CONSTITUTION AND BY-LAWS
OF THE
UPPER PINELLAS COUNTY DENTAL ASSOCIATION

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CONSTITUTION AND BY-LAWS OF THE UPPER PINELLAS COUNTY DENTAL ASSOCIATION

CONSTITUTION

ARTICLE I

NAME

This organization shall be called the Upper Pinellas County Dental Association, Incorporated, with principal offices at Clearwater, Pinellas County Florida.

ARTICLE II

PURPOSE

The general nature and purpose of the Association shall be for the more certain preservation, security and advancement of the dental profession; to disseminate in the profession knowledge of dental discoveries and inventions, promoting free and liberal education and exchange of opinion on all subjects related to the profession of dentistry; to promote the usefulness, honor and interest of its members; to enlighten and direct public opinion in regard to oral hygiene and advanced scientific dental services; to enforce and participate in the civil health work in the field of dentistry; to promote the advance of the dental profession in the education and scientific fields and to advocate and promote proper dentallegislation and enforcement thereof for the strengthening and general welfare of the dental profession.

ARTICLE III

JURISDICTION

The jurisdiction of this Association shall be the area bounded on the West by the Gulf of Mexico, on the East by Tampa Bay and the eastern Pinellas County line, on the North by the northern Pinellas County line, and on the South by State Road 688 from Tampa Bay to Ridge Road then south to 94th Avenue, North then West to the Gulf of Mexico.

A dentist living near a county or dividing line may hold membership in the affiliate society of the West Coast Dental Association, which is most convenient to attend, on the permission of the affiliate Association in whose jurisdiction the practice is maintained.

ARTICLE IV

Section 1. The officers of this Association shall consist of President, President-Elect, Vice-President, Secretary, Council at Large, Treasurer, Membership Chair.

Section 2. At each October meeting of the Association, two members of the Nominating Committee shall be nominated from the floor and elected at that meeting. The President-Elect shall be Chairperson of this committee. This committee shall prepare a written recommended slate of officers, two members for the Executive Council and a slate of nominees to serve as delegates ~~and alternate delegates~~ to the Florida Dental Association. ~~and West Coast Dental Association, House of Delegates for the coming year.~~

Their recommendation shall be presented at the next following November meeting of the Association. Nominations from the membership shall be made to the Secretary in writing following the receipt of the report of the Nominating Committee and not later than one week prior to the election. Nominations are to be made by a member in good standing. Cosigned by two other members in good standing and shall certify to the permission of the nominee for his/her name to be placed in nomination.

Section 3. At the January meeting, following presentation of the Nominating Committees recommendations and any nominations in writing from the membership, the President shall conduct an election by secret ballot of officers of the Association, or voice vote if the ballot is of single nominees only. Immediately following the election, the Secretary shall certify the results to the Secretary of the West Coast Dental Association.

Section 4. The officers duly elected at this January meeting of the Association shall be installed in their respective offices at the May meeting of the Association and take office at the close of the 2nd session of the House of Delegates at the FDC. The Delegates to the FDA and the WCDDA shall be installed at the close of the Florida Dental Convention which is the second session of the House of Delegates. All shall hold office for one year, except Treasurer and Membership Chair whose office shall be for two years.

ARTICLE V

THE EXECUTIVE COUNCIL

The executive council shall be composed of the Officers of the Association, the Executive Treasurer, the Council at-Large, and Membership Chair.

ARTICLE VI

STANDING COMMITTEES

The Standing Committees (chairperson and composition of committees are noted as provided in Article I and Article III of the By-laws of this Association) shall be:

1. Constitution and By-Laws (appointed by the president).
2. ~~Education (appointed)~~
    a. Liaison to Dental Hygienists
    b. Liaison to Dental Assistants
    c. Post-Graduate Education

d. Liaison to Dental Health Facilities and Dental Health Assistance Programs

3. ~~Dental Health (appointed)~~

a. Dental Health Advisory Representative

b. Children's Dental Health Month

c. Give Kids a Smile

4. Ethics Review (Chairperson - Immediate Past President. Eight (8) members - chosen by the chairperson and approved by the Executive Council) The chairperson is responsible for indoctrination procedures.

5. Legislative (appointed)

6. ~~Dental Trades and Laboratory Relations (appointed)~~

7. ~~Insurance (appointed)~~

8. Program (Vice-President)

9. Finance (Chairperson appointed with President-Elect as member

With one other member)

a. Budget and Audit

b. Dental Finance Plans

10. ~~Prepaid Dental Care (appointed)~~

11. Peer Review (Chairperson and five *(5)* members recommended and approved by the Executive Council for staggered three (3) year terms. These members should not be members of the Executive Council.)

12. ~~Sports and Fellowship (appointed)~~

13. Public Information and Public Relations (President-Elect)

Section1. All committees shall function under the jurisdiction of the Executive Council.

Section2. All committee chairpersons and members shall be appointed by the President and approved by the Executive Council except as otherwise provided.

Section3. It is hereby provided that the Executive Council may add or rearrange committees when and if they are deemed advisable

ARTICLE VII

MEMBERSHIP

Section 1. This Association shall be composed of active, privileged, associate, life, provisional and honorary members. Voting members shall be active, life members and privileged members. The non-voting members shall be provisional, associate, and honorary members.

Section 2. Active members. Any ethical, legally licensed dentist residing within the jurisdiction of this Association or as provided by Article III shall be eligible for active membership in the Association and shall become an active member of the Association upon compliance with the conditions for membership prescribed in the By-Laws of the Upper Pinellas County Dental Association. It is not necessary that he or she be in private practice. Active members must pay dues.

Section 3 Life Members. Any member of the Upper Pinellas County Dental Association who has been duly elected to Life Membership in the Florida Dental Association shall automatically become a life member of this organization. Life members shall enjoy all privileges of active membership. Life members must pay dues.

Section 4 Privileged Members. Any member who has retired from the active practice of dentistry, or who is no longer able to engage in the active practice of dentistry, shall be eligible for Privileged Membership. Privileged members may be entitled to the amenities of this section.

Section 5. ~~Provisional Members. Any ethical dentist who, legally licensed in Florida, has never belonged to, or been rejected by this Association, may become a Provisional Member of this Association as set forth in the By-Laws of the Florida Dental Association, Chapter I, Section 3, Paragraph A. Provisional members are not entitled to vote. They must pay the customary dues.~~

Section 6. Associate Members. Any ethical, qualified dentist, residing in Pinellas County: who is a graduate of a school of dentistry accredited by the American Dental Association, not engaged in the practice of dentistry, and is a member in good standing of the American Dental Association, Florida Dental Association. West Coast Dental Association should be eligible for Associate Membership. Associate members will have all the privileges of this Association except that of holding office. Associate members are not entitled to vote. They must pay the customary dues.

Section 7. Honorary Members. Any person who has made valuable contributions to the science, art, or literature of dentistry or medicine may become an honorary member by election at any regular meeting of the Association. Honorary members shall be nominated by three (3) active members and placed before the Association for election. A majority vote of a quorum at any regular meeting of the Association is required for acceptance. Honorary members may enjoy all of the privileges of this Association except that of voting or holding office.

ARTICLE VIII

AMENDMENTS

Section 1. This Constitution and By-Laws may be amended at any regular meeting of the Association by a two-thirds vote of the voting members present, provided such amendment has been presented at -a previous regular meeting.

Section 2. It may be amended by a two-thirds vote, provided that the membership has been furnished a written copy of such amendments at least ten (10) days prior to the meeting at which the vote will cast.

Section 3. It may be amended at any regular meeting without written notice by a unanimous vote.

BY-LAWS

ARTICLE I

OFFICERS

Section 1. The President shall preside at all meetings of the Association and of the Executive Council, approve all bills, appoint all committees not otherwise provided for, appoint members to fill vacancies in office or committees until the next regular meeting, notify members of such appointments and perform such other duties as usually devolve upon a presiding officer.

The President shall be responsible for supervising the activities of the Executive Secretary, who functions at the discretion of the Executive Council. The President shall review the past years performance of the Executive Secretary and report to the Executive Council.

Section 2. The President-Elect shall be a member of the Executive Council and shall be installed to the office of President-Elect at the May meeting following the election and shall succeed to the office of President the following year. During the term of office, he or she shall be chairperson of the Public Information and Relations Committee, Nominating Committee and a member of the Finance Committee.

The President-Elect shall serve as a member of the Executive Cabinet of the West Coast Dental Association, as a delegate to the WCDA and FDA House of Delegates and assume office immediately following the second session of the House of Delegates of the Florida Dental Association. He or she shall report pertinent actions of that Cabinet at the next regular meeting of this Association. He or she shall also be responsible for the parliamentary procedure for all meetings of this Association and the Executive Council.

Section 3. The Vice-President shall assist the President and preside in the president's absence. He or she shall be a member of the Executive Council. He or she shall secure programs for all regular and special meetings for the best interest of the Association. Vice-President shall provide all set up and audio needs for presenters for regular monthly meetings to the Secretary.

Section 4. The Secretary shall keep full and complete records of this Association and its Executive Council, including minutes of all meetings, and conduct all correspondence. He or she shall be a member of the Executive Council. Immediately after the election in January, he or she shall certify the elected officers to the Secretary of the West Coast Dental Association. The Secretary shall, with the approval of the Vice-President notify the membership of the sites, times, and dates of all the Associations meetings. He/She with the approval of the Vice-President, select the site and make all necessary arrangements for the Association's regular monthly meetings.

Section 5. The Executive Treasurer, shall be elected for a term of (2) two years with a limit of two (2) consecutive terms or until a successor is elected. Shall collect all dues and monies due to the Association, keep accurate records of all monies received and spent, and shall deposit all money in a bank designated by the Executive Council. Paying out same on order of the President and Executive Council or under the By-Laws of the Association. He or she shall promptly make such reports, as officers of the Association shall request. At the completion of the term as Treasurer, he or she shall submit all records to the Finance Committee for audit in a formal report form. He or she shall be a member of the Executive

a. Association's Constitution and By-Laws

b. Code of Ethics

c. Other materials that will enable them to be better informed as members of this association.

Section 6. The Council Member at Large: He or she will in conjunction with the Ethics Review Chairperson insure that new members are supplied with copies of: code of ethics & Bylaws.

Section 7. Membership Chair: The Membership Chair shall be elected for a term of (2) two years with a limit of two

(2) consecutive terms or until a successor is elected. He or she shall expend the necessary efforts in educating the ethical non-members of the value of the Association and in increasing its membership. His/her duties shall consist of actively endeavoring to obtain as members of the Association every qualified dentist in the jurisdiction of the Association.

Guests - all guests are to receive verbal approval from the Secretary.

A. The Necrology Committee shall represent the Association in the death or serious illness of any members, visiting the member or his/her family whenever possible, offering such aid as practical, and notify the Secretary of the West Coast Dental Association.

~~B. Relief - The Florida Dental Association or West Coast Dental Association shall receive applications in writing from persons soliciting relief for themselves. It shall ask the UPCDA Relief committee to investigate and require such proofs, as it deems proper. If, after due deliberation, the UPCDA Relief Committee finds the applicant entitled to relief, it shall proceed under the regulations adopted for the control of the Relief Fund in the manner prescribed in the American Dental Association Council on Relief.~~

~~The Membership Chair is instrumental in the new member application process. The Chair shall act as the affiliate liaison to the West Coast District Dental Association, receive correspondence concerning dentists in the UPCDA area, make membership recommendations on behalf of UPCDA, investigate waivers for retired and privileged membership; as well as waivers for financial hardship and disability.~~

The Membership Chair will receive continuous correspondence on any changes of membership status. This officer shall bring to the attention of the affiliate governing body membership status changes in order for appropriate action to be taken at the affiliate level, i.e. retired, life, return to specialty school, disability, privileged, etc.

The Membership Chair is informed of all new tripartite members in the affiliate area and shall invite them into membership in UPCDA.

ARTICLE II

THE EXECUTIVE COUNCIL

Section 1. The Executive Council shall consist of the four officers of the Association, Treasurer, Membership Chair and the Council elected by the Association (Counselor-at-Large).

Section 2. The Executive Council shall have absolute control of the business of this Association between regular meetings.

Section 3. The Executive Council shall approve all standing committees.

Section 4. Should any member, committee person or officer of this Association willfully neglect or fail in the proper performance of their duties, or conduct themselves in their official capacity and or in their private capacity in a manner detrimental to the best interests of this Association, it shall be the duty of the Executive Council to take cognizance of such neglect or conduct and recommend to the Association such action as is necessary.

Section 5. A majority shall constitute a quorum for the Executive Council.

ARTICLE III

DUTIES OF THE STANDING COMMITTEES

Each committee of this Association shall be cognizant of the duties and objectives of the corresponding councils of the West Coast Dental Association and shall function at the local level to carry on the duties and achieve the objectives of these councils.

Section 1 The Constitution and By-Laws Committees shall keep themselves knowledgeable of the facts contained in the Constitution and Bylaws of the Association and shall make this knowledge readily available upon request. They shall investigate, edit, prepare and present to the Executive Council any changes that become advisable.

An annual report on the status of the Constitution and By-Laws shall be made in writing to the Executive Council at the April meeting.

Section 2 The Education Committee shall study and evaluate the status and problems of Dental Education as related to the training of dentists and dental auxiliaries in this County and to make recommendations for the improvement of such education.

A. Be familiar with and extend cooperation to all State, district and Local agencies directly or indirectly affecting the training or education of dentists or auxiliary dental personnel.

B. Be active in promoting post-graduate programs for the Association and affiliated groups.

1. ~~Liaison to Dental Hygienists – this committee shall be familiar with the programs and policies of the Pinellas County Dental Hygienists Association and bring to the attention of the membership of this Association issue of mutual interest.~~

2. ~~Liaison to Dental Assistants - shall be familiar with the programs and policies of the local Dental Assistants Organization and bring to the attention of the membership of this Association issues of mutual interest~~.

3. ~~Post-Graduate Education – shall select and enter into negotiations with and procure clinicians to present courses for the express benefit of the membership of the Association. (See Article 1. Section 3 and Article 3.Section 9)~~

4. Liaison to Dental Health Facilities and Dental Health Assistance Programs - shall be familiar with programs and policies of the Upper Pinellas County Dental Health Agencies and bring to the attention of the Association areas of mutual interest.

C. ~~Disseminate information pertaining to recent developments in dental science, to review and bring to the attention of the membership worthwhile articles.~~

Section 3. Dental Health - shall concern itself with the problems of improving Dental Health Education.

A. Dental Health Advisory Representation - to provide Association representatives as resource persons to organizations in the county, which have activities or functions, concerned with dental health.

B. ~~Children's Dental Health Month – shall assume the responsibility for the direction of this Association's participation in National Children's Dental Health Month.~~

C. ~~Give Kids a Smile – shall assume the responsibility of the direction of this Association's participation In Give Kids a Smile.~~

Section 4. The Ethics Committee shall avail themselves of the Code of Ethics of this Association, as defined in Article VIII, Section I of these Bylaws, to conduct themselves accordingly. Any breach of these principles will be investigated by this committee and presented to the Executive Council for action. Indoctrination. The function of this committee is the introduction and indoctrination of new members. This indoctrination shall consist of lectures by members of the committee on the following subjects:

1. The dentist's responsibility to organized dentistry.

2. The dentist's responsibility to his/her community.

3. The Florida Dental Practice Act

4. Ethics

Section 5. The Legislative Committee - shall keep the Association informed of proposed new legislation or changes in legislation affecting dentistry and the practice of dentistry.

~~Section 6. Dental Trades and Laboratory Relations~~

~~A. Shall assist the dental laboratories and the dental technicians with any profession and the dental industry and the dental craft may have a common interest.~~

~~B. Strive to maintain satisfactory relations between the dental profession, the dental trade and the dental craft and cooperate with the laboratories and the technicians in worthwhile projects to improve their services to the dental profession.~~

~~C. Shall cooperate in arranging programs for the Dental Technicians Association wherever practical.~~

Section 7. The Insurance Committee shall, by study and alert effort keep the Association advised and make recommendations thereto concerning existing or future Group Insurance Programs of which the Association is a participant.

Section 8. The Program Committee shall with the aid of the President secure essayists and arrange a suitable program for the meetings, arrange the order of business, decide what sessions shall be devoted to clinics, papers, discussions and other necessary arrangements. Provide clinicians with such Audio-Visual aids as needed and shall act as host to the clinician from arrival to departure.

The Vice-President shall be the Program Committee Chairperson. And be responsible for any major continuing education seminars or meetings and see to it that they are scheduled so as not to conflict with other scheduled affiliate, component and/or state meetings.

Section 9. The Finance Committee shall:

1. Prepare the annual budget. This budget shall, as accurately as - possible. List all anticipated revenue and expenditures and shall carry recommendations that are designed to aid the Executive Council in the economical administration of the affairs of this Association.

2. Audit the accounts of this Association at the end of the fiscal year.

~~Section 10. The Committee on Pre-Paid Dental Care shall make itself cognizant of activities in the field of pre-payment dentistry. On national and state levels and apprise the Association of its relationship with such programs.~~

Section 11. Peer Review Committee- The Chairperson and five *(5)* members shall be recommended and appointed by the Executive Council for staggered three (3) year terms. These members should not be members of the Executive Council. The committee shall follow guidelines of the Florida Dental Association "Dental Care Programs Manual".

~~Section 12. The Sports and Fellowship Committee shall plan and outline the social and recreational activities of the Association and act as Liaison with the Upper Pinellas Dental Auxiliary.~~

Section 13. The Public Information and Relations Committee shall devise and promote such methods as will serve to educate the general public in oral hygiene and a more intelligent care of the mouth. They shall evaluate all information furnished to the public by members concerning dentistry. The Committee shall work towards assisting news agencies in the dissemination of any matters they feel are of public interest. They shall prepare articles concerning the meetings of the Association and other suitable activities and submit them to local newspapers.

Cooperation shall also be given to the Editor of the State Publications in providing news of the Association. The Chairperson shall be the President-Elect who will be responsible for the day to day handling of information to and from the public..

ARTICLE IV

MEMBERSHIP

Section 1. Candidates for membership shall make application upon the application blank furnished by the Upper Pinellas County Dental Association; the application is to be accompanied by a year's dues.

Section 2. Any ethical, legally licensed dentist practicing in the jurisdiction of this Association, who is a member of. Or has applied for membership in the Florida Dental Association and West Coast Dental Association, shall be eligible for membership in the Upper Pinellas County Dental Association.

Section 3. Candidates for membership who have previously been members of the Association and dropped for non-payment of dues shall be required to submit with their application dues for one current year, ~~together with dues for one year in which they are in arrears.~~

Section 4. ~~All applications shall be referred to the Membership Committee, which shall investigate and submit a report thereon. (A provisional period of one year is required of all applicants for active and associate status before being elected into membership of the Association. An applicant of provisional status is required to pay dues but has no voting privileges.) A favorable report of the Membership Committee, presented at the May meeting of the Executive Council of this Association shall require a majority vote of the members present to elect the applicant to membership.~~

Section 5. Upon election to membership each new member shall receive from the Chairman of the Membership Committee a copy of the Constitution and By-Laws of this Association.

ARTICLE V

DUES AND ASSESSMENTS

Section 1. The annual dues of this Association shall be determined by the members present at the ~~December~~ January meeting and shall be due and payable ~~May~~ July 1st. ~~A penalty may be assessed for late payments.~~ Newly Graduated Dentist (3 Years or less) pay a reduced amount established by the Executive Council.

Section 2. Assessments may be levied at any meeting by a three-fourths (3/4) vote of the voting members present.

Section 3. Any member who shall fail to pay his/her dues within sixty (60) days shall ~~be automatically expelled from this Association. Any member who fails to pay assessments within sixty (60) days after they become due shall be automatically expelled from this Association.~~ Any member who fails to pay their dues will receive notification from the Association. If payment is not received by December 31, the member shall be automatically dropped as a member of the Upper Pinellas County Dental Association, Inc. for non-payment. A member who has been dropped may rejoin the Association by paying the full amount of the current annual dues.

Section 4. Life members of the Upper Pinellas County Dental Association shall be exempt from assessments.

Section 5. Privileged members shall be exempt from assessments but will pay the annual dues.

~~Section 6. Provisional members shall be exempt from assessments, but must pay the annual dues.~~

Section 7. Associate members shall be exempt from assessments but will pay the annual dues.

Section 8. Honorary members shall be exempt from assessments and annual dues.

ARTICLE VI

MEETINGS

Section 1. The regular meetings of this Association shall be held monthly at the discretion of the Executive Council. The January meeting shall be the regular business meeting for the election of officers. At the May meeting the elected officers will be installed, ~~and the provisional members elected to membership~~.

Section 2. The President may call special meetings, the Executive Council, at the request of ten members if the announcement of this meeting is made to all members at least seven (7) days prior to the special meeting.

One-third *(1/3)* of the eligible voting membership shall constitute a quorum for the transaction of business.

ARTICLE VII

ORDER OF BUSINESS

Section 1 Robert's Rules of Order, revised, shall govern the deliberations of this Association on all points not otherwise provided for in the Constitution and By-Laws. The President-Elect shall be responsible for maintaining the proper order of business.

Section 2. The order of business may be suspended by two-thirds (2/3) vote of all members present.

ARTICLE VIII

CODE OF ETHICS

Section 1 The Code of Ethics of the West Coast Dental Association, the Florida Dental Association, and the American Dental Association and Florida Dental Practice Act shall be the Code of Ethics of this Association.

Section 2. The order of business may be suspended by two-thirds (2/3) vote of all members present.

APPROVED AND ADOPTED THIS 15TH DAY OF SEPTEMBER 1976.

REVISED THIS 22nd. DAY OF January. 1986

REVISED THIS 17th. DAY OF January 1990

REVISED THIS 21ST. DAY OF January 2004

REVISED THIS 5TH DAY OF November 2007

REVISED THIS