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

**Adopted Mar 9, 2022**

David M. Wolf, DDS  
Bylaws Committee Chair

**These bylaws are available on-line at: [www.massdental.org/metropolitan](http://www.massdental.org/metropolitan)**

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# CONSTITUTION of the Metropolitan District Dental Society

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## 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; providing value to its 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 access to the highest quality, compassionate dental health care, and to the education of the public regarding the value of oral health as it relates to their total well-being.

## 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.

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

## ARTICLE V • MEMBERSHIP

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

## ARTICLE VI • GOVERNANCE

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

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

## ARTICLE VII • ELECTIVE OFFICERS

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

**ARTICLE VIII • PROFESSIONAL CONDUCT**

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

**ARTICLE IX • AMENDMENTS**

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

## CHAPTER I • MEMBERSHIP

### Section 10. Classifications

In accordance with Chapter I Section 10 of the MDS Bylaws; the members of this Society shall be classified as follows:

- A. Active Members
- B. Associate Members
- C. Life Members
- D. Retired Members
- E. Honorary Members
- F. Student Members
- G. Non-Resident Members
- H. Allied Dental Health Professional Members
- I. Community Health Members

### Section 20. Qualifications

- A. **Active Members:** A dentist who is licensed to practice in the Commonwealth of Massachusetts and who is accepted for membership in a component of this Society.
- B. **Associate Members:** An individual not eligible for any other type of membership in this Society, who contributes to the advancement of the objectives of this Society and has not met the educational requirements for licensure as a dentist anywhere in the United States, upon approval by a component of this Society.
- C. **Life Members:** A dentist who has been a member for 30 consecutive years or a total of 40 years in this and other constituent societies of the American Dental Association, who has attained the age of 65 years. Life membership shall be effective the calendar year following the year in which the requirements are fulfilled.
- D. **Retired Members:** A dentist no longer earning income from the performance of service as a member of the faculty of a dental school, as a dental administrator or consultant, or as a practitioner of dentistry, upon completion of an affidavit attesting to his or her retirement through a component of this Society.
- E. **Honorary Members:** An individual who has made outstanding contributions to the advancement of the art and science of dentistry, upon nomination by the Board of Trustees and election by the House of Delegates.
- F. **Student Members:** A predoctoral student of a dental school accredited by the Commission on Accreditation of the American Dental Association or any dentist eligible for membership who is engaged full-time in (i) an advanced training course of not less than one academic year's duration in an accredited school or (ii) a residency program approved by the Commission of Accreditation of the American Dental Association upon approval of the Society.
- G. **Nonresident Members:** A dentist who (i) does not practice dentistry in the Commonwealth of Massachusetts, (ii) is not eligible for any other classification of membership in this Society (other than as an associate member), and (iii) holds membership in good standing in another constituent society upon approval of the Society.
- H. **Allied Dental Health Professional Members:** A hygienist, dental assistant, front office staff, technician, or other personnel working in the field of dentistry in Massachusetts upon the approval of the Society.
- I. **Community Health Members:** A dentist employed full-time by a Massachusetts community health center may be classified as a community health member upon presenting his/her employment status to the Society, once his or her status has been verified by the Society.

### Section 30. Election

The Metropolitan District Dental Society shall have the power to elect its active members in accordance of the Bylaws of the Massachusetts Dental Society. After receipt of the membership application by the district secretary or the district executive director, if the application is acceptable and complete within 30days of the receipt of the application the district executive board must act on the application to membership by mail or other forms of communications. Upon the election of a new member the district secretary or the district executive director shall forward the accepted application to the secretary of the Massachusetts Dental Society.

At the either a district annual meeting or a special business meeting, the District members shall elect from among the membership, by ballot, the following officers and representatives, who shall commence their respective terms on July 1 of the applicable year:

- (i) a Chair, Chair-elect, Secretary and Treasurer, each to serve for a term of one year (*required*);

- (ii) a Vice Chair, Assistant Secretary, Assistant Treasurer and Editor, Assistant Editor, Trustee Liaison each to serve for a term of one year (*optional*);
- (iii) one or more delegate(s) to the MDS House of Delegates to serve for the term specified in the MDS Bylaws (*required*);
- (iv) one or more alternate delegate(s) to said House of Delegates to serve for the term identical to those set forth in (iv) above for delegates (*required*);;
- (v) members of the Ethics Committee (*at least three required*);
- (vi) members of the Peer Review Committee (*at least six required*);
- (vii) members of the District Nominating Committee who shall serve for a term of one year and no member of which shall serve more than three consecutive years as an elected member (*at least three required to be elected*); and
- (viii) a member to serve on the MDS Leadership Selection and Nominations Committee, in accordance with the MDS Bylaws.
- (ix) At either the annual meeting or other special meeting of the District members,, the District members shall select from among the membership, by ballot, a nominee for At-Large Trustee. The Secretary shall submit the name of such nominee to the MDS Leadership Selection and Nominations Committee no later than September 30 of each year.
- (x) At either the annual meeting or other special meeting of the District members, of every even-numbered year, the District members shall select from among the membership, by ballot, a nominee for Regional Trustee. The Secretary shall submit the name of such nominee to the MDS Leadership Selection and Nominations Committee no later than September 30 of such biennial year.

#### **Section 40. Multiple Jurisdictions**

Members of a District of the Massachusetts Dental Society who wish to hold dual membership and/or change district membership should refer to the Massachusetts Dental Society Bylaws.

#### **Section 50. Member in Good Standing**

A member of the Metropolitan District Dental Society shall be considered in Good Standing if they conform to Chapter 1, Section 30 of the Massachusetts Dental Society's bylaws: A member of this Society shall be in good standing only when (i) all dues and any special assessments for the current year have been paid, (ii) the member abides by the requests and final determinations of peer review bodies, if the member has agreed to enter into the peer review process, and (iii) the member cooperates with this Society's ethics committees and abides by their findings.

#### **Section 60. Membership Dues**

##### **A. Annual Dues:**

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

##### **B. Billing and Payment:**

The structure of these Metropolitan District Dental Society dues according to membership category shall be in conformity with Chapter I, Section 60 of the Massachusetts Dental Society Bylaws.

All dues bills shall be sent out by the Secretary of the Massachusetts Dental Society, and all dues shall be paid to the secretary of the Massachusetts Dental Society.

**Section 70. Resignation**

Any member may resign upon forwarding a written statement of resignation to the Secretary of the Metropolitan District Dental Society. The resignation shall be accepted by the Executive Board and constitute resignation from the Massachusetts Dental Society and the American Dental Association.

**Section 80. Privileges**

All Active and Life members shall be entitled to all the privileges of this district society.. Non-resident members shall be entitled to all the privileges of Active members except that of holding office and voting in this district society. All members of the Metropolitan District shall conform to the privileges as outlined in the bylaws of the Massachusetts Dental Society.

**Section 90. Discipline**

The district shall have the power to discipline any of its members subject to the provisions in Chapter VII of the bylaws of the Massachusetts Dental Society.

## **CHAPTER II • MEETINGS OF THE DISTRICT**

**Section 10. Meetings**

The Metropolitan District Dental Society shall hold at least two (2) meetings in one year, one of which shall be the Metropolitan Annual Meeting.

**A. Annual Meeting:**

The Society must hold its annual meeting for elections sometime during the months of February or March of each year. The notification for the Metropolitan Annual Meeting shall direct that the meeting is for the transaction of the Metropolitan Annual Meeting, budget approval and the election of officers. It shall include a proposed budget and a list of at least one nominee for each elective office. The nominees shall be presented by the nominating committee. The programs of all district meetings other than Executive Board meetings, shall be determined by the Program Chair/Chair Elect, approved by the Chair of the district and announced during the month of August or September.

**B. Special Meetings:**

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

**C. Emergency Meeting:**

An "emergency" is defined as circumstances that could not have been reasonably foreseen which require immediate attention and possible action by the executive board and which of necessity make it impracticable to provide notice to the membership.

**Section 20. Quorum**

**A. Executive Board Meetings:**

Ten members present shall constitute a quorum for the transaction of business at Executive Board meetings. The Executive Board shall be allowed to vote via email prior to the next scheduled Board meeting if an important issue arises that needs immediate attention. The vote will be processed through the district office unless otherwise noted and passed or defeated by a majority rule.

**B. Annual or Special Meetings:**

Fifteen members present shall constitute a quorum for the transaction of business at Metropolitan Annual or special meetings.

**C. Emergency Meeting:**

Ten members of the executive board present shall constitute a quorum for the transaction of business at an emergency

meeting. In the absence of a quorum any action taken during the emergency meeting must be ratified at the next called meeting of the executive board.

#### **Section 30. Order of Business**

The rules contained in Robert's Rules of Parliamentary Procedure shall govern the deliberations of this District. The order of business at all Executive Board meetings shall be as follows:

1. Call to order by the Chair
2. Opening remarks
3. Special guests or speakers
4. Secretary presents minutes of the previous meeting
5. Treasurer's report
6. Program Chair (chair-elect) report
7. Vice-Chair -Next year's program report
8. Membership - election of new members
9. Regular (elected) Committee reports
10. Standing Committee reports
11. Special Committee reports
12. Old Business
13. New Business
14. Good and Welfare
15. Adjournment

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

1. Call to order by the Chair
  - a. Opening remarks
2. Report of the records of the previous Metropolitan Annual Meeting
3. Reports of Officers and Committees in their order
4. Old business
5. New business
  - a. Election of officers
  - b. Budget
  - c. Election of new members
6. Discussion
7. Adjournment

### **CHAPTER III • FINANCES**

The Metropolitan District Dental Society shall have an operating capital fund herein known as the General Fund within the office of the Treasurer.

#### **Section 10. General Fund**

The General Fund shall consist of all monies received other than those specifically allocated to other funds by these bylaws or by vote of the Executive Board. This General Fund shall be used for defraying all expenses of this Society

#### **Section 40. General Fund Expenditures**

- A.** All checks issued for the payment of district expenses must be approved by two (2) of the following officers: Treasurer, Secretary, and Chair.
- B.** District bills and vendors may also be paid by Electronic Bill Pay up to \$1000.00 using the same method of record keeping and reporting used in check signing.
- C.** No money shall be paid from the treasury without a voucher signed by the individual authorized to make the expenditure.

#### **Section 50. Bonding**



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

#### **CHAPTER IV • EMPLOYEES**

The Metropolitan District Dental Society may employ an Executive Director who shall be responsible for the administration of the district office and shall report directly to the secretary of the district. The weekly salary of the Executive Director may be disbursed through direct deposit. The salary of the administrative personnel shall be reviewed annually by the Executive Core Committee and presented to the Executive Board for inclusion in the annual budget.

#### **CHAPTER V • EXECUTIVE BOARD and EXECUTIVE CORE COMMITTEE**

##### **Section 10. Composition**

###### **A. Executive Board**

The Executive Board consists of the Executive Core, the regular elected committees, the regular appointed committees, and the special committees.

Members of the Executive Board:

1. Chair
2. Chair-Elect
3. Vice-Chair
4. Treasurer
5. Secretary
6. Trustee Liaison (optional)
7. Immediate Past Chair
8. Assistant Secretary (optional)
9. Assistant Treasurer (optional)
10. Editor (optional)
11. Assistant Editor (optional)
12. Chairmen of the Regular Elected Committees
13. Chairmen of the Regular Appointed Committees
14. Special Committee Chairs

###### **B. Executive Core**

Members of the Executive Core Committee:

1. Chair
2. Chair-Elect
3. Vice Chair
4. Immediate Past Chair
5. Secretary
6. Treasurer
7. Trustee Liaison (optional)
8. Assistant Secretary (optional)
9. Assistant Treasurer (optional)
10. Editor (optional)
11. Assistant editor (optional)

##### **Section 20. Duties of the Executive Board**

- A. The Executive Board shall meet as often as necessary to transact business of the district. The dates are to be determined by the Program Chair and Chair of the district. The Executive Core Committee shall meet when interim business of the district should need immediate attention.
- B. To conduct the affairs of the district, subject to the approval of the district and to make certain policies of this district shall not be in conflict with adopted policies of the state society.
- C. To provide a suitable place for all meetings.

- D. To appoint subcommittees to expedite the business of the district.
- E. when necessary to hire an executive director and annually review the salary of the executive director presented by the Executive Core Committee.
- F. To carry out any other functions as outlined in these bylaws.
- G. To approve appointments made by the Chair.

### Section 30. Elections

#### A. At the Metropolitan District Annual Meeting the general membership shall elect the following:

- 1. Chair as specified in the MDS Bylaws
- 2. Chair-Elect as specified in the MDS Bylaws
- 3. Vice-Chair
- 4. Secretary
- 5. Assistant Secretary (optional)
- 6. Treasurer
- 7. Assistant Treasurer (optional)
- 8. Editor (optional)
- 9. Assistant Editor (optional)
- 10. Trustee Liaison (optional)

#### B. Term of Office

See Appendix 1

### 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 procedure, and the rules adopted by the district.
- 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 approve the checks and official contracts of the district.

#### 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 assist the Chair in the performance of requested duties.
- 3. To perform all duties of the Chair in the absence of the Chair.
- 4. To succeed to the office of Chair
- 5. 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. To 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. To 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. To notify all new members of their election and to sign all applications of newly elected members.
- 4. To notify all district officers and committees of their election or appointment.
- 5. To mail to each member of the district, and to the officers and members of the Executive Board of this society due

1 notices of all meetings of the district.

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

#### 28 E. Duties of the Assistant Secretary:

- 29 1. To coordinate and contact all committee chair and request reports to be given at the Executive Board meetings.
- 30 2. To act as recording and corresponding secretary at the discretion and under the direction of the secretary.
- 31 3. To perform duties as prescribed by the secretary.
- 32

#### 33 F. Duties of the Treasurer:

- 34 1. To be custodian of all monies, securities and deeds belonging to the district and all valuable papers, which may
- 35 come into his/her possession, and to hold, invest and disburse same as provided in these bylaws.
- 36 2. To approve and make authorized expenditures as provided in Chapter III of these Bylaws.
- 37 3. To oversee account of all receipts and expenditures.
- 38 4. At the Metropolitan Annual Meeting make a full and detailed report in writing of the financial affairs of the
- 39 district.
- 40 5. To oversee records and statistics which shall show at all times the names of members of the district who are in good
- 41 standing and for whom the dues of the Massachusetts Dental Society have been paid.
- 42 6. To serve as one of three officers (to include the Chair and Secretary) to approve checks and official contracts and
- 43 documents of the district.
- 44

#### 45 G. Duties of the Assistant Treasurer:

- 46 1. To assist in the duties of the Treasurer and act on his/her behalf when necessary.
- 47

#### 48 H. Duties of the Editor:

- 49 1. To cooperate with the Editor of the state society in editing material presented to the membership.
- 50 2. To oversee and edit for publication the district newsletter "The MDDS News" and to report in the district
- 51 publications the activities of the district.
- 52 3. To submit to the Treasurer and Executive Director a report of accounts receivable pertaining to the district
- 53 newsletter.
- 54 4. To serve to oversee all commercial advertising as a means of generating revenue for the publication of the district

newsletter.

**I. Duties of the Assistant Editor**

1. To assist in the duties of the editor, and act on his/her behalf when necessary.

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

1. To act as advisor and counsel to the district Executive Board.
2. To be a member and chair of the District Nominating Committee and to provide, as outlined in this document, a list of nominations for election by the membership at the Metropolitan Annual Meeting.

**H. Duties of the Trustee Liaison:**

1. To assist in the duties of the Regional Trustee of the MDS, and act on his/her behalf when necessary.
2. To submit a Trustee Liaison report summarizing the MDS Board of Trustees activity at the Executive Committee meetings of the district.

**Section 50. Officer Vacancies**

The Chair of the district shall appoint with the approval of the Executive Board persons to fill a vacancy in office pending the next Metropolitan Annual Meeting.

**Section 60. Officer Removal**

Any officer may be removed from office by a two-thirds (2/3) vote of the Executive Board present and voting whenever, in its judgment, the best interest of the district would be served. The officer to be removed shall have an opportunity to be heard by the members present at the Executive meeting and be represented by counsel or other representative at the accused officer's expense. In all such actions, the decision of the members present at the meeting shall be final.

**Chapter VI • REGULAR ELECTED AND APPOINTED COMMITTEES**

**Section 10. Committees**

**A. Regular Elected Committees**

Metropolitan District shall elect the following Committees, whose terms of office shall commence **JULY**. In accordance with the MDS Bylaws.

1. Ethics Committee as specified in the MDS Bylaws.
2. Nominations Committee as specified in the MDS Bylaws.
3. Peer Review Committee as specified in the MDS Bylaws.

**B. Regular Appointed Committees**

The Chair of the district shall appoint committees to conduct the general business of the district which will then be approved by the Executive Core Committee.

The Regular Appointed Committees shall be:

1. Budget and Finance
2. Bylaws
3. Membership

**Section 20. Duties of the Regular Elected Committees**

- A. To attend the scheduled meetings of the Metropolitan District Dental Society Executive Board.
- B. To report as requested the activities of the committee.
- C. To select as needed members of the Metropolitan District Dental Society to serve as committee members.
- D. To conduct the business and carry out the goals of his/her committee.
- E. To submit articles and reports of his/her committee activity to the Editor for publication in the district newsletter.

**Section 30. Ethics Committee:**

- A. **Composition:** The Ethics Committee of the district shall be composed of at least three members.
- B. **Duties:** The duties of the District Ethics Committee shall be to hold hearings, make written decisions, and transmit such decisions to the Ethics Committee of The Massachusetts Dental Society, all in accordance with the provisions of Chapter

VII of the MDS Bylaws.

**Section 40. Peer Review Committee**

- A. **Composition:** The district Peer Review Committee shall be composed of a minimum six (6) members elected at the Metropolitan Annual Meeting.
- B. **Duties:** The duties of the Peer Review Committee shall be: to conduct the duties of the district Peer Review Committee as outlined under current guidelines or manuals of operation and shall at all times conform to the Massachusetts Dental Society and the American Dental Association policies.

**Section 50. District Nominating Committee**

- A. **Composition:** The District Nominating Committee shall consist of five (5) members. The Immediate Past Chair and Secretary plus three (3) of whom shall be elected by the members
- B. **Duties:** The Nominating Committee shall nominate candidates for all elected positions to be filled for the next term.

**Section 60. Duties of the Regular Appointed Committees**

The duties of the regular committee members are to attend the scheduled meetings of the Metropolitan District Dental Society Executive Board to report as requested the activities of the committee, to select as needed members of the Metropolitan District Dental Society to serve as committee members, to conduct the business and carry out the goals of his/her committee, to submit budget line item requests in January each year to the Budget Chair to meet the financial needs of the committee, to submit articles and reports of his/her committee activity to the Editor for publication in the district newsletter.

**Section 70. Budget and Finance Committee**

The Assistant Treasurer as Chair of the Budget Committee shall at the appropriate time designated each year prepare and project the district's annual operating budget for the coming year. In addition, he/she shall present the district's annual budget to the district's Executive Board for approval. The approved budget will then be presented to the general membership at the Metropolitan Annual Meeting, to be approved by a two-thirds (2/3) vote of the voting members present. The committee shall oversee the district's reserve funds and the committee shall make appropriate reports and administrative suggestions to the Executive Board.

Section

**Section 70.1. Finances**

The District shall comply with the MDS District finance policy and the other policies adopted by the MDS from time to time, including with respect to financial reporting and entering into contracts. The Chair, Treasurer or Secretary of the District shall approve all invoices and requests for payment in connection with District expenditures in order that checks may be issued by MDS.

**Section 90. Bylaws Committee**

The Chair shall appoint a Bylaws Committee and designate a Chair of the Bylaws Committee. The committee shall as necessary update and revise the bylaws of the district to meet the needs of the district and to incorporate the bylaws changes of the Massachusetts Dental Society.

**Section 100. Membership**

The Chair shall call all newly elected members and personally welcomes them into the district. Seminars and workshops can be planned throughout the year geared towards the recruitment and retention of members

## Chapter VII • SPECIAL COMMITTEES

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

## Chapter VIII • CONSTITUENT REPRESENTATIVES

### Section 20. Representative to the MDS Nominations Committee

#### A. Composition:

The out-going Immediate Past-Chair shall have his/her name placed in nomination as representative to the Nominations Committee. In the event the Immediate Past Chair is not able to serve, a representative will be appointed by the Chair of the District as specified in these bylaws and in accordance with the bylaws of the Massachusetts Dental Society. He/She shall not serve more than two (2) consecutive years.

#### B. Duties of the MDS Nominations Committee Representative:

1. To solicit, contact, and encourage prospective candidates to serve.
2. To invite candidates to apply whose experience and qualifications meet the requirements of the Bylaws for that position and who can obtain support from the District for the position sought.
3. To interview candidates for current and future vacancies.
4. To submit a report of one or more nominees, for each Officer position to be filled at the Annual Session of the House of Delegates, to the Speaker of the House at least one month prior to such Annual Session.

## Chapter IX • MASSACHUSETTS DENTAL SOCIETY HOUSE OF DELEGATES

### Section 10. Delegates and Alternate Delegates

#### A. Composition:

The Metropolitan District Dental Society shall be represented by a minimum of three (3) duly elected delegates, and one (1) awarded delegate for every 100 active members over 200 active members with voting power. Elections shall be so arranged that a least one-fifth (1/5) of the delegates will be elected each year. A delegate shall be elected for one (1) two year term. All elected or appointed Delegates and Alternate Delegates to the Massachusetts Dental Society House of Delegates shall be required to be members in good standing of the Metropolitan District Dental Society.

#### B. Delegate Term of Office:

Each Delegate shall be elected for one (1) term of two (2) years. Each Alternate shall be elected for a term of one (1) year. The alternate delegates shall serve until a new delegate is elected to fill an unexpired term. In the event the district does not have a sufficient number of elected delegates and elected alternates to fill its quota at any meeting of the Massachusetts Dental Society House of Delegates, the Executive Board may appoint members of the District to fill its quota for that meeting.

#### C. Duties and Responsibilities:

It is the responsibility of each delegate to attend the Massachusetts Dental Society House of Delegates annual session held each year in January. If a delegate is not able to attend the Massachusetts Dental Society House of Delegates, it is the delegate's responsibility to contact an elected alternate as his/her replacement. The delegate must also notify the district secretary and/or the district Executive Director of the change. It is also the responsibility of each delegate to make every effort to attend the district caucus held approximately one week prior to the annual session.

## Chapter X • PUBLICATIONS

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

## Chapter XI • PRINCIPLES OF ETHICS

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

**Chapter XII • INDEMNIFICATION OF OFFICERS**

Each uncompensated officer and member of every committee now or hereafter serving the District shall be indemnified by the MDS in accordance with and as set forth in the MDS Bylaws.

**Chapter XIII • 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 XIV • 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.

## Appendix I • 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 LIASON	1 YEAR	
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

### **REGULAR ELECTED COMMITTEES**

PEER REVIEW CHAIR	1 YEAR	NO TERM LIMIT
ETHICS CHAIR	1 YEAR	NO TERM LIMIT
MDDS NOMINATIONS CHAIR	1 YEAR	NOT TO EXCEED 1 CONSECUTIVE TERM
COMM/TRIAL	3 YEAR	NO TERM LIMIT
MDS NOMINATIONS	1 YEAR	3 YEAR LIFE TIME LIMIT

### **DELEGATES**

The delegates will be elected to fill the District's allowed number of Delegates; as calculated by the MDS. Each elected delegate will serve a 2 year term.

### **ALTERNATE DELEGATES (8)**

Alternate Delegates will serve a 1 year term.

### **EMERGENCY DELEGATES (as needed)**

Emergency Delegates will be appointed by the Executive Committee to serve as needed.

**All of the above must be members in good standing of the American Dental Association, the Massachusetts Dental Society and the Metropolitan District Dental Society.**