a trustee for cause in accordance with
 26 procedures established by the Board which shall include: notice to the trustee, in
 27 writing, of the charges and allegations of the conduct purported to constitute each
 28 violation, and an opportunity for the trustee to present a defense for all allegations. The
 29 trustee is entitled to a representative from his or her component. Prior to the Board
 30 issuing its final decision, the trustee shall retain all rights and privileges of the office.

31
 32 Section 6. Trustee Vacancy. If a trustee vacates the office of trustee for any reason, the
 33 component society of that trustee shall elect a replacement trustee for the remainder of
 34 that term of office, unless the position is the trustee at-large, in which case the House of
 35 Delegates will elect a qualified member to assume the remainder of the term.

36 37 CHAPTER XIV - APPOINTIVE OFFICERS

38
 39 Section 1. Number and Titles: The appointive officers of this Society shall be two (2) in
 40 number: The Editor and Executive Director, as provided in Article IV, Section 2 of the
 41 Constitution.

42
 43 Section 2. Duties of the Editor shall be:

- 1 A. To be editor-in-chief of the journal and, as such, be free to editorialize his/her
2 opinions on all subjects and to exercise full editorial control over such publication
3 subject only to policies and procedures established by the Board of Trustees or these
4 Bylaws.
5
- 6 B. To perform such other duties as are prescribed by the Board of Trustees or these
7 Bylaws.
8
- 9 Section 3. Duties of the Executive Director shall be:
- 10 A. To be the chief administrative officer of the Society and responsible for maintaining
11 the membership rolls.
12
- 13 B. To prepare the necessary notices for newspapers and other publications.
14
- 15 C. To supervise the internal operations of the Society so that the minutes are
16 adequately and systematically maintained and distributed.
17
- 18 D. To maintain accurately all records.
19
- 20 E. To prepare the necessary publications and reports required of said Society.
21
- 22 F. To bill all current members directly for the annual dues of the component society, this
23 Society and the American Dental Association, and to collect such dues.
24
- 25 G. To send a list of all members in good standing to the component societies and to the
26 American Dental Association, with vouchers of their annual dues at regular intervals.
27
- 28 H. To institute and maintain the necessary financial control of the Society, including the
29 collection of dues, preparation of the budget for yearly operation and the payment of
30 expenses authorized under said budget by appropriate vouchers approved by the
31 governing board of the Society.
32
- 33 I. To receive and keep all monies belonging to the Society, and pay all current operating
34 expenses on the written order of the Treasurer.
35
- 36 J. To send a list to the American Dental Association of the delegates and alternates to
37 the House of Delegates of the American Dental Association.
38
- 39 K. To coordinate the activities of and assist all committees in regard to their specific
40 assignments and systematize the preparation of all reports of such committees.
41
- 42 L. To submit to the Board of Trustees annually a report of the receipts and
43 disbursements of the Society as audited by a Certified Public Accountant, whose
44 selection shall be approved by the Board of Trustees.

1
2 M. To prepare an annual report of this office with recommendations for changes the
3 executive director deems necessary.
4

5 N. To publish in the journal the official notice of the time and place of the annual
6 session and meetings of the House of Delegates, and to provide official notice to each
7 delegate and alternate delegate.
8

9 O. To attend such professional meetings of the Society as are necessary in connection
10 with annual and special meetings and to make all arrangements as to time, place and
11 method required to accomplish a successful Annual Session.
12

13 P. To perform such other duties which the Society shall, by proper resolution of its
14 proceedings, require, or that are prescribed by the Board of Trustees or these Bylaws.
15

16 Q. To cause to be bonded all Society Officers and Staff.
17

18 CHAPTER XV - ADA TRUSTEE AND DELEGATION TO THE AMERICAN DENTAL 19 ASSOCIATION 20

21 Section 1. Election of Nominee for ADA Trustee. The nominee for Trustee to the
22 American Dental Association from the 8th District shall be elected by the combined vote
23 of the 8th District elected delegates and alternate delegates to the ADA House of
24 Delegates. This election shall take place at the second caucus of the 8th District one
25 (1) year in advance of the beginning of the new trustee term.
26

27 Section 2. Allocation and Election of Delegates and Alternates. Delegates and
28 alternates to represent this Society in the House of Delegates of the American Dental
29 Association shall be allocated between the Chicago Dental Society and the downstate
30 districts according to a plan adopted by the Board of Trustees. The Chicago Dental
31 Society, or its designee(s), will elect its portion of the delegation in a manner it
32 determines, and the downstate caucus will elect its portion in a manner that caucus
33 determines. The election shall be completed and reported to the Executive Director of
34 this Society no later than March 1 of each year.
35

36 Any vacated delegate or alternate delegate position that occurs before May 1st will be
37 filled by the Chicago Dental Society, or its designee(s), or the downstate caucus,
38 depending on who originally elected the vacated position. If a vacancy occurs after May
39 1, the ISDS President will appoint a currently elected alternate delegate to fill the
40 position of a vacant delegate. No alternate delegate position will be filled on or after
41 May 1, leaving the vacancy.
42

1 Section 3. ISDS Officers and Speaker. The president, president-elect, vice president,
2 and treasurer shall be delegates, ex-officio. The Speaker of the House shall be a
3 delegate or an alternate delegate, ex-officio.
4

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

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

10 b. Current members of ADA Councils, Committees, and Commissions, shall be
11 strongly considered for positions in the ADA delegation.
12

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

16 The Chicago Dental Society, or its designee(s), and the downstate caucus may
17 each establish limitations on how many terms, or consecutive terms, a delegate or
18 alternate delegate may serve.
19

20 This Section shall not be construed to prohibit ex-officio delegates from serving
21 as delegates or alternate delegates.
22

23 Section 6. Official Representatives. The delegates and alternate delegates shall be the
24 official representatives of this Society in the House of Delegates of the American Dental
25 Association, empowered to act individually on any matter that comes before that body.
26 It shall be the duty of each delegate to attend each meeting of each House during their
27 term of office and to participate in the deliberations and actions thereof in a manner that
28 will promote the best interests of the American Dental Association and this Society.
29

30 Section 7. Alternate Delegates' Duties. It shall be the duty of each alternate to attend
31 sessions of the House of Delegates of the American Dental Association during the
32 alternate's term of office, and to succeed to the office of delegate and assume those
33 duties in case of a vacancy.
34

35 Section 8. Reimbursement. The Chicago Dental Society, or its designee(s), and the
36 downstate caucus may each establish policies that reduce or eliminate ISDS budgeted
37 funding for delegates or alternate delegates. The Executive Director of this Society shall
38 be informed of any delegate or alternate delegate who is not to receive the full budgeted
39 reimbursement.
40

41 CHAPTER XVI - OFFICIAL JOURNAL 42

43 Section 1. Publication: This Society shall publish an official journal.
44

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

3
4 Section 3. Frequency of Issue: The frequency of issue of the journal shall be
5 determined by the Board of Trustees.

6
7 Section 4. Subscription and Advertising Rates: Subscription and advertising rates of the
8 journal shall be determined by the Board of Trustees.

9
10 Section 5. Editor: The editor of this Society shall be the editor of the journal.

11 12 CHAPTER XVII - FINANCES

13
14 Section 1. Fiscal Year: The fiscal year of this Society shall begin on January 1 of each
15 calendar year and shall end on December 31 of the same calendar year.

16
17 Section 2. Operating Fund: The Operating Fund shall consist of all monies received by
18 the Society, other than those specifically allocated to other funds by the Bylaws. This
19 fund shall be used in defraying all expenses incurred by the Society not otherwise
20 provided for in the Bylaws.

21
22 Section 3. Reserve Fund: This fund shall consist of monies allocated to it by vote of the
23 Board of Trustees or the House of Delegates. No withdrawal may be made from the
24 reserve fund except on vote of the Board of Trustees or the House of Delegates.

25
26 Section 4. Investment Policy: The funds shall be invested in accordance with the written
27 Investment Policy Statement and Investment Guidelines adopted by the Board of
28 Trustees.

29 30 CHAPTER XVIII - HISTORIAN

31
32 Section 1. Duties: The duties of the Historian shall be:

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

35
36 B. To assist the Society in the observance of important events in the history of the
37 Society or in special historical projects within the budget appropriated for these uses by
38 the Board of Trustees.

39
40 Section 2. Term of Office: The Historian shall be appointed for a term of five (5) years
41 by the Board of Trustees. No person shall serve more than two (2) terms.

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

4
5 CHAPTER XIX - INDEMNIFICATION OF OFFICERS AND TRUSTEES
6

7 The Society shall indemnify and hold harmless each officer and each trustee now
8 or hereafter serving the Society from and against any and all claims and liabilities to
9 which he/she may be or become subject to by reason now or hereafter being or having
10 heretofore been an officer and/or trustee of the Society and/or by reason of their alleged
11 acts or omissions as an officer and/or trustee of the Society. It shall reimburse each
12 officer and trustee of the Society for all legal and other expenses reasonably incurred in
13 connection with defending against any such claims or liabilities, provided, however, that
14 no officer or trustee shall be indemnified against or be reimbursed for any expenses
15 incurred in defending against any claim or liability arising out of his/her own negligence
16 or willful misconduct. The foregoing rights of officers and trustee shall not be exclusive
17 of other rights to which they may be entitled lawfully.

**MANUAL OF THE HOUSE OF DELEGATES
ILLINOIS STATE DENTAL SOCIETY
(Revised July 2024)**

**SECTION 1
INTRODUCTION**

The House of Delegates, as the legislative and governing body, is the supreme authority in the Illinois State Dental Society. As such, it speaks for the members of the Society and for the dental profession in the State of Illinois. This material has been prepared so that all who participate in the annual sessions of the House of Delegates may have a better understanding of the methods and rules under which it operates.

Since the House of Delegates meets only once a year in regular session, many important problems must be considered and decisions taken at that time. The variety and complexity of the issues which are placed before the House make it impossible to handle them without having a well established routine for the conduct of business. This routine demands the close cooperation of all participants if the House is to function effectively in the difficult process of making decisions which lead to the establishment of policy for the Illinois State Dental Society.

**SECTION 2
COMPOSITION OF THE HOUSE OF DELEGATES**

The House is composed of the Speaker of the House of Delegates, the Vice Speaker of the House of Delegates and the delegates elected by the component societies and branch societies of the Illinois State Dental Society. Membership of the House of Delegates may vary from year to year and is determined by a formula contained in the Bylaws. Delegates are allocated to components based upon the total membership of each component and further based upon multiples of the number "75". The first delegate is awarded to a component for a membership of 1 to 75 members; the second delegate awarded for a membership of 76 - 150; the third for a membership of 151 - 225, and so forth. The dean and one student from each of the dental schools in Illinois and two dental hygiene members of the Society shall also be delegates. Delegates are chosen based upon the number of active, life and retired members in a component, and the official count used is the final count determined by the American Dental Association at the end of the calendar year.

The delegates are the official representatives of their component society in the House of Delegates. They have the duty of not only considering the wishes and interests of their component society and geographical regions but also the welfare of the public, the Society and the dental profession as a whole.

**SECTION 3
GENERAL INFORMATION FOR DELEGATES AND ALTERNATES**

Official credentials are mailed in advance of the annual session to all officially certified delegates and alternates. If a delegate cannot attend a meeting of the House, he/she should so inform the Chairman of his/her delegation, or if there is none, the Trustee of his/her district shall inform the appropriate alternate and the Secretary of the House of the change.

Before the annual session, the Secretary of the House will send each delegate and alternate the materials for the House of Delegates. Included in these materials will be information concerning the current annual session of the House, a schedule of meetings, a composition and schedule of reference committees, a preliminary agenda for reference committees, a manual of the House, and any reports and resolutions received to that date. Additional resolutions received after distribution of this delegate material will be sent to delegates up to 30 days prior to the start of the House of Delegates. Each delegate and alternate should become thoroughly familiar with this material.

A final agenda for the reference committees will be prepared subject to additional resolutions received or introduced at the first meeting of the House. The Bylaws provide that all new business must be introduced by the first meeting of the House, except when a resolution is approved for submission during the business meeting with no more than 5 dissenting votes. A majority of the elected delegates of the House constitutes a quorum.

SECTION 4 FLOOR OF THE HOUSE OF DELEGATES

The Secretary determines the seating on the floor of the House of Delegates, providing for an equitable annual rotation of the delegations. Each component and branch is designated an area where the delegation is to be seated.

Anyone may attend meetings of the House upon display of an Annual Session badge, but visitors are not permitted access to the floor of the House and must be seated in the section reserved for visitors. Alternate delegates are also seated in the visitors' area.

Alternate delegates have the privilege of the floor of the House only when substituting for a delegate. The Board of Trustees, the Editor, the ADA Trustee, Past ADA Trustees, and Past Presidents of the Society have the privilege of the floor of the House. Committee chairs also have the privilege of the floor of the House to participate in the debates on their respective subject areas, if requested, but are without voting privileges unless they are duly elected delegates or alternate delegates substituting for a delegate.

When a downstate delegate from a component is not present and no alternate delegate is present from that component, the trustee representing the district which contains that component may fill the vacancy with any alternate delegate present from that district. If no alternate delegate is present from that delegate's downstate district, the highest ranking ISDS officer present from the downstate districts may fill the vacancy with an alternate delegate from any downstate district.

When a delegate from the Chicago district is not present on the House floor and there is no alternate delegate available from the same CDS branch, if there is an ISDS trustee from the affected branch, that trustee may fill the vacancy with an alternate delegate from any branch of the Chicago Dental Society. If there is no trustee from the affected branch, then the highest ranking CDS officer may fill the vacancy with an alternate delegate from any branch.

SECTION 5 MEETINGS OF THE HOUSE OF DELEGATES

Each annual session is composed of three meetings of the House. These meetings are scheduled as follows:

Opening Meeting of the House: The opening meeting is held on the first day of the annual meeting of the Society. The date, time and location of the opening meeting is included in the delegate materials under the schedule of House meetings.

This meeting is devoted to matters relating to organization of the House, nominations for various offices, the President's address, the ADA Trustee's report, receiving visitors and presentation of additional resolutions. It is at this meeting that all remaining new business, including possible amendments to the Bylaws must be introduced. The final agenda for the reference committees is prepared and the location and hearing hours of the individual reference committees announced.

Subsequent Meetings of the House: The date, time and location of reference committee hearings and the business meeting are in the schedule of House meetings or will be announced in the House by the Speaker of the House.

These meetings are devoted to reference committee hearings, deliberation and action upon reference committee reports, the election of officers of the Society, and the installation of officers of the Society, all in accordance with the Manual of the House or the Bylaws.

SECTION 6 OPERATION OF THE HOUSE OF DELEGATES

The House of Delegates has 3 officers; the Speaker, the Vice-Speaker, and the Secretary. The Speaker is the presiding officer of the House and presides at all meetings. In the absence of the Speaker, the Vice-Speaker presides or at other times at the discretion of the Speaker. The Executive Director of the Society is the Secretary of the House and serves as recording officer and custodian of the records.

Proceedings of the business meeting of the House are recorded on a stenographic record which is used by the Secretary in preparing the official transactions of the House. Each delegate, when addressing the House on any matter, should identify oneself by name and component, and speak directly into the microphone to assure accurate recording of all remarks.

A Minutes Committee, comprising the Speaker and two delegates from the Chicago District and two from the rest of the state that were present, appointed by the Speaker, will be authorized to review and approve the minutes within 30 days of the official transcript being received by the Secretary. The delegation will be notified that the approved minutes are available on the ISDS website.

Recommendations which involve Society policy come to the House from several different sources: the President of the Society, the Board of Trustees, component societies of the Society, the delegates to the House, individual members, and, occasionally, from other sources. In these various ways, the House receives many recommendations for consideration each year, and its task is to act on them in the best way to meet the changing needs of the Society and the profession.

All the reports to be considered by the House are either sent to the delegates and alternates prior to the annual meeting or are distributed before consideration by the House. A thorough advance study of the various reports and resolutions will provide an essential background for a full understanding of the activities as they occur in the House.

Delegates and alternates must bring their copy of the delegate material to all meetings of the House since no additional copies will be available at that time.

The Manual of the House is the internal policy of the House of Delegates on how it conducts its business. Since the House does not reaffirm existing policy, the Manual is a permanent document of this Society. If an amendment to the Manual is offered, it will be accepted and considered in the same manner as all other resolutions. The resolution will be referred to a reference committee where it will be debated and considered before the House is asked to take action. The resolution will be reported to the House as a priority item at the beginning of the Business Meeting of the House. The Manual may be amended by a majority affirmative vote (in compliance with Chapter II, Section 12 of the Bylaws of the Illinois State Dental Society) of the delegates present and voting. If the House adopts the resolution, the amendment will govern the balance of that session as well as future sessions provided such amendment is not in conflict with the Bylaws.

ORDER OF BUSINESS: The order of business shall be:

- Call to Order
- Credentials Committee Report
- Approval of Minutes
- President's Report
- ADA Trustee's Report
- Introduction of New Resolutions
- Nominations
- Elections
- Installation of Officers and Trustees
- Reports of Reference Committees
- Unfinished Business
- New Business
- Announcements

The Speaker of the House of Delegates is authorized to re-arrange the order of the agenda as deemed necessary in order to expedite the business of the House of Delegates. The Speaker of the House will have full discretion to approve or disapprove additional requests for presentations during the ISDS House of Delegates.

SEATING OF DELEGATIONS: The Secretary shall arrange for the seating of delegations in the House of Delegates in an orderly rotation.

RULES OF ORDER: The rules contained in the current edition of the American Institute of Parliamentarians Standard Code of Parliamentary Procedure govern the deliberations of the House in all cases in which they are applicable and not in conflict with the Manual or the Bylaws.

The Speaker of the House shall preside at all meetings of the House of Delegates in accordance with Chapter II, Section 9D. The decision of the Speaker shall be final unless an appeal from such decision shall be made by a member of the House, in which case final decision shall be by majority vote.

In accordance with The Standard Code, a motion to suspend rules is an incidental motion that permits the House of Delegates to vote to suspend procedural rules that interfere with the accomplishment of a particular action. Rules may be suspended only for a specific purpose and for the limited time necessary to accomplish the proposed action. A two-thirds affirmative vote of the delegates present and voting is required to adopt a motion to suspend the rules.

ITEMS OF BUSINESS: An item of business becomes the property of the House and subject to House action in accordance with the appropriate order of business and agenda schedule when such item is received in writing by the Secretary of the House.

DELEGATE MATERIALS: All materials are sent to each delegate and alternate at least 30 days in advance of the opening of the annual session. All supplemental materials are distributed to each delegate before such items are considered by the House.

REFERRAL OF REPORTS AND RESOLUTIONS: Prior to each session of the House, the Speaker of the House shall prepare a list of recommended referrals to reference committees, such list to be available at the opening meeting of the House and subject to amendment or approval prior to the hearings of the reference committees.

RESOLUTIONS ON THE APPROPRIATIONS OF FUNDS: Any resolution proposing an appropriation of funds, except those relating to the annual budget, may not be acted upon without first being referred to the Treasurer and Executive Committee Vice-chair for cost determination and availability of funds.

CONSIDERATION OF BUDGET: The proposed annual budget shall be submitted to the House at least 30 days prior to the opening meeting of the annual session.

CAUCUSES: At the designated time and place, the delegation comprising the Chicago Dental Society shall meet in a Chicago District Caucus and delegations from the remainder of the state shall meet in a Downstate Caucus. Any ISDS member may attend their respective caucus. Each caucus may develop its own rules.

These caucuses shall meet to consider the business coming before the Business Meeting of the House of Delegates, and in the case of the Downstate Caucus, also meet to elect ADA delegates and alternates from the downstate region of the state. In the election of ADA delegates and alternates during the Downstate Caucus, the Caucus shall determine the manner of the election process except that cumulative voting shall not be permitted, i.e. each elector may cast only one vote for each open position.

VOTING AND DEBATE: Majority vote shall mean a majority of the votes cast and, except as provided otherwise in the Bylaws, any action receiving a majority vote shall be approved. Levying of assessments for specific purposes, regardless of duration, shall require a two-thirds (2/3) majority vote of the members present and voting.

BALLOT VOTE: According to The Standard Code, voting by ballot is the only method that allows members to express their decisions without revealing their opinions or preferences, i.e. a secret vote. On any matter before the House of Delegates, a delegate may make a motion that calls for the vote to be taken by ballot (secret vote). In order to decide if a ballot vote will be taken on the matter, at least one-third (1/3) of the voting delegates must vote in the affirmative on the motion for a ballot

vote. If the motion is adopted, the Speaker will announce that a ballot vote will be taken, and the tellers will be asked to tabulate the vote.

NOMINATION PROCEDURES: Nominations for President-Elect, Vice-President, Treasurer, Secretary, Speaker, and Vice-Speaker shall be made from the floor. Nominating speeches will be limited to 3 minutes in length, and seconding speeches will be limited to 2 in number and one minute in length each. In uncontested elections, there shall be one seconding speech limited to one minute in length.

ELECTION PROCEDURES: Only delegates may participate in the election process. An alternate delegate substituting for an elected delegate shall have the right to vote in an election if seated at the time of the election process. 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. Once the votes have been tabulated, the chairman of the tellers will present the winner to the Speaker, and the Speaker will announce the winner of the election. When there is only one candidate for an elective office, that candidate shall be declared to be elected without the requirement of taking a ballot vote.

Each district entitled to elect a trustee shall assemble and conduct said election prior to the business meeting of the House of Delegates. The results of that election will be announced to the House at the designated time.

INTRODUCTION OF NEW BUSINESS: No new business shall be introduced during or after the opening meeting of a session of the House of Delegates if there are more than five votes against submission for consideration. Reference committee recommendations shall not be deemed new business.

PRESENTATION OF RESOLUTIONS AND OTHER ITEMS OF BUSINESS: Within the limitation of the rule on the presentation of new business at the opening meeting of the House, any delegate may present amendments and substitute resolutions, as well as procedural and other matters, from the floor. Such amendments or substitute resolutions may be presented in advance to the Secretary of the House to facilitate making copies available to the members of the House. Resolutions which merely reaffirm or restate existing Society policy shall not be introduced in the House of Delegates.

SECONDING OF MOTIONS: Following the proper movement of a motion, a second is not required.

ACTION ON MOTIONS RECOMMENDED BY REFERENCE COMMITTEES: A reference committee request for action on an item of business (resolution) shall be brought to the floor of the House for debate in the form of a main motion. The main motion may be to adopt, refer, or any other action that precisely reflects the recommendation of the reference committee on that particular resolution.

Following the presentation of a main motion by the chairman of the reference committee, the motion is subject to all specified rules which govern main motions as outlined in the current edition of the American Institute of Parliamentarians Standard Code of Parliamentary Procedure. After any main motion regarding a resolution is presented, debate is opened and any subsidiary

motion, including motions to amend (or substitute), may be applied to it in order of precedence as outlined in The Standard Code.

To avoid confusion, it must be emphasized that motions usually considered to be subsidiary may be, and are in fact, main motions when presented by reference committee chairmen in cases such as those outlined in the previous paragraphs.

If a main motion to adopt a resolution passes or fails, the vote of the House disposes of the resolution.

If a main motion other than to adopt is presented and it passes, the resolution is disposed of in the manner presented.

If a main motion other than to adopt is presented and it fails, a motion to adopt the resolution is then in order and is usually made by a delegate who favors adoption of the resolution. This resolution is now before the House for debate, amendment and action.

Secondary Amendments: A secondary amendment is not permitted in the House of Delegates. The amendment must be voted upon and, if approved, it can then be amended.

The motion to amend by substitution is open to debate at all times while it is pending; and such debate may go fully into the merits of both the original text and the substitute, since this is necessary to determine the desirability of the motion to amend by substitution.

Motion to Vote Immediately (Call the Question): A motion to vote immediately on all pending motions shall not be used in the House of Delegates. The motion to vote immediately may be used so long as it applies only to the immediately pending motion.

Motion to Table (Dispose without Direct Vote): A motion to table (dispose without a direct vote) shall not be used in the House of Delegates since it stops debate and could force the delegates to vote without full information.

Motion to Recommit or Refer to an Agency: When the House of Delegates wishes to recommit or refer a pending resolution to a committee or the Board of Trustees to study and report at the next annual session, the motion to be used to accomplish this purpose is the motion to refer to a committee or the Board. A motion to postpone definitely to the next annual session should not be used since it is not permissible to postpone a question beyond the next regular meeting of the same session or the end of the convention unless the House were to meet quarterly.

SECTION 7 REFERENCE COMMITTEES OF THE HOUSE OF DELEGATES

REFERENCE COMMITTEES: The reference committees of the House of Delegates consist of at least 5 delegates of the House appointed by the President of the Society as provided in the Bylaws. Two reference committees shall be appointed each year. Special reference committees may be appointed on a year to year basis. The scope of the committees will vary somewhat from year to year on the basis of the assignments that are made to them by the House.

DUTIES: The primary duty of a reference committee is to recommend to the House an appropriate course of action on matters which have been placed before it. This duty can best be discharged by

evaluating all resolutions which it has received from the committees, the Board of Trustees, component societies, and members, by basing its recommendations on the best information and advice which is available and by making its decision in the best interests of the public, the Society, and the dental profession.

It is not the duty of the reference committee to attempt to prevent the House from taking action on any motion which has been presented. Nor is it the committee's duty to accept automatically and without deliberation the opinions of its own members or, on the other hand, the opinions of those who have testified.

The reference committee fulfills its duty when it takes into consideration all of these factors and advises the House to adopt, amend, refer, or recommend defeat of a resolution which has been placed before it.

The reference committee has the final duty of taking action on all matters assigned to it. A reference committee may not "pigeon-hole" any item but must refer it to the House for final disposition.

AUTHORITY: A reference committee has a good deal of authority but must act within the Manual of the House and within the framework of the Constitution and Bylaws. The reference committee may not only act on resolutions before it but may also propose resolutions on its own initiative. It may call upon the officers, members of the Board of Trustees, and committees and the members of the staff when it desires to gain information. It may make an explanation of the committee's decision before recommending to the House that a resolution be adopted, referred, amended, replaced by a substitute resolution, or defeated.

REFERRAL OF ITEMS OF BUSINESS TO REFERENCE COMMITTEES: The reference committee receives items of business for consideration by referral from the House. The Speaker, in consultation with the Secretary of the House, prepares a preliminary list of referrals prior to the opening meeting of the House. This preliminary list of referrals, together with other items of business referred to a reference committee at the opening meeting of the House, constitutes the final agenda for the meeting of the reference committee.

STAFF ASSISTANCE: Each reference committee will be provided with one or more staff from the headquarters office. Each staff member has been given instructions to be of the greatest possible assistance to the committee. Staff persons are instructed not to keep verbatim minutes since there is insufficient time to transcribe them. Staff is instructed to prepare the report in accordance with a standard form, and the reference committee should not urge new styles and formats for the report. Staff members are also instructed to hold all committee deliberations and decisions in strictest confidence. The staff is instructed to prepare the report based upon the material dictated by the reference committee.

CONDUCT OF HEARINGS: The primary duty of a reference committee is to receive and evaluate opinions so that it may present a well-informed recommendation to the House. Opinions are received during the open hearing which is conducted by the reference committee and later evaluated in an executive meeting at which the committee's decisions are made.

The chair of the reference committee should preside at both the hearing and the executive meeting. The chair should carry out the usual duties of a chairperson in maintaining order, facilitating the transaction of business and in ruling on length and pertinency of discussion.

The chair should not permit the making of motions or the taking of formal votes at an open hearing since the objective of the hearing is to receive information and opinions and not to make decisions of any sort which would bind the committee in its subsequent deliberations.

The chair should insure that all who want to be heard are heard but should be watchful against prolonged holding of the floor by one or more persons at the expense of others who may wish to counsel with the committee. The chair, with the consent of the committee, may place reasonable limitations on discussion and debate.

All members of the Illinois State Dental Society have the right to attend reference committee hearings and participate in the discussion, whether or not they are members of the House of Delegates. Non-members of the Society may participate in the discussion at hearings only with the approval of the chair. Non-members wishing to speak at a hearing must identify themselves and request permission to speak prior to making any statements. At the start of the hearing the chair should request that all non-members present identify themselves.

Reference committees are expected to be available at the announced starting time of the hearing and remain until all testimony has been heard.

CONDUCT OF EXECUTIVE MEETING: After evidence and information have been received at the open hearing, the committee may retire to an executive meeting at which only the members and the committee staff may be present. At this meeting, the committee reaches its decisions and prepares its report. The committee may request additional information from the Board of Trustees, other committees, staff, or other outside agencies to assist the committee in reaching its conclusions.

AMENDMENTS TO BYLAWS: A reference committee may be asked to consider an amendment to the Bylaws. The determination of whether or not the policy involved in the proposed amendment is desirable must be made by the reference committee which received the referral. The wording of all proposed amendments, however, must have the approval of the Speaker of the House.

A draft of the amendment should be submitted and, when the language of the amendment is approved by the Speaker and the President, the reference committee will then incorporate the approved text of the amendment in its report, indicating that the approval of the Speaker and the President has been received.

The purpose of this procedure is to give the individual reference committees the opportunity of determining whether the policy of an amendment is desirable, while reserving the technical working of the amendment to another authority.

PREPARATION OF REPORT: The report of the reference committee to the House is nothing more than the comment and the recommendation of the committee on the material which it has had under consideration.

All recommendations to the House must be placed in the standard resolution form. The use of preliminary and explanatory "whereas" clauses is not permitted. The committee should place this prefatory material in its comment on the resolution in the general text of the report.

Resolutions should be worded with the utmost clarity and must contain only a single topic. Resolutions containing more than one topic must be divided so that the House can vote intelligently on a single question. The wording of a resolution is most important since an improperly worded resolution will not give the delegates a clear and immediate idea of the question on which they are being asked to vote.

If the report of a committee contains no resolution, the reference committee should merely state that it has noted the report and make such comment as it may desire. It is not proper to recommend that the report be "received", "approved" or "adopted". If the reference committee wishes to adopt or approve some item in the report, it must draft a suitable resolution.

The report should be as brief as possible. Long sections of material which the delegates already have before them should not be repeated.

MAJORITY AND MINORITY REPORTS: Every effort should be made by the members of a reference committee to reach unanimous agreement. If this is not possible, majority and minority reports may be presented. The report receiving the most support from members of the committee is presented as the "committee report".

COPIES OF REPORTS: Reference committee reports will be made available for each delegate at a time to be announced prior to the start of the business meeting.

PRESENTATION OF REPORTS TO THE HOUSE: The reports of the reference committees are presented by their chair. The order in which the reports will be called is determined by the Speaker. The Secretary of the House will attempt to advise the reference committee chairs of the order and time when they will be called.

Reports are presented from the front of the House. They should be read slowly and clearly, directly into the microphone. The House will act on the report section by section, and the Speaker will indicate when the chairman is to continue with the next section of the report. Page numbers and other citations should not be read since all members of the House will have copies of the reports before them.

In the event of debate or discussion, the chair and members of the reference committee are free to reply to any questions or to comment. If the chairman desires, he/she may call on a member of a committee, Board of Trustees, or staff to supply the information requested. The chair of the committee, however, should be prepared to comment on the position which the committee has taken.