



Northwest Suburban Branch

Standing Rules

(Adopted: April 1982)

Section 1

This branch shall conform to the Constitution and Bylaws of the Chicago Dental Society. Its organization shall be in accordance with Article XX of the [Constitution and Bylaws](#) as adopted Jan. 14, 1981.

Section 2

The officers shall consist of President, Vice President, Secretary, Treasurer, and President-elect; all but the President are elected annually.

Section 3

The management of this branch shall be vested in a Board of Directors consisting of the officers, the Branch Director to the Chicago Dental Society and the three most recent Past-Presidents who are still active members of the branch.

Section 4

A. Committees shall be appointed annually, to conform with the Chicago Dental Society Constitution Bylaws and Policy Manual, by the President, President-elect and Secretary with approval of the Board of Directors.

B. The following branch committees shall be appointed annually with the President appointing the chairman, the President-elect, the vice chairman and the Secretary appointing the assistant vice chairman.

1. Program
2. Dinner
3. Sports
4. Branch Correspondent

C. The President shall appoint with the approval of the Board of Directors the Nominating committee which shall consist of three members who are immediate past presidents of the Northwest Suburban Branch of the Chicago Dental Society and still active members of the Northwest Suburban Branch of the Chicago Dental Society and two members at large appointed by the President from communities not represented by the above three



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members. The President of the Northwest Suburban Branch of the Chicago Dental Society shall be an ex-officio member of this committee. He shall convene the first meeting of the committee at which time the first order of business shall be election of a chairman for that year. This committee shall be appointed in November of each year.

D. Special Committees: Special Committees may be appointed by the President with the approval of the Board of Directors, and the President shall appoint such committees at the direction of the Board of Directors, or by majority vote of the members of the Society at a regular or special meeting called for that purpose.

Section 5

Five or more regular meetings of the Branch shall be held between September 1 and May 31, two of which are to be held in March and April, at such date, time and place may be determined by the Board of Directors.

Section 6

The Board of Directors shall meet prior to each regularly scheduled professional meeting.

Section 7

Duties of Officers

A. President: The President shall preside at all meetings; shall serve as Chairman of the Board of Directors, shall appoint all committees not otherwise provided for in these By-Laws and shall appoint chairmen of committees as outlined in Section 4, subject to the approval of the Board of Directors; may countersign checks for the disbursement of funds in payment of Society expenses in accordance with accounting regulations and procedures established by the Board of Directors; may issue calls for special meetings upon his initiative and must issue calls for special meetings when demanded in accordance with Article XX of the [Bylaws of the Chicago Dental Society](#); shall have the power to fill vacancies on all committees not provided for in these Bylaws and shall perform such other duties as usually appertain to the office of President. He shall be an ex-officio member of all committees.

B. Vice President: The Vice President shall assist the President in performance of his duties; shall preside in the absence of the President.

C. Secretary: The Secretary shall conduct the business of this society which is not otherwise assigned. He shall (1) be responsible for adequate records; (2) notify members of appointments to committees; (3) serve as Secretary of the Board of Directors; (4) shall



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turn over to his successor all books, papers, records and other properties of his office, at the termination of his tenure thereof; (5) he shall appoint assistant vice chairmen of committees as outlined in Section 4.

D. Treasurer: The Treasurer shall be custodian of all funds and moneys of the Society. He shall

1. Cause to be deposited with a depository selected by the Board of Directors, all moneys of this Society;
2. Sign checks for the disbursement of funds in payment of Society expenses in accordance with accounting regulations established by the Board;
3. Submit his books and accounts for audit and
4. Turn over to his successor all books, papers, records and other properties of this office at the termination of his tenure thereof.

E. President-elect: The President-elect shall assist the President as requested. The President-Elect shall succeed to the unexpired term of the office of the President in case of vacancy for any cause, and will also fill his own elected term as President. He shall appoint vice-chairmen of committees as outlined in Section 4.

Section 8

Duties of Committees

A. The committees appointed as per the Chicago Dental Society Policy Manual will conform with said appointment.

B. Program: This committee shall arrange for and have charge of the program presented at regular meetings.

C. Dinner: This committee shall encourage attendance at dinners preceding our regular meetings. This committee shall have charge of members and guests at regular and special meetings, and shall pass upon the credentials of all persons seeking admission thereto.

D. Sports: This committee shall have charge of arrangements for all sports activities in the Branch.

E. Branch Correspondent: This committee shall submit announcements and news items concerning this Branch and its members to the editor of the official magazine of the Chicago dental Society, for publication therein.

F. Nominating: This committee shall prepare a slate of officers naming at least one candidate for each of the several offices. In addition, every 3 years the committee will nominate a member to be a Director to Chicago Dental Society Board. At present, the next



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director will need to be nominated in early 2022, followed by nominations in 2025, 2028, etc. The committee shall make a report at a regularly scheduled meeting of the Branch at least 30 days prior to the election.

Section 9

A. Election: Time and place: the annual election of officers and, when appropriate, director, shall be held at the regular March meeting and the installation of said officers shall be held at the regular April meeting. The flyer for the March meeting will include the nominating committee report from the previous meeting.

B. Nomination:

1. By report of the Nominating Committee.
2. By petition in writing of at least 25 members in good standing not less than 15 days prior to the annual election.

C. Manner Of Voting: In the event of a contest for any or all of the elective offices voting shall be by written secret ballot. The form of ballot shall be approved by the Board of Directors. If there is no contest for any of the elective offices the President shall direct the Secretary to cast a unanimous ballot on behalf of the candidates for the office to which they have been nominated.

D. Tabulation Of Votes: In all contested elections tellers shall be appointed by the President at the time of election. They shall tabulate the votes and report to the President immediately.

E. Replacement Of Officers: In the event of the inability of any officer to properly perform his duties the Nominating Committee shall convene to nominate a candidate for that office for election at the next regularly scheduled meeting. In addition the Nominating Committee shall nominate one candidate for each office which may become vacant as a result of this election.

Section 10

Rules of Order

Robert's Rules of Order, "Newly Revised" shall govern the deliberations of this Society in all cases to which they are applicable and consistent with these Bylaws.

Section 11

Order of Business



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The order of business of regular meetings of this Branch shall be determined by the Board of Directors. The order of business may be changed by two-thirds affirmative vote of the members present at any meeting.

Section 12

Amendment of Standing Rules

The Standing Rules of this Branch may be amended or revised by a two-thirds affirmative vote of the active members present at any regular meeting called for this purpose, provided that the proposed changes shall have been presented, in writing, at any regular or special meeting at least thirty days prior to the meeting at which such action is requested. Such proposed amendments or revisions shall be published in the official magazine of this Society or by notification of each member by direct mail at least ten days before the time of such meeting.