

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34

CONSTITUTION

and

BYLAWS

**Metropolitan District Dental Society
Component of the Massachusetts Dental Society
and the American Dental Association**

Revised June 10 , 2008

Michael S. Swartz, DDS
Bylaws Committee Chair

Norman H. Diamond, DMD
Bylaws Committee Consultant

CONTENTS

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39

Constitution of the Metropolitan District Dental Society

Name	Article I	pg. 3
Affiliation	Article II	pg. 3
Mission Statement	Article III	pg. 3
Organization	Article IV	pg. 3
Membership	Article V	pg. 4
Governance	Article VI	pg. 4
Elective Officers	Article VII.....	pg. 4
Professional Conduct	Article VIII	pg. 4
Amendments	Article IX	pg. 4

Bylaws of the Metropolitan District Dental Society

Membership	Chapter I	pg. 5
Meetings of the District	Chapter II	pg. 8
Quorum Section 10	pg. 8
Finances	Chapter III	pg. 9
Employees	Chapter IV	pg. 10
Executive Board	Chapter V.....	pg. 10
Regular Committees,	Chapter VI	pg. 15
Regular Elected Committees	pg. 16
Regular Appointed Committees	pg. 17
Special Committees,	Chapter VII	pg. 19
Councils,	Chapter VIII.....	pg. 19
Study Clubs,	Chapter IX	pg. 20
Massachusetts Dental Society		
House of Delegates	Chapter X	pg. 21
Publications	Chapter XI	pg. 21
Principles of Ethics	Chapter XII	pg. 21
Indemnification of Officers	Chapter XIII	pg. 22
Amendments	Chapter XIV	pg. 22
Enactments	Chapter XV	pg. 22
Term of Officer Chart	pg. 22

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44

CONSTITUTION
of the Metropolitan District Dental Society

ARTICLE I • NAME

The name of this Society shall be the Metropolitan District Dental Society hereinafter referred to as “the Society” or “this Society” or “MDDS”.

ARTICLE II • AFFILIATION

The Metropolitan District Dental Society shall be a component district of the Massachusetts Dental Society and the American Dental Association.

ARTICLE III • MISSION STATEMENT

The Metropolitan District Dental Society, as a component district of the Massachusetts Dental Society, is dedicated to the continuing improvement of the health of the general public and the professional development of its member dentists.

The Metropolitan District Dental Society is a professional organization which provides value to its diverse membership through initiatives in education, advocacy, and promotion of the highest ethical standards.

The members of the Metropolitan District Dental Society are committed to provide the highest quality, compassionate health care, accessible to all, and to educate the public regarding the value of orofacial health as it relates to total well being.

The Metropolitan District Dental Society, through its members and professional staff, is and will continue to be a significant resource for all groups or individuals seeking information regarding the practice of dentistry in Massachusetts.

The Metropolitan District Dental Society will provide what information and resources it can to assist its member dentists in the practice of dentistry.

ARTICLE IV • ORGANIZATION

As a component district of the Massachusetts Dental Society this constitution and bylaws will not supersede the constitution and bylaws of the Massachusetts Dental Society.

Headquarters Office: The registered administrative office of this Society shall be known as the Headquarters Office and shall be located in one of the cities or towns within the district.

The district shall be made up of the following cities and towns:

Middlesex County: Ashland, Boxborough, Carlisle, Dunstable, Framingham, Holliston, Littleton, Maynard, Natick, Newton (Auburndale, Newton Centre, Newton Highlands, Newton Upper Falls, Newton Lower Falls, Newtonville, West Newton, Waban, Chestnut Hill), Sherborn, Stow, Sudbury, Wayland and Weston.

1 **Norfolk County**: Bellingham, Brookline, Dedham, Dover, Foxboro, Franklin, Harding, Medfield,
2 Medway, Millis, Needham, Norfolk, Norwood, Sharon, Walpole (East Walpole), Plainville, Wellesley
3 (Wellesley Hills), Westwood and Wrentham.

4 **Suffolk County**: Boston (Allston, Brighton, Charlestown, Dorchester, Forest Hills, Hyde Park, Jamaica
5 Plain, Mattapan, Roslindale, South Boston and West Roxbury).
6
7

8 **ARTICLE V • MEMBERSHIP**

9 The membership of this Society shall consist of dentists and other persons whose qualifications and
10 classifications shall be as established in Chapter I of the Bylaws.
11

12 **ARTICLE VI • GOVERNANCE**

13 **Legislative Body**: The legislative and governing body of the Metropolitan District Dental Society shall
14 be all members in good standing present at the Metropolitan Annual Meeting of the membership as
15 defined in Chapter I, Section 20.
16

17 **Administrative Body**: The administrative body of the Metropolitan District Dental Society shall be the
18 Executive Board as defined in Chapter V.
19

20 **ARTICLE VII • ELECTIVE OFFICERS**

21 **Elective Officers**: The elective officers of the Metropolitan District Dental Society shall be a Chair,
22 Chair Elect, Vice Chair, Secretary, Treasurer, Assistant Secretary, Assistant Treasurer, Editor and
23 Trustee each of whom shall be elected by the members present at the Metropolitan Annual Meeting as
24 provided in Chapter V, Section 30.
25

26 **ARTICLE VIII • PROFESSIONAL CONDUCT**

27 The Principles of Ethics of the American Dental Association shall govern the professional conduct of all
28 members of this Society.
29

30 **ARTICLE IX • AMENDMENTS**

31 This Constitution and Bylaws may be amended at any Metropolitan Annual Meeting of the district by a
32 two-thirds 2/3 vote of the members present provided that the proposed amendment(s) was approved by
33 the district’s Executive Board and presented in writing to the membership at least thirty (30) days prior
34 to the Metropolitan Annual Meeting.
35

CHAPTER I • MEMBERSHIP

Section 10. Classifications: The members of this Society shall be classified as follows:

- A. Active Members
- B. Life Members
 - 1. Active Life
 - 2. Retired Life
- C. Retired Members
- D. Associate Members
- E. Honorary Members
- F. Student Members
- G. Non-Resident Members

Section 20. Qualifications: As defined in Chapter I Section 30 of the Massachusetts Dental Society Bylaws as follows: A member of this Society whose dues for the current year have been paid shall be in good standing; provided, however, that a member in good standing who is under a disciplinary sentence of suspension shall be designated as a “member in good standing temporarily under suspension” until the disciplinary sentence has been terminated and provided further that a member, to remain in good standing, may be required to meet standards of continuing education. The requirement of paying current dues does not apply to life members of this Society for the purpose of determining their good standing. A member to remain in good standing is required to abide by the requests and final determinations of peer review bodies, if the member has agreed to enter into the peer review process. Further, a member, to remain in good standing, is required to cooperate with ethics committees and abide by their findings.

A member of this Society receiving assistance from the American Dental Association Relief Fund shall be exempt from payment of dues and shall be in good standing during the periods of such assistance.

A dentist who has been totally disabled during active military duty and who is unable to practice dentistry within the definition of these Bylaws and who was a member in good standing at the time total disability was incurred may have his/her dues remitted upon certification by an agency of the federal government that the dentist is permanently and totally disabled in accordance with the standard schedule of rating disabilities in current use by the Veterans Administration.

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

A. Active Member in this society shall be limited to:

- 1. Dentists in active practice who are in good standing and licensed to practice in the Commonwealth of Massachusetts or
- 2. Dentists in good standing who are engaged in activities furthering the object of this society, including teachers, interns and residents affiliated with recognized educational or health institutions, or who are engaged in activities of governmental dental service.

1 3. Dentists in good standing who have retired from active practice of dentistry.
2

3 **B. Life Member:** Active members in good standing for thirty (30) consecutive years or a total of forty
4 (40) years in this and other constituent societies of the American Dental Association and have attained
5 the age of sixty-five (65) years, shall be classified as a life member of this society. Maintenance of Life
6 Membership in good standing in Metropolitan District Dental Society shall be a prerequisite for
7 continuation of Life Member status. To qualify for Retired Status the member shall submit an affidavit
8 attesting to the member's qualifications for Retired Life membership. A dentist, who was an active
9 member but subsequently became a student member shall be entitled to have the year or years of such
10 subsequent student membership counted as active membership for the sole purpose of his/her
11 establishing later eligibility for life membership.
12

13 **C. Retired Member:** An active member in good standing no longer earning income from the
14 performance of service as a member of the faculty of a dental school, or as a dental administrator or
15 consultant, or as a practitioner of dentistry may be classified as a Retired member upon application to
16 the Secretary of the Massachusetts Dental Society and upon proof of qualification. To qualify for
17 Retired membership status, the Active member shall submit an affidavit attesting to his/her retirement to
18 the Metropolitan District Dental Society. Maintenance of Active or Retired membership in good
19 standing in the Metropolitan District Dental Society entitling him/her to all the privileges of an Active
20 member shall be the requisite for entitlement and continuance of Retired membership in the
21 Metropolitan District Dental Society and the Massachusetts Dental Society.
22

23 **D. Associate Member:** A person not eligible for any other type of membership in the Metropolitan
24 District Dental Society, who contributes to the advancement of the objectives of the Metropolitan
25 District Dental Society and has not met the educational requirements for licensure as a dentist anywhere
26 in the United States, upon application to and approval by the Massachusetts Dental Society Board of
27 Trustees shall be classified as an associate member of the Metropolitan District Dental Society.
28

29 **E. Honorary Member:** An individual who has made outstanding contributions to the advancement of
30 the art and science of dentistry, upon nomination by the Massachusetts Dental Society Board of Trustees
31 and election by the Massachusetts Dental Society House of Delegates, shall be classified as an honorary
32 member of the Metropolitan District Dental Society and the Massachusetts Dental Society.
33

34 **F. Student Member:** A pre-doctoral student of a dental school accredited by the Commission on
35 Accreditation of the American Dental Association shall be classified as a student member of this society
36 or any dentist eligible for membership who is engaged full time in (i) an advanced training course of not
37 less than one academic year's duration in an accredited school or (ii) a residency program approved by
38 the Commission on Accreditation of the American Dental Association may be classified as a student
39 member of this society.
40

41 **G. Non-Resident Member:** A dentist holding a membership in another district in which the member
42 carries on his/her practice may apply to the Executive Board of the Metropolitan District Dental Society
43 for nonresident membership status.
44

45 This district shall consist of its present membership and all new members hereafter admitted to the
46 society whose practice is within the district.

1 Members of the Massachusetts Dental Society who wish to hold dual membership and/or change district
2 membership should refer to the Massachusetts Dental Society Bylaws Chapter II, Sections 150 and 160.

3
4 **Section 30. Election:**

5 **1.** The Metropolitan District Dental Society shall have the power to elect its active members in
6 accordance with Chapter I, Section 20 of the Bylaws of the Massachusetts Dental Society. After receipt
7 of the membership application by the district secretary or the district executive director, the district
8 Committee on Credentials shall have thirty (30) days to review the application to determine if the
9 applicant meets the society's requirements for membership. After review, if the application is acceptable
10 and complete, the Committee shall forward the application to the district secretary or the district
11 executive director, for action by the district. Where there is no district meeting scheduled within 60
12 days of the receipt of the application by the district secretary or the district executive director, the district
13 executive board must act on the application to membership by mail or other forms of communications
14 approved by the Executive Board.

15
16 **2.** Immediately upon the election of a new member at a regular meeting or a special meeting, the
17 district secretary or the district executive director shall forward the application to the secretary of the
18 Massachusetts Dental Society.

19
20 **3.** The district editor shall then publish the name(s) of the approved applicant(s) in the district
21 newsletter.

22
23 The district shall have the power to discipline any of its members subject to the provisions in Chapter
24 IX, Section 20 of the bylaws of the Massachusetts Dental Society.

25
26 **Section 40. Member in Good Standing:** A member of the Metropolitan District Dental Society whose
27 dues for the current year have been paid in full shall be considered in Good Standing if they conform to
28 Chapter 1, Section 30 of the Massachusetts Dental Society's bylaws.

29
30 **Section 50. Membership Dues**

31 The total annual dues of this district shall be determined by the district society. An amendment effecting
32 a change in the dues of its members must be introduced at a regular Metropolitan Annual Meeting and
33 must pass by 2/3 of the executive board present. It must then be published in the next newsletter or a
34 least thirty (30) days prior to voting and voted upon by a 2/3 vote of the membership present at the
35 Metropolitan Annual Meeting and election.

36
37 The structure of these Metropolitan District Dental Society dues according to membership category shall
38 be in conformity with Chapter I, Section 60 of the Massachusetts Dental Society Bylaws. The
39 Metropolitan District Dental Society dues for new members shall conform to Massachusetts Dental
40 Society Bylaws Chapter I, Section 60.

41
42 All dues bills shall be sent out by the Secretary of the Massachusetts Dental Society, and all dues shall
43 be sent to the secretary of the Massachusetts Dental Society. Dues shall be collected in conformity with
44 Chapter I, Section 60 of the bylaws of the Massachusetts Dental Society.

45
46 **Section 60. Resignation:**

47 Any member may resign upon forwarding a written statement of resignation to the Secretary of the

1 Metropolitan District Dental Society. The resignation shall be accepted by the Executive Board and
 2 constitute resignation from the Massachusetts Dental Society and the American Dental Association.

3
 4 **Section 70. Privileges:**

5 **1.** All Active and Life members shall be entitled to all the privileges of this district society except as
 6 specified below. Non-resident members shall be entitled to all the privileges of Active members except
 7 that of holding office and voting in this district society. All members of the Metropolitan District shall
 8 conform to the privileges as outlined in Chapter I, Section 40 of the bylaws of the Massachusetts Dental
 9 Society.

10
 11 **2.** Active or Life members who are not elected delegates shall not have the privilege of voting in the
 12 Massachusetts Dental Society House of Delegates; neither shall they have the full privilege of the floor
 13 of the Massachusetts Dental Society House of Delegates. They shall, however, have the right to petition
 14 the Massachusetts Dental Society House of Delegates for a hearing, which must be granted. Said
 15 hearing may, at the discretion of the Massachusetts Dental Society House of Delegates, be either before
 16 the Massachusetts Dental Society House of Delegates as a whole or before a special committee
 17 appointed for the purpose by the Massachusetts Dental Society House of Delegates. Active and Life
 18 members shall not have the privilege of voting at any district meeting other than the Metropolitan
 19 District Dental Society general membership meetings.

20
 21 **CHAPTER II • MEETINGS OF THE DISTRICT**

22
 23 The Metropolitan District Dental Society shall hold at least two (2) meetings in one year, one of which
 24 shall be the Metropolitan Annual Meeting. Other meetings may be held at the discretion of the district.
 25 The Society must hold its annual meeting for elections sometime during the months of February or
 26 March of each year. The notification for the Metropolitan Annual Meeting shall direct that the meeting
 27 is for the transaction of the Metropolitan Annual Meeting and the election of officers. It shall include a
 28 list of at least one nominee for each elective office. The nominees shall be presented by the nominating
 29 committee. The programs of all district meetings other than Executive Board meetings, shall be
 30 determined by the Program Chair/Chair Elect, approved by the Chair of the district and announced
 31 during the month of August or September.

32
 33 Special meetings may be called by a three-quarters (3/4) vote of the Executive Core Committee or by a
 34 petition signed by twenty five (25) members in good standing, or by the Chair of the district society.
 35 Notices of special meetings will be mailed to all members a minimum of ten (10) days before the said
 36 meeting.

37
 38 **Section 10. Quorum**

39 Ten members present shall constitute a quorum for the transaction of business at Executive Board
 40 meetings. Fifteen members present shall constitute a quorum for the transaction of business at
 41 Metropolitan Annual or special meetings.

42
 43 **Section 20. Order of Business**

44 The order of business at all Executive Board meetings shall be as follows:

- 45 1. Call to order by the Chair
 46 opening remarks

- 1 2. Special guests or speakers
- 2 2. Executive Director's report
- 3 3. Secretary presents minutes of the previous meeting
- 4 communications/correspondence
- 5 4. Treasurer's report
- 6 5. Program Chair (chair-elect) report
- 7 6. Vice-Chair -Seminar Series report
- 8 7. Council reports
- 9 membership - election of new members
- 10 8. Study Club Trustee reports
- 11 9. Regular (elected) Committee reports
- 12 10. Standing Committee reports
- 13 11. Special Committee reports
- 14 12. Unfinished Business
- 15 13. New Business
- 16 14. Good and Welfare
- 17 15. Adjournment

18

19 The order of business at the Metropolitan Annual Meeting shall be as follows:

- 20 1. Call to order by the Chair
- 21 A. opening remarks
- 22 2. Report of the records of the previous Metropolitan Annual Meeting
- 23 3. Reports of Officers and Committees in their order
- 24 4. Old business
- 25 5. New business
- 26 A. Election of officers
- 27 B. Budget
- 28 C. Election of new members
- 29 6. Discussion
- 30 7. Adjournment

31

32 The rules contained in Robert's Rules of Parliamentary Procedure shall govern the deliberations of this
33 District.

34

35

CHAPTER III • FINANCES

36

37 The Metropolitan District Dental Society shall have an operating capital fund herein known as the
38 General Fund and a Reserve Fund, within the office of the Treasurer.

39

40 **Section 10. General Fund:** The General Fund shall consist of all monies received other than those
41 specifically allocated to other funds by these bylaws or by vote of the Executive Board. This General
42 Fund shall be used for defraying all expenses of this Society not otherwise provided in these bylaws.

43

44 **Section 20. Reserve Fund:** The Reserve Fund shall be an amount not less than one (1) year's operating
45 costs averaged over a three (3) year period. The Reserve Fund shall be invested separately from the
46 General Fund and furthermore that all (year-end) residual funds be allocated to the Reserve Fund. The

1 Reserve Fund monies cannot go below the amount specified except by a two-thirds (2/3) vote of those
 2 present and voting at a general membership meeting provided notice be given thirty (30) days prior to
 3 said meeting.

4
 5 The Executive Core Committee is empowered to direct the overseers of the Reserve Fund to transfer
 6 from the Reserve Fund of the district to the General Fund such sums as it deems necessary. The
 7 Overseers of the Reserve Fund consists of the district's current chair, vice chair and immediate past
 8 chair. The Reserve Fund shall not be drawn upon except by a two-thirds (2/3) vote of the Executive
 9 Core Committee present and voting provided a seven (7) day notice of the meeting has been given.

10
 11 In accordance with regulations required by the bonding company, all checks issued for the district
 12 expenses must be signed by two (2) of the following officers: Treasurer, Secretary, and Chair.

13
 14 No money shall be paid from the treasury without a voucher signed by the individual authorized to make
 15 the expenditure.

16
 17 All officers and employees entrusted with the handling of funds of the Metropolitan District shall be
 18 bonded in an amount determined by the Bonding Company.

19 20 **CHAPTER IV • EMPLOYEES**

21
 22 The Metropolitan District Dental Society shall employ an Executive Director who shall be responsible
 23 for the administration of the district office and shall report directly to the secretary of the district. The
 24 salary of the administrative personnel shall be reviewed annually by the Executive Core Committee, and
 25 presented to the Executive Board for inclusion in the annual budget.

26 27 **CHAPTER V • EXECUTIVE BOARD and EXECUTIVE CORE**

28 29 **Section 10. Executive Board Definitions**

30 The Executive Board consists of the Executive Core Committee, the study club trustees, the
 31 Massachusetts Dental Society Council Representatives, the regular elected committees, the regular
 32 appointed committees, the special committees and the past district chairs.

33
 34 The Executive Core Committee consists of the chair, chair-elect, vice chair, immediate past chair,
 35 secretary, treasurer, trustee, assistant secretary, assistant treasurer, editor and assistant editor.

36
 37 The executive board shall consist of the following members:

38 Chair

39 Chair-Elect

40 Vice-Chair

41 Treasurer

42 Secretary

43 Trustee

44 Immediate Past Chair

45 Assistant Secretary

- 1 Assistant Treasurer
- 2 Editor
- 3 Assistant Editor
- 4 Study Club Trustees
- 5 Council Representatives
- 6 Chairmen of the Regular [Elected] Committees
- 7 Chairmen of the Regular Appointed Committees
- 8 Special Committee Chairs
- 9 State Officers who are members of the Metropolitan District Dental Society
- 10 Past District Chairs

11
 12 The Executive Board shall meet as often as necessary to transact business of the district. The dates are
 13 to be determined by the Program Chair and Chair of the district. The Executive Core Committee shall
 14 meet when interim business of the district should need immediate attention.

- 15
 16 **Section 20. Duties of the Executive Board**
- 17 a. to conduct the affairs of the district, subject to the approval of the district and to make certain that
 - 18 policies of this district shall not be in conflict with adopted policies of the state society.
 - 19 b. to provide a suitable place for all meetings.
 - 20 c. to appoint subcommittees to expedite the business of the district.
 - 21 d. to arrange for audit of the books of the Treasurer.
 - 22 e. to hire an executive director and annually review the salary of the executive director as presented
 - 23 by the Executive Core Committee.
 - 24 f. to carry out any other functions as outlined in these bylaws.
 - 25 g. to approve appointments made by the Chair.

- 26
 27
 28 **Section 30. Executive Core Committee**
- 29 A. At the Metropolitan District Annual Meeting the general membership shall elect the following:
 - 30 1. Vice-Chair
 - 31 2. Secretary
 - 32 3. Assistant Secretary
 - 33 4. Treasurer
 - 34 5. Assistant Treasurer
 - 35 6. Editor
 - 36 7. Assistant Editor
 - 37 8. Trustee of the District

- 38 **B. Term of Office**
- 39 The officers so elected shall serve for a term of one (1) year or until the close of the next annual session
 40 of the Massachusetts Dental Society.
- 41 1. The office of Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer shall have a
 42 term limitation of not more than three (3) consecutive years. See Appendix.
 - 43 2. The Vice-Chair is elected for a term of three (3) years. He/She automatically becomes Chair-
 44 Elect in the second year. He/She assumes the position of Chair of the district in the third
 45 year.
 - 46 3. Trustee shall be elected for a term of three (3) years and not serve more than two (2)

consecutive terms.

Section 40. Duties of Elective Officers

A. Duties of the Chair

1. to preside at all meetings of the district.
2. to conduct the meetings according to parliamentary usage, and the rules adopted by the district...the standard of parliamentary usage shall be the Robert's Rules of Parliamentary Procedure.
3. to call special meetings.
4. to annually appoint all district standing committees, special committees and their Chairs subject to the approval of the Executive Core Committee, at the next scheduled core meeting.
5. to be an advisory member of all committees, except the Nominating Committee.
6. to serve as one of three officers (including secretary and treasurer) to sign the checks and official contracts of the district.
7. to serve as overseer of the Reserve Fund.
8. to serve as an Ex-Officio delegate to the annual House of Delegates of the Massachusetts Dental Society.

B. Duties of the Chair-Elect:

1. to serve as the Program Chair with responsibility to coordinate the current year's program of dinner meetings and executive meetings.
2. to serve as the chair and coordinator of the district CPR course offering to the membership.
3. to assist the Chair in the performance of requested duties.
4. to perform all duties of the Chair in the absence of the Chair.
5. to succeed to the office of Chair after the next session of the Massachusetts Dental Society House of Delegates.
6. to serve as an overseer of the Reserve Fund.
7. to serve on the district's Peer Review Committee

C. Duties of the Vice-Chair

1. to serve as the Chair of any seminar or special lecture series for the current year's program.
2. to act as hospitality host at all functions of the district.
3. to serve as Chair in absence of the Chair-Elect.

D. Duties of the Secretary

1. shall keep accurate minutes of the proceedings of all meetings of the District, including Executive Core Committee meetings and the Executive Board meetings and to present those minutes for approval at each meeting.
2. shall keep an ongoing archive file of the activity of each committee and council position for the purpose of keeping a history and giving continuity to each committee and council.
3. shall notify all new members of their election and to sign all applications of newly elected members.
4. shall notify all district officers and committees of their election or appointment.
5. shall mail to each member of the district, and to the officers and members of the Executive Board of this society due notices of all meetings of the district.
6. shall serve as one of three officers (to include the Chair and Treasurer) to sign checks and

- 1 official contracts and documents of the district.
 2 7. shall conduct the correspondence of the district.
 3 8. shall keep properly filed all official communications to the district, and copies of all official
 4 letters he or she may write.
 5 9. shall submit for publication in the Massachusetts Dental Society compilation before the annual
 6 session of the Massachusetts Dental Society House of Delegates, on a special form provided
 7 for the purpose make an annual report to the secretary of the state society, which shall in a
 8 general way describe the work of the district during the year, giving the subjects of papers
 9 read before the district, and other matters of interest to this society, and shall include any
 10 changes in the rules of the district which have been made during the year.
 11 10. shall immediately following the Metropolitan Annual Meeting, and on a special form
 12 provided for the purpose, furnish the secretary of the Massachusetts Dental Society with the
 13 names and addresses of the elected officers of the district, the delegates and alternate
 14 delegates, the Trustee, and the district representatives at the Massachusetts Dental Society
 15 level who are eligible for the year ensuing, together with the dates of the expiration of their
 16 terms of office.
 17 11. shall upon receipt of dues from the Treasurer of the state society, make a proper entry on the
 18 records.
 19 12. shall at the Metropolitan Annual Meeting of the district make a detailed report in writing of
 20 the condition and activities of this district.
 21 13. shall supervise and be responsible for the official acts of the assistant secretary and executive
 22 director.
 23 14. shall serve as a member of the district Peer Review Committee in all matters of complaints
 24 and shall serve as Chair in the absence of the Chair of the Peer Review committee.
 25 15. shall serve as an Ex-Officio delegate to the Massachusetts Dental Society Annual House of
 26 Delegates.
 27 16. shall notify in writing all Delegates and Alternate Delegates of their responsibility to attend
 28 the upcoming annual session of the Massachusetts Dental Society House of Delegates
 29 and District Caucus shall coordinate the filling of all delegate positions to assure a full
 30 delegation.
 31

32 **E. Duties of the Assistant Secretary:**

- 33 1. shall coordinate and contact all committee chair and council representatives and request
 34 reports to be given at the Executive Board meetings.
 35 2. shall act as recording and corresponding secretary at the discretion and under the direction of
 36 the secretary.
 37 3. shall perform duties as prescribed by the secretary.
 38

39 **F. Duties of the Treasurer:**

- 40 1. shall be custodian of all monies, securities and deed belonging to the district and all valuable
 41 papers, which may come into his/her possession, and to hold, invest and disburse same as
 42 provided in these bylaws.
 43 2. shall approve and make authorized expenditures as provided in Chapter III of these Bylaws.
 44 3. shall oversee account of all receipts and expenditures.
 45 4. shall at the Metropolitan Annual Meeting make a full and detailed report in writing of the
 46 financial affairs of the district.

- 1 5. shall oversee records and statistics which shall show at all times the names of members of the
- 2 district who are in good standing and for whom the dues of the Massachusetts Dental
- 3 Society have been paid.
- 4 6. shall serve as one of three officers (to include the Chair and Secretary) to sign checks and
- 5 official contracts and documents of the district.
- 6 7. shall serve as an Ex-Officio delegate to the annual Massachusetts Dental Society House of
- 7 Delegates.

8
9 **G. Duties of the Assistant Treasurer:**

- 10 1. shall assist when necessary in the duties of the Treasurer and act on his/her behalf.
- 11 2. shall serve as Chair of District Fund Raising Committee to generate revenue and income for
- 12 the district. (Executive Board 3/27/90 by unanimous vote)
- 13 3. shall serve as Budget chair and prepare the next district's budget for approval of the Executive
- 14 Board.

15
16 **H. Duties of the Editor:**

- 17 1. to cooperate with the Editor of the state society in editing material presented to the
- 18 membership.
- 19 2. to oversee and edit for publication the district newsletter *THE METROPOLITAN* and to report
- 20 in the district publications the activities of the district.
- 21 3. to submit to the Treasurer and Executive Director a report of accounts receivable pertaining to
- 22 the district newsletter.

23
24 **I. Duties of the Assistant Editor**

- 25 1. to serve to oversee all commercial advertising as a means of generating revenue for the
- 26 publication of the district newsletter.
- 27 2. to assist when necessary in the duties of the editor, and act on his/her behalf.

28
29 **J. Duties of the Immediate Past Chair:**

- 30 1. to act as advisor and counsel to the district Executive Board.
- 31 2. to be a member and chair of the district Nominating Committee and to provide, as outlined in
- 32 this document, a list of nominations for election by the membership at the Metropolitan
- 33 Annual Meeting.
- 34 3. to serve as an overseer of the Reserve Fund.

35
36 **Section 50. Officer Vacancies** The Chair of the district shall appoint with the approval of the

37 Executive Board persons to fill a vacancy in office pending the next Metropolitan Annual Meeting.

38
39 **Section 60. Officer Removal** Any officer may be removed from office by a two-thirds (2/3) vote of

40 the Executive Board present and voting whenever, in its judgment, the best interest of the district would

41 be served thereby. A vote to remove an officer may also be taken at the Metropolitan Annual Meeting

42 or at a special session. The officer to be removed and all members present shall be provided with a copy

43 of a statement of reason(s) for removal not less than thirty (30) days in advance of such meeting. The

44 officer to be removed shall have an opportunity to be heard by the members present at the meeting and

45 be represented by counsel or other representative at the accused officer's expense. In all such actions,

46 the decision of the members present at the meeting shall be final.

1 **Section 70. Officer Suspension** Any officer *elected* at the Metropolitan Annual Meeting may be
 2 suspended with cause by a four-fifths (80%) vote of the membership of the Executive Board or the
 3 Metropolitan Annual Meeting. Such a vote may be taken at a regular or a special meeting of the
 4 Executive Board. At the discretion of the Executive Board, the suspended officer may be required to
 5 vacate the office immediately upon such suspension. Such suspension shall be subject to review and
 6 ratification by a two-thirds (2/3) vote of the Executive Board or by a 2/3 vote of those present at the
 7 Metropolitan Annual Meeting.

8
 9 Any officer *appointed* by the Executive Board or at the Metropolitan Annual Meeting pursuant to
 10 Chapter V Section 60 may be removed from office or suspended by a two-thirds (2/3) vote of the
 11 membership of the Executive Board or by a (2/3) vote of those present at the District Annual Meeting
 12 and such decision shall be final.

13
 14 The Immediate Past Chair shall assume the position of Ex-Officio member of the Executive Board as
 15 prescribed in these bylaws.

16
 17 The Chair of the Executive Board will be the presiding officer of the district.
 18
 19

20 Chapter VI • REGULAR COMMITTEES

21 **Section 10. Classification of Committees:**

- 22 a. Regular Elected Committees
- 23 b. Regular Appointed Committees

24 **Section 20. Definitions:**

25 **a. Regular Elected Committees** shall be on the Slate of Officers and presented to the Executive
 26 Board for approval. If approved, the Slate of Officers shall be published in the newsletter 35 days prior
 27 to the Annual Election of the general membership. The Slate of Officers shall then be presented at the
 28 Metropolitan Annual Election for the general membership's approval.
 29

30
 31 **b. The Regular Appointed Committees** of the district society, created for the transaction of the
 32 general business of this society shall be appointed by the Chair of the district and approved by the
 33 Executive Core Committee.
 34

35 **The Regular Elected Committees shall be:**

- 36 a. Peer Review
- 37 b. Ethics
- 38 c. District Nominations
- 39 d. Commissioner of Trial

40 **The Regular Appointed Committees shall be:**

- 41 a. Budget
- 42 b. Finance
- 43 c. Bylaws
- 44 d. Allied Dental Health Professionals
- 45 e. Public Relations

46

- 1 f. Credentials
- 2 g. Delta Dental Service Corporation
- 3 h. Speaker's Bureau
- 4 i. Public Education
- 5 j. Resolutions
- 6 k. New Professional
- 7 l. Governmental Affairs
- 8 m. Long Range Planning
- 9

10 **Section 30. Duties of the Regular Elected Committees:**

11 **The duties of the Regular Elected Committee Chair shall be to:**

- 12 a. attend the scheduled meetings of the Metropolitan District Dental Society Executive Board
- 13 b. report as requested the activities of the committee
- 14 c. select as needed members of the Metropolitan District Dental Society to serve as committee
- 15 members
- 16 d. conduct the business and carry out the goals of his/her committee
- 17 e. submit articles and reports of his/her committee activity to the Editor for publication in the
- 18 district newsletter.

19 At the Metropolitan Annual Meeting, the membership shall also elect persons to serve for the following
20 positions, in accordance with the Massachusetts Dental Society bylaws Chapter II; Section's 80 and 110-
21 140:

22

23 **A. Duties of the Peer Review Committee:**

24 The district Peer Review Committee shall be composed of a minimum seven (7) members consisting of
25 the district representative to the Council on Dental Care and Benefits Programs who shall serve as the
26 Chair of the Peer Review Committee, the district Chair-Elect, the district Secretary and four (4)
27 members elected at the Metropolitan Annual Meeting. The duties of the Peer Review Committee shall
28 be:

- 29 a. to conduct the duties of the district Peer Review Committee as outlined under current
- 30 guidelines or manuals of operation and shall at all times conform to the Massachusetts
- 31 Dental Society and the American Dental Association policies.

32

33 **B. Duties of the Ethics Committee:**

34 The Ethics Committee of the district shall be composed of at least three members. The duties of the
35 Ethics Committee shall be:

- 36 a. to have a sub-committee The Special Committee on Credentials and to have full charge of the
- 37 investigation of all applications for membership.
- 38 b. to hold hearings, make written decisions and transmit such decisions to the Ethics Committee
- 39 of the Massachusetts Dental Society, all in accordance with the provisions of Chapter IX
- 40 of the bylaws of the Massachusetts Dental Society.

41

42 **C. Duties of the Nominating Committee:**

43 The Nominating Committee of the district shall be composed of at least three (3) members including the
44 immediate past chair of the district who shall serve as chair of the nominating committee, the immediate
45 past president and current trustee of the recognized study clubs within the district. No member shall
46 serve two (2) consecutive years. All members of the Nominating Committee shall be members in good

1 standing of the Metropolitan District Dental Society. In the event that a study club president serves two
 2 consecutive years as president of his/her group, the said study club shall submit a nomination to the
 3 Executive Board for approval as a substitute to the Nominating Committee. The duties of the
 4 Nominating Committee shall be:

- 5 *a. to prepare a list of nominations for publication and distribution to the general membership at
 6 least thirty (30) days prior to the Metropolitan Annual Meeting and election.
- 7 *b. to research all vacancies and prepare a slate of nominations to fill the elected positions of all
 8 district officers, council representatives, regular committee chairs, special committee
 9 chairs, delegates and alternate delegates as prescribed in these bylaws.
- 10 c. to contact and notify all those whose name is placed in nomination, prior to the publication
 11 and election of said slate of positions, for the next administrative year.
- 12 d. to meet approximately two times between November and January of the current
 13 administration year to fill vacancies for the upcoming year of administration.
- 14 *e. to place the names of the Trustee of each study club and the next Immediate Past Chair of the
 15 district on the ballot to be elected by the membership.

16 * **shared duties of the Executive Director**

17 The Nominating Committee shall nominate representatives for Councils, Regular Elected Committees,
 18 Standing Committees and Special Committees as referred to in these bylaws in conformity with
 19 Chapters II and VI of the Massachusetts Dental Society bylaws.

20
 21 **D. Commissioner of Trial: see Chapter VIII, Section 20.**

22
 23 **Section 40. Duties of the Regular Appointed Committees:**

24 Duties of the Regular Appointed Committee Chair shall be to:

- 25 a. attend the scheduled meetings of the Metropolitan District Dental Society Executive Board
- 26 b. report as requested the activities of the committee
- 27 c. select as needed members of the Metropolitan District Dental Society to serve as committee
 28 members.
- 29 d. conduct the business and carry out the goals of his/her committee
- 30 e. submit budget line item requests in January each year to the Budget Chair to meet the financial
 31 needs of the committee.
- 32 f. submit articles and reports of his/her committee activity to the Editor for publication in the
 33 district newsletter.

34
 35 **A. Duties of the Budget Committee** - The Assistant Treasurer as Chair of the Budget Committee
 36 shall at the appropriate time designated each year prepare and project the district's annual operating
 37 budget for the coming year. In addition, he/she shall present the district's annual budget to the district's
 38 Executive Board for approval. The approved budget will then be presented to the general membership at
 39 the Metropolitan Annual Meeting, to be approved by a two-thirds (2/3) vote of the voting members
 40 present.

41
 42 **B. Duties of the Finance Committee-** The Chair shall appoint a finance committee and designate a
 43 Chair of the Finance Committee. The committee shall oversee the district's reserve funds and the
 44 committee shall make appropriate reports and administrative suggestions to the Executive Board.

1 **C. Duties of the Bylaws Committee-** The Chair shall appoint a Bylaws Committee and designate a
2 Chair of the Bylaws Committee. The committee shall periodically as necessary update and revise the
3 bylaws of the district to meet the needs of the district and to incorporate the bylaws changes of the
4 Massachusetts Dental Society.

5
6 **D. Duties of the Allied Dental Health Professionals Liaison Committee –** The Chair shall act as a
7 representative and on behalf of the district in all matters and projects pertaining to recruitment and
8 retention of dental auxiliaries.

9
10 **E. Public Relations -** The Chair shall act as a representative and on behalf of the district in all matters
11 of publicity and public relations through the media of publications, television and radio; with regard to
12 the promotion of dental health and the public image of dentistry as a profession.

13
14 **F. Credentials -** The Chair shall be an elected member of the Ethics Committee and shall act on behalf
15 of the district, to have full charge of the investigation of all applications for membership as outlined
16 under ETHICS in these bylaws.

17
18 **G. Delta Dental Service Corporation-** The Chair shall serve as a liaison for the district in all matters
19 regarding the Delta Dental Service Corporation.

20
21 **H. Speaker's Bureau -** The Chair shall act only to coordinate the volunteers of the committee and to
22 assist with the acquisition of material. These volunteers shall speak on behalf of organized dentistry and
23 in matters of promoting and providing information on dental health to the public and community groups
24 as requests are received from the Massachusetts Dental Society Speakers Bureau. The Chair will not
25 serve as a speaker for any requests received. (See Speakers Bureau Protocol)

26
27 **I. Public Education -** The Chair shall act to coordinate volunteers to act on behalf of the district and
28 organized dentistry to promote dental health and public education at schools, health fairs, senior settings,
29 etc., as requested. He/She shall act to acquire the necessary educational and related materials to be used
30 by the volunteers upon request. The Chair shall with the utilization of volunteers improve the public
31 education in nutrition as it relates to dentistry and act as a liaison with dental schools in this area of
32 public information and service.

33
34 **J. Resolutions -** The Chair shall be responsible for the submission of all resolutions authored by the
35 Metropolitan District as they are introduced to the Massachusetts Dental Society at their annual House
36 of Delegates. He/She shall serve to assist the district in the editing and writing to incorporate the
37 appropriate language and to follow the protocol as required by the Massachusetts Dental Society in the
38 submission of resolutions.

39
40 **K. New Professional -** The Chair shall call all newly elected members and personally welcomes them
41 into the district. Seminars and workshops can be planned throughout the year geared towards the New
42 Professional.

43
44 **L. Governmental Affairs -** The Chair shall serve as a representative and liaison for the district in all
45 matters regarding governmental affairs.

46

1 **M. Long Range Planning** – The Co-Chairs shall be the district Trustee and the immediate Past Chair.
 2 The composition of the committee shall be the incoming chairs, the Trustee, immediate two past chairs
 3 and any other interested past chairs. The committee will provide guidance to the upcoming chairs,
 4 provide continuity of thought and direction, assist with problem identification and solutions, and re-
 5 evaluate the long-term goals of the district. The committee shall meet as necessary but not less than once
 6 a year.

8 **Chapter VII • SPECIAL COMMITTEES**

9
 10 **Section 10. Appointment:** Special committees of the district may be created at any time by the current
 11 chair for the purpose of performing duties not otherwise assigned by these Bylaws.

14 **Chapter VIII • CONSTITUENT REPRESENTATIVES**

16 **Duties of Constituent Representatives:**

18 **Section 10. Duties of the Trustee:**

- 19 a. shall submit Council nominations from the Executive Core Committee to the Board of
- 20 Trustees at the Massachusetts Dental Society.
- 21 b. shall attend the Massachusetts Dental Society Trustee meetings on behalf of the district
- 22 society and report back to the Executive Board of the district. In the event that the
- 23 Trustee is not able to attend a Board of Trustees meeting of the Massachusetts Dental
- 24 Society, the Chair of the district (or the next available officer in sequence) will be
- 25 notified by the Trustee and attend in his/her place. The Trustee shall also notify the
- 26 Massachusetts Dental Society secretary of the alternate member's attendance.
- 27 c. shall submit a Trustee's report of all meetings attended to the district editor for publication in
- 28 the newsletter to the general membership and to give any other reports as outlined by
- 29 these bylaws.

31 **Section 20. Duties of the Commissioner of Trial:**

32 The Commissioner of Trial shall serve an elected term of three (3) years not to exceed two (2)
 33 consecutive terms and participate as a constituent representative to the Massachusetts Dental Society as
 34 prescribed in the bylaws of the Massachusetts Dental Society.

36 **Section 30. Massachusetts Dental Society Councils Classifications:**

- 37 Council on Dental Care and Benefits Programs
- 38 Council on Dental Education
- 39 Council on Dental Practice
- 40 Council on Access, Prevention, and Interprofessional Relations (CAPIR)
- 41 Council on Membership
- 42 Council on Nominations**
- 43 Council on Public Affairs

45 **A. Council Representatives Term of Office:**

46 Each Council representative shall be elected to a term of office of three (3) years except the Council on

1 Nominations which will be one (1) year. Council members may be elected to additional terms except the
 2 Council on Nominations. After the Metropolitan Annual Meeting, the name of the representatives shall
 3 be submitted in nomination by the district secretary to the secretary of the Massachusetts Dental Society
 4 who will then submit the name(s) in nomination at the Massachusetts Dental Society annual session for
 5 election by the Massachusetts Dental Society House of Delegates. All council representatives are to be
 6 elected from a list of nominees as submitted by the district.
 7

8 **B. Duties of the Council Representatives:**

9 Each council representative shall attend the scheduled meetings of each council as a district liaison and
 10 report back to the Executive Board the activities of the Council. It shall also be the duty of each council
 11 representative to attend the district's Executive Board meetings and report the activities of the council.
 12 In addition, the council representative shall carry out the duties as prescribed by the Massachusetts
 13 Dental Society bylaws Chapter VI, Section 100, paragraphs A through I.
 14

15 **C. Duties of the Representative to the Council on Nominations:**

16 The out-going Immediate Past-Chair, having fulfilled his/her term as Chair of the District Nominating
 17 Committee, shall have his/her name placed in nomination as representative to the Council on
 18 Nominations. In the event the past chair is not able to serve, a representative will be appointed by the
 19 chair of the district as specified in these bylaws and in accordance with the bylaws of the Massachusetts
 20 Dental Society. He/She shall not serve two (2) consecutive years.
 21

22 ****Nominations for all Massachusetts Dental Society Councils shall be submitted by the district through
 23 its Trustee to the Massachusetts Dental Society Board of Trustees meeting immediately before the
 24 annual session of the Massachusetts Dental Society House of Delegates. These nominees shall be
 25 presented to the Massachusetts Dental Society House of Delegates for election and shall follow the
 26 general outlines as set down by the Massachusetts Dental Society.
 27**

28 **Chapter IX • STUDY CLUBS**

29 A. Recognized Study Clubs of the Metropolitan District are as follows:

- 30 1. Brookline
- 31 2. Charles River
- 32 3. Parkway/Norfolk
- 33 4. West Metropolitan

34
 35 B. **Definition:** Each Study Club shall service their local dental communities by providing
 36 educational and/or social meetings. All elected officers and Trustees of each recognized
 37 Study Club shall be members in Good Standing of the Massachusetts Dental Society.
 38

39 C. **Officers:** Each Study Club shall have four (4) elected officers; a President, Vice President,
 40 Secretary/Treasurer and Trustee. The President and Trustee shall serve on the District
 41 Nominations Committee.
 42

43 D. **Duties of the Study Club Trustee** shall be

- 44 1. to serve on the District Nominations Committee.
- 45 2. to represent the Study Club and constitute a voting member of the Metropolitan
 46 District Executive Board. In the event a Trustee is absent, any elected officer of the

1 Study Club can attend a meeting of the Executive Board with full voting rights as long
 2 as the substitute is a member in good standing of the Massachusetts Dental Society.
 3 3. The Trustee shall serve for a term of three (3) years, not to exceed two (2) consecutive
 4 terms.
 5

6 Chapter X • MASSACHUSETTS DENTAL SOCIETY 7 HOUSE OF DELEGATES 8

9 **Delegates and Alternate Delegates:** The Metropolitan District Dental Society shall be represented by
 10 twenty (20) duly elected delegates and four (4) Ex-Officio delegates with voting power. Elections shall
 11 be so arranged that one-fifth (1/5) of the delegates will be elected each year. A delegate shall be elected
 12 for one (1) five year term. The Chair, Secretary, Treasurer, and Trustee shall be the officers to serve Ex-
 13 Officio. At the time of the election, twenty (20) alternate delegates will be elected who may serve in the
 14 absence of the duly elected delegates at the next Massachusetts Dental Society Annual House of
 15 Delegates. The Vice-Chair shall be elected as a delegate to serve five consecutive years. The Editor
 16 shall serve as one of the elected delegates during his/her term of office. All elected or appointed
 17 Delegates and Alternate Delegates to the Massachusetts Dental Society House of Delegates shall be
 18 required to be members in good standing of the Metropolitan District Dental Society.
 19

20 **Section 10. Delegate Term of Office:** Each Delegate shall be elected for one (1) term of five (5) years.
 21 Each Alternate shall be elected for a term of one (1) year. The alternate delegates shall serve until a new
 22 delegate is elected to fill an unexpired term. In the event the district does not have a sufficient number
 23 of elected delegates and elected alternates to fill its quota at any meeting of the Massachusetts Dental
 24 Society House of Delegates, the Executive Board present may appoint members of the District to fill its
 25 quota for that meeting.
 26

27 **Section 20. Duties and Responsibilities:** It is the responsibility of each delegate to attend the
 28 Massachusetts Dental Society House of Delegates annual session held each year in late April or early
 29 May. If a delegate is not able to attend the Massachusetts Dental Society House of Delegates, it is the
 30 delegate's responsibility to contact an elected alternate as his/her replacement and to provide them with
 31 the necessary compilation book and tickets to the floor of the Massachusetts Dental Society House of
 32 Delegates. The delegate must also notify the district secretary and/or the district Executive Director of
 33 the change. It is also the responsibility of each delegate to make every effort to attend the district caucus
 34 held approximately one week prior to the annual session.
 35

36 Chapter XI • PUBLICATIONS

37 The district shall publish a newsletter and mail it to its membership no less than 30 days prior to a
 38 district dinner/lecture meeting announcing the continuing education seminar and all newly elected
 39 members. This newsletter shall also publish the Slate of Officers to be voted on at the Metropolitan
 40 Annual Meeting. The district Editor shall be the Editor-in-Chief of THE METROPOLITAN newsletter
 41 and shall exercise full editorial control. He/she shall oversee the production of the newsletter.
 42

43 Chapter XII • PRINCIPLES OF ETHICS

44 The principles of ethics of the American Dental Association as adopted by the Massachusetts Dental
 45 Society shall govern the professional conduct of the members of this district.

Chapter XIII • INDEMNIFICATION OF OFFICERS

All elected or appointed members of this district society shall be indemnified by the Massachusetts Dental Society in accordance with Chapter XIV, Sections 10-20 of the Massachusetts Dental Society bylaws.

Chapter XIV • AMENDMENTS

The rules of this district may be changed at any meeting of the district by a majority vote of the members voting, providing the proposed changes have been published thirty (30) days prior to date of voting.

Chapter XV • ENACTMENTS

1. Resolved: That these bylaws shall take effect and be in force from and after passage, and all previous bylaws are hereby repealed.

2. Resolved: The pricing differential for meetings, products and/or services between members and nonmembers be at the maximum the law will allow in order to increase the tangible benefits of being a member of the Metropolitan District Dental Society. 2/3/99.

A copy of these rules shall be filed with the secretary of the Massachusetts Dental Society.

TERM OF OFFICERS CHART

EXECUTIVE CORE

CHAIR	1 YEAR	
CHAIR ELECT	1 YEAR	
VICE CHAIR	1 YEAR	
SECRETARY	1 YEAR	NOT TO EXCEED 3 CONSECUTIVE TERMS
TREASURER	1 YEAR	NOT TO EXCEED 3 CONSECUTIVE TERMS
TRUSTEE	3 YEARS	NOT TO EXCEED 2 CONSECUTIVE TERMS
IMM.PAST CHAIR	1 YEAR	
ASSISTANT SECRETARY	1 YEAR	NOT TO EXCEED 3 CONSECUTIVE YEARS
ASSISTANT TREASURER	1 YEAR	NOT TO EXCEED 3 CONSECUTIVE YEARS
EDITOR	1 YEAR	NO TERM LIMIT
ASSISTANT EDITOR	1 YEAR	NO TERM LIMIT

STUDY CLUB TRUSTEES 3 YEAR TERM NOT TO EXCEED 2 CONSECUTIVE TERMS
ELECTED BY INDIVIDUAL STUDY CLUB

MASSACHUSETTS DENTAL SOCIETY COUNCIL REPRESENTATIVES

DENTAL CARE	3 YEAR TERM	NO TERM LIMIT
DENTAL EDUCATION	3 YEAR TERM	“
CAPIR	3 YEAR TERM	“
MEMBERSHIP	3 YEAR TERM	“

1 GOV'T AFFAIRS 3 YEAR TERM “
 2 PULBIC AFFAIRS 3 YEAR TERM “
 3 DENTAL PRACTICE 3 YEAR TERM “
 4 NOMINATIONS 1 YEAR TERM ONLY

5

6 **REGULAR ELECTED COMMITTEES**

7 PEER REVIEW CHAIR 1 YEAR NO TERM LIMIT
 8 ETHICS CHAIR 1 YEAR NO TERM LIMIT
 9 DISTRICT NOMINATIONS CHAIR 1 YEAR TERM ONLY
 10 COMM/TRIAL 3 YEAR TERM- NOT TO EXCEED 2 CONSECUTIVE TERMS

11

12 **DELEGATES (24)** (see page 22)

13 Four (4) are to be elected for a five (5) year term every year.

14 Vice Chair and Editor are automatically elected delegates.

15 Secretary, Treasurer, Chair and Trustee are above the line on the delegate list.

16

17 **ALTERNATE DELEGATES (20)**

18 elected every year with no consecutive limit

19

20 **ALL OF THE ABOVE MUST BE MEMBERS IN GOOD STANDING OF THE American Dental**
 21 **Association, the Massachusetts Dental Society and the Metropolitan District Dental Society.**