

**The mission of the ACD is to advance excellence, ethics, professionalism, and leadership in dentistry**

## OFFICIAL BYLAWS OF THE NEW ENGLAND SECTION AMERICAN COLLEGE OF DENTISTS

### ARTICLE I—NAME

The name of the organization shall be the New England Section of the American College of Dentists and herein after shall be referred to as the Section or this Section.

### ARTICLE II—PURPOSE AND OBJECTIVES

Section A The purpose of the Section shall be to support and promote the Mission, Purposes and Objectives of the American College of Dentists.

### ARTICLE III—ORGANIZATION

Section A This Section, as chartered by the American College of Dentists, is a non-profit and voluntary organization.

Section B This Section may be dissolved either on official request of its own or for cause by the Board of Regents of the American College of Dentists. Dissolution of this Section shall not affect any individual rights and/or obligations of Fellowship in the American College of Dentists.

Section C In the event of Dissolution of this Section for any reason, after payment of its due obligations and indebtedness, the surplus funds and property shall be turned over to the Executive Office of the American College of Dentists.

### ARTICLE IV—MEMBERSHIP

Section A Membership in this Section shall be restricted to membership specified in the Bylaws of the American College of Dentists.

Section B Forfeiture or resignation of Fellowship in the American College of Dentists shall automatically result in forfeiture or resignation from this Section.

#### ARTICLE V—OFFICERS, BOARD OF DIRECTORS AND COMMITTEES STRUCTURE

Section A The Officers of this Section shall be at least five (5) in number: Chair, Vice-Chair, Secretary, Treasurer, and Editor. The Chair and Vice-Chair shall be elected to serve terms of two (2) calendar years to run concurrently. The Secretary, and the Treasurer, and the Editor shall be elected for a term of at least three (3) years each, to assist in continuity. Their responsibilities will be to manage the Section, including but not limited to the formation and implementation of a Strategic Plan.

Section B The Board of Directors will consist of at least ten (10) members made up from the five (5) officers - Chair, Vice-Chair, Secretary, Treasurer, Editor and at least four (4) members at-large, as well as the Immediate Past Chair. The at-large Directors will be elected annually by the members and every effort will be made to encourage representation from all 6 New England States.

Section C The Chair shall be the Chief Executive Officer and spokesperson for the Section. The Chair shall preside at all meetings. The Chair shall serve as liaison with the Executive Office of the American College of Dentists and shall submit the Annual Section Report to the Board of Regents of the American College of Dentists.

Section D In the absence of the Chair, the Vice-Chair will assume the duties and responsibilities of the Chair.

Section E The Secretary shall oversee all records and correspondence and for ensuring compliance with applicable National American College rules and regulations. The Secretary shall be allowed to sign contracts with approval of the Chair.

Section F The Treasurer shall oversee the Section funds and be in compliance with IRS rules and regulations. The duties include accountability of dues from National American College of Dentists and the disbursement of funds as needed by the organization and as approved by the Executive Committee. The Treasurer will also be responsible for the periodic audit, maintaining the budget and presenting a written report at all official meetings. The ACD New England Section Bank Account shall have two (2) signatories: The Treasurer and one other officer approved by the Board.

Section G The Executive Committee shall consist of the Chair, Vice-Chair, Secretary, Treasurer, and Immediate Past Chair. An Editor is appointed by the Chair to serve as a member of the Executive Committee. The Executive Committee shall be responsible for the business management of the Section, including arrangements for the Annual Business Meeting. Committee and Board members will have only two unexcused absences from scheduled meetings, upon which the Board may ask for their resignation.

Section H State Ambassador Program: A goal of the Section is to identify highly qualified dentists annually for nomination to the College. The objective of the State Ambassador Program is to have a uniquely qualified ACD member located in each New England state to help the Board identify individuals worthy of ACD recognition. These Ambassadors should be in the best position to know of the outstanding accomplishments of each potential member within their respective State and within the New England Section. Each Ambassador will report to the Chair who will convey the wishes and goals of the Board. The Board will interface with Ambassadors on a regular basis. A timetable is established for Ambassadors to support the National ACD scheduling of nominating potential candidates and timeliness of the induction into the College. The Board of the NE Section will be a resource to help ensure the success of the program and to help facilitate the Section's goal of increasing the number of highly qualified dentists for nomination to the American College of Dentists annually.

Section I Standing Committees (see exhibit A) may be established by a majority vote of the Board upon recommendation of the Executive Committee and dissolved by the same power. These will include:

1. Communications Committee – Editor in Chief
2. Nominations Committee
3. Membership Committee
4. Program Committee
5. Student Liaison (SPEA)

Section J Specific AD Hoc Committees may be created by the Executive Committee for a specific purpose and be dissolved upon completion of their task or by the power of the Executive Committee. Members shall be appointed by the Chair.

## ARTICLE VI — DUES

Section A The dues of this Section shall be determined yearly by the Executive Committee and Executive Office will be notified of this amount by August 15<sup>th</sup>. Section dues cannot exceed 70% of national dues unless an exception is approved by the Board of Regents.

Section B The fiscal year shall begin on January 1<sup>st</sup> of each year.

## ARTICLE VII—MEETINGS

Section A The Board of Directors of the New England Section shall conduct official meetings at least twice (2x) per year and may be held in-person or by electronic means.

Section B The Annual Business Meeting of the Section shall be held in accordance with the Bylaws of the American College of Dentists and may be held in-person or by electronic means.

Section C Meetings other than the Annual Business Meeting may be called by the Executive Committee with due notice to Fellows.

Section D Ten (10) percent of the Fellows of this Section, in good standing, may petition the Chair for a special meeting.

Section E Upon ten (10) days advance notice, transaction of business may be conducted by Fellows of this Section, in good standing. A quorum is not required to conduct business.

Section F Balloting (mail or electronic) will be employed by the Executive Committee when deemed expedient and in the best interests of the Section.

#### ARTICLE VIII—AMENDMENTS

Section A Amendments to these Bylaws may be proposed by any Fellow of the Section, to be forwarded to the Executive Committee for consideration. The Executive Committee shall forward its recommendations to the Fellows of the Section at least thirty (30) days prior to the Annual Business Meeting, at which time it may be voted upon.

Section B These Bylaws may be amended by a two-thirds vote of the Fellows present at the Section's Annual Business Meeting.

Section C Amendments shall not become operative until approved by the Board of Regents of the American College of Dentists.

#### ARTICLE IX—RULES OF ORDER

In all cases where specific provisions have not been made, the code of parliamentary procedure specified in the Bylaws of the American College of Dentists shall apply.

#### ARTICLE X—EFFECTIVE DATE

These Bylaws supersede previous Bylaws and were approved by the Board of Regents in 20\_\_ and adopted by the Section on the \_\_\_\_ day, [month][year].

## **Exhibit A**

### **New England Section of the American College of Dentists**

#### **Committee Description and Duties**

1. Communications Committee will be chaired by the Editor and consist of ten (10) members including Ambassador representatives from each of the six New England States, selected by the Secretary, Editor and Chair, who will be ex officio members. Their duties shall be to maintain the digital and/or printed media for the Section membership and SPEA communications. (Examples of items include the recognition of members, recognition of causes important to the promotion of oral health, activities of the student group and activities of the members and leaders.) Members should have a good working knowledge of the various media options.
2. Nominations Committee will consist of three (3) members, consisting of the Immediate Past Chair as chair of the committee and two (2) other members, one of whom shall be a Board member, and the third may be any Fellow in good standing that is recommended by the ACD-NE Chair. Their duties are to nominate individuals to the Board of Directors and provide a slate of Officers to the members at the annual meeting. The nominations will be submitted to the Board by November 1 and announced to the membership by December 1.
3. Membership Committee will consist of up to eight (8) members including the Vice Chair of the Board and Ambassadors representing the six New England States. Their duty is to identify deserving candidates to be nominated into the American College of Dentists. The Committee will report back to the Board on a regular basis.
4. Program Committee will be chaired by the Secretary and consists of at least four (4) members, one being the Treasurer. Their duties will be to develop the Yankee Dental Congress (YDC) member luncheon, the leadership breakfast, and the continuing education lecture at YDC.
5. Student Committee, Student Professionalism and Ethics Association (SPEA), will consist of seven (7) members. It will be comprised of four (4) student Chairs elected by their peers and three (3) Board members appointed by the Board of Directors. The role of this committee is to identify the needs of each SPEA chapter, coordinated with SPEA faculty leadership at each school, and recommend ways to enhance specific programs and goals. Projects will be presented to the Executive Committee for endorsement. Any financial approval will need to be approved by the Board of Directors.

