



Southwest Branch Constitution & Bylaws

(Revised March 2023)

Section I. Standing Rules

The standing rules of this Branch shall conform to the Constitution and By-Laws of the Chicago Dental Society.

Its organization shall be in accordance with the article XXII of the By-Laws of the Chicago Dental Society as adopted May 19, 1942.

(Hereinafter “Branch” shall designate Southwest Branch, and “Society shall designate Chicago Dental Society, and “Board” shall designate Executive Board.)

Section II. Membership

The membership of this Branch shall be composed of active members assigned to this Branch by the Central office of the Society.

Section III. Meetings

1. Regular meetings shall consist of business and scientific or educational sessions and shall be held on the second Tuesday of: October, November, January, March and April; except where such meetings conflict with the dates of state or national association meetings.

2. Special meetings may be called by the President upon their own initiative and must be called upon the request of the Majority of the Executive Board, and must be called upon the request of twenty-five (25) or more active members in good standing, provided, that in each instance a reasonable notice of at least ten (10) days is given to all members of the Branch, prior to the date of the meeting.

Section IV. Officers

1. The officers of this Branch shall be President, President-elect, Secretary and Treasurer.

2. Elective Officers - The elective officers shall consist of the President-elect, Secretary, and Treasurer, who shall be elected to serve for one year or until their successors are duly elected and qualified.



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Section V. Management

The management of the Branch shall be vested in an Executive Board consisting of the officers, three (3) immediate past presidents (Advisory Board), and the Director to the Chicago Dental Society. All members other than the officers shall serve for a period of three (3) years. For official directory purposes, the three (3) immediate past presidents shall be listed as members of the Executive Board. The chairman of the Body shall be the senior past president.

Section VI. Quorum

Ten (10) or more members in good standing shall constitute a quorum for the transaction or business at any official meeting.

Section VII. Rights and Privileges of Members

Any member in good standing shall have the right and privilege to attend any regular or special meeting, to receive notices and publications, and have the right to vote, hold office, and shall have the right to express his or her opinion in all the affairs of the Branch. (See Art. VIII, Sec 1 Of C.D.S Constitution and By-Laws)

Section VIII. Election of Officers

1. Nomination of Candidates

- a) By Nominating Committee: The Nominating Committee shall consist of the five (5) immediate past presidents of the Branch who shall be appointed by the President at the January meeting. The committee shall submit its slate of candidates with their consent to the secretary, not later than the March meeting.
- b) Names of candidates other than those submitted by the nominating committee, shall be done in writing, setting forth the name or names of the candidate on a petition with the signatures of at least ten (10) members of the Branch. Such petitions, together with evidence of consent from the nominee or nominees, shall be filed with the Secretary of the Branch and the date of receipt shall be deemed the date of filing. All such petitions shall be submitted at least twenty (20) days prior to the date of the annual election held in April. Candidates' names shall be alphabetically arranged under the offices for which they have been nominated and published at least once prior to the date published at least once prior to the date of election: either in the official publication of the Society, or by the Secretary with the official notice of the election.



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2. Unanimous Ballot

In the event only one candidate is nominated for any office, the President at the April meeting shall direct the Secretary to cast a unanimous vote for the candidate for office.

3. Election Procedure

- a) The election shall be held at such time and place as shall be determined by the Executive Board.
- b) The management of the election shall be under the control of an election committee consisting of: The three (3) past presidents who are members of the Executive Board, the Secretary, and three (3) members of the Branch appointed by the President from among those present at the meeting.
- c) Ballot shall be issued by a member of the Election Committee to any member. Any defacing or unofficial writing upon a ballot shall invalidate such ballot.
- d) Count and Report: The Election Committee shall, immediately after closing of the polls, count the vote cast and then report the result to the membership.
- e) Tie Vote: In the event of a tie vote for any office, there shall be a new election for that particular office at that meeting. If after three additional rounds a tie vote still exists, the election shall be held at the following regular meeting or at a special meeting called for that purpose.
- f) Director of the Chicago Dental Society: Once every three (3) years, at the time of the annual election there shall be elected a member to represent the Southwest Branch on the Board of the Chicago Dental Society. They shall be elected for a term of three (3) years.

Section IX. Standing Committees

This Branch shall have the following standing committees: 1) Branch Correspondents; 2) Elections; 3) Legislative; 4) Membership & Welcoming Committee; 5) Budget and Finance; 6) Mediation Committee; 7) Peer Review Committee. These committees shall be appointed by the President with the advice and help of the outgoing officers of this Branch. The number to serve on each committee left to the discretion of the president and appointments (are to be) made shortly after the election of new officers.

Section X. Duties of Officers

1. President: The President shall preside at all meetings; shall appoint all committees not otherwise provided (for) by these standing rules, subject to the approval to the Executive Board; may countersign checks for the disbursement of Branch funds in accordance with accounting regulations and procedures established by the Executive Board; may issue calls for special meetings upon their initiative; must issue calls for special meetings in accordance with Section III of these rules; shall have the power to fill vacancies on all committees not otherwise provided for in these Rules and shall perform such other duties



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as usually appertain to the office of President. They shall be ex-officio member of all committees.

2. President-Elect: The President-Elect shall assist the President and Secretary; shall preside in the absence of the President and shall succeed president in office. They shall act as the chairman of the Membership & Welcoming Committee. They shall be Ex-officio member of all committees. It is desirable that the President-Elect has been Secretary of the Branch from the standpoint of experience.

3. Secretary: The secretary shall conduct the business of the Branch which is not otherwise assigned. They shall A) be responsible for adequate records (minutes of meeting, treasurer reports); B) shall notify members of appointments to committees; C) serve as secretary to the Executive Board; D) shall certify to the eligibility of a member to receive a ballot; E) update the Policy Manual; F) shall turn over to their successor all books, papers, and records at the termination of their tenure of office.

4. Treasurer: The Treasurer shall be custodian of all funds and monies of this Branch. They shall A) cause to be deposited with a depository of their selection, with the approval of the Executive Board, all monies of the Branch; B) sign checks for the disbursement of funds for the payment of Branch expenses in accordance with accounting regulations established by the Board; C) submit their books and accounts to the Board for audit if called upon; D) turn over all books, papers, records, and other properties of this Branch at the termination of their tenure of office; E) shall be chairman of the Budget and Finance Committee.

5. Southwest Executive Board: The Southwest Executive Board shall be the governing body of this Branch, manage its affairs, conduct its business, control the disbursement of its funds, approve the depository for the funds of this Branch, and appoint such committees as provide in these rules. They shall meet at the call of the President or the Chairman of the Board, or upon the request of a majority of the Executive Board, provided that in each instance, one (1) week's notice be given to all its members. The Senior Director serving their third (3rd) year shall be the Chairman of the Executive Board. A majority of the Executive Board shall constitute a quorum.

6. Advisory Board (3 immediate Past Presidents): The immediate three past presidents of the Branch shall attend all meetings of the Board; shall act in an advisory function; shall participate on any committee; shall serve a term of three years; shall be named Senior, Junior and Freshman; shall serve at Branch meetings as a welcoming committee to new guests, make introductions, and follow up with the new members after the meeting.

7. CDS Branch Director: The Branch Director is elected by the Branch to serve for a term of three (3) years. It is the responsibility of the Branch Director to attend the following meetings: CDS Board meetings, CDS Regional meetings, ADA Annual Session, ISDS



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Capital Conference, ISDS Annual Session, Board Committee meetings as assigned by the CDS President, Standing Committee meetings as appointed as liaison, meetings of the Branch. The Branch Director is accountable for the leadership of the Branch and making sure everything is properly functioning at the Branch level.

8. ISDS Delegates: The allotment of Delegates to the Illinois State Dental Society House of Delegates from the Branch shall be determined by the CDS Central Office. The allocation of the delegates will be the CDS Branch Director, any CDS Officer(s) from the Branch, and then the Branch Officers in order of seniority. Any other delegate position open will be elected by the Branch. There should be at least one (1) alternate delegate from the Branch.

Section XI. Duties of Committees

1. Branch Correspondents: This committee shall submit announcements and news items concerning the Branch and its members to the editor of the CDS Review for publication therein.

2. Election: The Election Committee shall manage the annual election in accordance with the procedure as explained in Sec. VIII.

3. Legislative: This committee shall report to the Branch Society all pending legislation of interest to the dental profession and its conclusions thereon. It may also report to the Branch the views of candidates for public office, provided that such a report is approved by the Executive Board. Its membership is to be composed of the Southwest Branch Dent-IL Pac Director and the ISDS Delegates from the Branch.

4. Membership & Welcoming Committee: This committee shall welcome new practitioners to the Branch meetings, make introductions, follow up with new practitioners, and endeavor to secure them for membership in this Branch of the Society according to Article VII of the by-laws of the Chicago Dental Society.

5. Budget and Finance: This committee shall have as its chairman the current treasurer of the Branch, the vice-president, and one director. It will be the duty of this committee to determine the budget and all financial matters of the Branch for the fiscal year.

6. Mediation Committee: The committee receives the complaints of patients and functions as a conciliation service for resolving differences. If the Committee is unable to resolve such complaints, the Chair may, at their discretion, refer the case to the Peer Review Committee. It is not the function of this Committee to make a final determination as to where the fault may lie.



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7. Peer Review Committee: The intent of the Branch peer review hearing is to offer a recommendation to the involved parties. While this recommendation is not legally binding on either party; the hearing committee can express its opinion as to what an appropriate solution could be in the light of the facts presented. The committee must adhere to the guidelines of the ISDS Peer Review Manual.

Section XII. Rules of Order

The Standard Code of Parliamentary Procedure shall govern the deliberations of this Branch in all cases to which they are applicable to and consistent with these rules.

Section XIII. Order of Business

The order of business at regular meetings of this Branch shall be as follows: 1) Call to order; 2) Reading of the minutes of the previous meetings; 3) Reports of Board and standing committees; 4) Unfinished business; 5) New business; 6) Special Program; 7) Adjourn. The order of Business can be changed by a two-thirds (2/3) affirmative vote of the members present.

Section XIV. Amendments

The Standing Rules of this Branch may be amended or revised by a two-thirds (2/3) affirmative vote of the active members in good standing present at any regular or special meeting called for this purpose, provided that the proposed changes shall have been presented in writing, at any regular or special meeting at least twenty-eight (28) days, prior to the meeting at which action is requested. Such proposed amendments or revised shall be published in the official magazine of the Chicago Dental Society, or in the official announcement of the next meeting, at least ten (10) days prior to the time of such meeting.