

# CONSTITUTION AND BYLAWS OF THE BAY COUNTY DENTAL SOCIETY

## CONSTITUTION

### ARTICLE I NAME

This organization will be called the Bay County Dental Society with the principle office at Panama City, Bay County, Florida.

### ARTICLE II PURPOSE

The purpose of this Society is to advance the dental profession in education, science and fellowship; to promote discussion on all dental subjects; and to enlighten and direct public dental health opinion.

### ARTICLE III OFFICERS

The officers of the Association are President, Vice President and Secretary-Treasurer. The President and Vice President must be members of the BCDS for three years, and two years for the Secretary-Treasurer.

All officers are installed at the final spring meeting. Participation in all executive positions is mandatory. Entry as Secretary-Treasurer is based on chronology of membership in BCDS.

### ARTICLE IV EXECUTIVE COUNCIL

The executive council is composed of President, Vice President, Secretary-Treasurer, Past President and two members of the Society who are elected as First At-Large member and Second At-Large member.

### ARTICLE V COMMITTEES

Section 1. The Peer Review Committee is a standing committee composed of the officers, immediate past president and two members-at-large.

Section 2. The President or the Executive Council may appoint other committees when and if they are deemed necessary.

### ARTICLE VI MEMBERSHIP

Section 1. This Society is composed of active and inactive members.

Section 2. Active members: Any ethical, licensed dentist practicing within Bay County is eligible for active membership and becomes a member upon compliance with the conditions of the Bylaws. Active members are accorded all rights and privileges of this Association.

Section 3. Inactive members: Any ethical, qualified dentist who the Executive Council recommends may be considered for inactive membership. They will pay customary dues but

will not have voting privileges and cannot hold office. Participation is optional in the mandatory duties of active members.

Section 4. All members must seek membership in the Florida Dental Association, through the Northwest District Dental Association, within one year of joining the Bay County Dental Society.

## ARTICLE VII AMENDMENTS

This constitution may be amended at any session of this Society by a two-thirds vote, if a quorum of active members is present, provided such amendment has been submitted in writing at a previous meeting. It may be amended at any regular meeting by unanimous vote, if a quorum is present.

## BYLAWS

### ARTICLE I OFFICERS

Section 1. The President presides at all meetings of the Society and the Executive Council; approves all expenditures above normal operating expenses; appoints all committees; and performs other duties as usually befall a President.

Section 2. The Vice President assists the President in his duties, presides in his absence and succeeds to his office in case of vacancy for any cause; is a member of the Executive Council; has the responsibility for arranging meeting locations and meeting presenters; and chairs the Peer Review Committee.

Section 3. The Secretary-Treasurer keeps complete records of this Society and its Executive Council, including minutes of all meetings; keeps a current list of all members; sends minutes of each meeting and the agenda of the next meeting to all members in a timely manner; keeps an up to date copy of the Constitution and Bylaws; has all fiduciary responsibility and reports the current budget status at each meeting; is a member of the Executive Council; coordinates the Emergency Room Call Schedule and submits the schedule to all members in December for the following year; and coordinates 3<sup>rd</sup> Grade Dental Health Screening and submits the schedule to all members by the February meeting.

### ARTICLE II EXECUTIVE COUNCIL

Section 1. The Executive Council consists of the officers of the Society, the Past President and two other members elected by the Society.

Section 2. The Executive Council appoints committees and reports those appointed to the membership.

Section 3. The Executive Council has absolute control of the business of this Society between regular meetings.

### ARTICLE III MEMBERSHIP

Section 1. Candidates for membership will submit their application and dues to the Secretary-Treasurer or Executive Council.

Section 2. Any licensed dentist practicing in Bay County is eligible for membership in the Bay County Dental Society.

Section 3. Candidates for membership previously dropped for dues nonpayment will submit with the application dues for one current year, and for the year in arrears and any assessment.

Section 4. All applications are referred to the Executive Council who reports in a regular meeting of the Society and require a majority vote of the members present. Any applicant may appeal to the Society against an unfavorable report of the Executive Council on any application and such appeal will be sustained by three-fourths vote of the members present.

Section 5. Responsibilities of active members include:

1. pay dues by September 1;
2. attendance at two of the four quarterly meetings;
3. participation in the Emergency Room Call System;
4. participation in the 3<sup>rd</sup> Grade Dental Health Screening;
5. serve in each executive office of the Society; and
6. participation in any other activities deemed mandatory by the Executive Council.

#### ARTICLE IV DUES

Section 1. The annual dues of this Society will be set by the majority of membership as needed for operation and are due and payable June 1. No statements will be sent.

Section 2. Any member who fails to pay dues by September 1 shall be assessed at one-half the current dues. Any member who fails to pay these assessments by November 1 will be expelled from the Society. Once past due assessments are paid and current dues are paid, membership is reinstated.

Section 3. Inactive members will pay full dues and assessments on the same calendar as active members.

#### ARTICLE V MEETINGS

Section 1. The regular meetings of the Society will be held at least quarterly with meetings in February, May, September and December, with other meetings set by the President or Executive Council.

Section 2. The May meeting is the final meeting of the year with installation of new officers.

Section 3. Special meetings will be called by the President at the request of ten members.

Section 4. Half of the active membership will constitute a quorum for the transaction of business.

Section 5. Meetings will be restricted to members and guests as approved by the Executive Council.

#### ARTICLE VI EMERGENCY ROOM CALL SYSTEM

Section 1. The following is the ER System (approved March, 1990):

1. All dental patients must check in at the ER.

2. The patient will be examined by the ER physician.
  - a. If a true dental emergency exists (cellulites, uncontrollable bleeding, avulsed tooth, fractured tooth with pulp exposure, jaw fracture), the dentist on call will be contacted.
  - b. If it is not a true emergency, the patient will be treated palliatively and instructed to contact the office of the dentist on call within a few days.
3. Each member of the Society will be on call for 24 hours.
4. We are obligated only to see the patient and advise them. Any relationship beyond this is up to the discretion of the dentist.
5. No beeper is required. If it is a weekend or evening and you will be out, just inform both ERs. Because true dental emergencies are so rare, it is unlikely that you will ever be required to see patients in your office during non-office hours.

ARTICLE VII  
ORDER OF BUSINESS

Section 1. Sturgis Standard Code of Parliamentary Procedure will govern the deliberations of this Society on all points not otherwise provided for in the Constitution and Bylaws.

Section 2. The order of business may be suspended by two-thirds vote of all members present.

ARTICLE VIII  
AMENDMENTS TO BYLAWS

It is hereby provided that amendments, revisions and any and all alterations to the Bylaws necessary to the proper conduct of this Association's well being and growth shall be prepared by the members of the Executive Council or any member and presented to the members of this Society after proper notice at any regular meeting.

ARTICLE IX  
RULES

Rules may be suspended upon the unanimous vote of members present.

ARTICLE X  
CODE OF ETHICS

The Code of Ethics of the Florida Dental Association will be the Code of Ethics of this Society.

CONSTITUTION AND BYLAWS OF THE BAY COUNTY DENTAL SOCIETY APPROVED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 1996.

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President

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Vice President

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Secretary-Treasurer