



CHICAGO DENTAL SOCIETY
THE RESPECTED LEADER IN SCIENTIFIC DENTAL MEETINGSSM

West Side Branch Constitution & Bylaws

Constitution

Article I. Name

The name of this geographical portion of the Chicago Dental Society shall be known as the West Side Branch of the Chicago Dental Society and referred to throughout the following Articles as the "Branch".

Article II. Object/Purpose

The object/purpose of this Branch is to promote the public welfare by the improvement and advancement of the dental profession in education, science and professional service; to engage in a charitable, scientific, literary, and educational purpose; to bring into one compact group the legal and ethical members of the dental profession in the territory allotted this Branch by the Chicago Dental Society; to promote the acquaintance, good fellowship and understanding of the members with each other and to advance the causes of the Chicago Dental Society, the Illinois State Dental Society and the American Dental Association.

Article III. Membership

Any member of the Chicago Dental Society is eligible for membership.

Article IV. Officers

The officers of this Branch shall consist of a President, Vice President, Secretary, Treasurer and Librarian, chosen for a term of one year, and until their successors shall have been duly elected and installed. There shall also be chosen an officer of this Branch to be known as Branch Director of the Chicago Dental Society Board of Directors, whose term shall be three years, and until their successor shall have been duly elected and installed.

Article V. Executive Committee

The Executive Committee of the Branch shall be vested in a Board of Directors consisting of eight (8) individuals: the current five officers of the Branch, the current Branch Director, one at large Branch member and one at large Branch member who has graduated from an



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accredited dental school within the past 10 years with those at large members being appointed by the Branch

President for a term of one year with an option for reappointment for one additional year.

Article VI. Branch Delegates to ISDS

The duty of the Branch Delegate is to represent the Branch at the annual September ISDS State Meeting. The number of Branch Delegates will vary depending on the amount of membership. The Branch Delegates shall consist of the Branch Director and the Branch Officers, starting with the President and going down the ladder of officer positions. The Branch Alternates shall be the remaining officers of the Branch if less than five Delegates are appointed for the Branch. Alternates should be appointed in case one or more of the Delegates are not able to take their seat on the floor of the ISDS House of Delegates.

Article VII. Branch Standing Committees

The following Branch Standing Committees, with necessary and needed committee members, shall be appointed by the President at the yearly Organizational Meeting, or when deemed necessary, with the aid of the Board of Directors: Access to Care, Auditing, Branch Correspondent, Constitution and Bylaws, Corporate Sponsorship, DENT-IL-PAC, Dental Insurance Plans, Dinner Arrangements, Ethics, Mediation, Membership, New Dentists, Nominating, Peer Review, Program, Sports/Entertainment and Website/Social Media.

The Branch encourages all standing committees to meet at least once per year or more often if deemed necessary by the chairperson of said committee. It is also the desire of the Branch to have an abbreviated yearly report from the various committees presented at the yearly Organizational Meeting.

Article VIII. Regular Meeting

There shall be seven regular meetings of this Branch, which includes an Organizational Meeting and a separate Installation of Officers Function during each administrative year, which shall extend from June first of one calendar year to May thirty-first of the following year. The Branch Meetings will be on the second Tuesday in the months of September, October, November, December, January, March and April unless there is a major conflict requiring a change to a different Tuesday of any one month, authorized by the Branch President with the aid of the Branch Board of Directors.

The Organizational Meeting is held for the purpose of preparing for the following year's regular branch meetings; appointing branch standing committee members whose terms



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are expiring and appointing Midwinter Meeting committee members whose terms are expiring.

The Installation of Officers will be held as a separate function in May unless otherwise determined by the Branch President with the aid of the Branch Board of Directors.

Article IX. Constitutional Amendments

This Constitution may be amended by two-thirds affirmative vote of the members present at any regular meeting, or at any special meeting called for that purpose provided that the proposed amendment shall have been presented in writing at any meeting at least thirty days prior to such action. Such proposed amendments will be made known to the membership by publication in the Chicago Dental Society Review or by email to each member. No amendment may be accepted which conflicts with the Constitution and Bylaws of the Chicago Dental Society, the Constitution and Bylaws of the Illinois State Dental Society or the Constitution and Bylaws of the American Dental Association. Any official notice from the Chicago Dental Society prescribing a change in its Constitution which affects its component branches shall be accepted by this Branch and shall become part of this Constitution and Bylaws without action.

Bylaws

Article I. Duties of Officers

Section 1: President:

It shall be the duty of the President to preside at all meetings of this Branch and meetings of the Board of Directors; to appoint all committees not otherwise provided for in these Bylaws, subject to the approval of the Board of Directors; to issue calls for special meetings; to be a member ex-officio of all Standing Committees and to perform such other duties as usually appertain to the office.

Section 2: Vice President:

It shall be the duty of the Vice-President to assist the President in the conduct of their office; to preside in their absence and to succeed to their office in case of vacancy for any cause. The Vice President shall also assume the role of Program Chairperson and act as a member of the Corporate Sponsorship Committee which shall be chaired by the Branch Secretary.

Section 3: Secretary:

It shall be the duty of the Secretary to keep the records and minutes of this Branch and the Board of Directors; to maintain a record of each member with proper address; to conduct the correspondence of the Branch,



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unless it is otherwise assigned; to notify all members appointed to committee assignments; to post all relevant documents on the Branch shared electronic file; to assume the role of Chairperson of both the Website/Social Media and Corporate Sponsorship Committees and to perform such other duties as appertain to the office. They shall turn over to their successor all books, papers, records and other properties of the office at the termination of their tenure thereof.

Section 4: Treasurer:

It shall be the duty of the Treasurer to receive and deposit under the name of this Branch all moneys belonging to this Branch; to pay bills upon the authorization of the President, or when authorized by two-thirds of the members present at any regular meeting; to report Branch balances at monthly Branch meetings; to make an annual financial report at the yearly Organizational Meeting and submit the semi-annual Branch Accounting Form to the CDS. When directed by the Board of Directors and membership, the Treasurer shall submit their books and accounts for audit by the Audit Committee and/or a Certified Public Accountant selected, if requested, by the Board of Directors, the cost of this to be borne by the Branch. They shall turn over to their successor all books, papers, records and other properties of this office at the termination of their tenure thereof.

The Treasurer shall also be a member of the Corporate Sponsorship Committee along with the Vice President. This committee shall be chaired by the Branch Secretary.

Section 5: Librarian

It shall be the duty of the Librarian to care for such properties as are entrusted to their care and to be custodian of and arrange for audio- visual equipment as needed.

The Librarian shall be a member of the Website/Social Media Committee which shall be chaired by the Branch Secretary. The Branch Librarian shall also attend Leadership Conferences hosted by the CDS and ISDS.

Section 6: Vacancies

In the event any elective office of this Branch shall become vacant for any cause whatsoever, except the offices of the Branch President and the Branch Director, the Board of Directors shall appoint an active member in good standing to fill such office for the unexpired term, or until their successor is duly elected and qualified.



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In the event of the Branch President vacancy, the Branch Vice President shall assume the role as Branch President for the remaining year's term. In doing so, the Vice President's position will remain vacant for the rest of the said term year.

In the event of the Branch Director vacancy, the Board of Directors shall assign a replacement for the remaining three-year term.

Article II. Duties of the Board of Directors

Section 1: The Board of Directors, as stated in Article V of the constitution as the Executive Committee, shall consist of 8 members: the current 5 officers, the current Branch Director, one at large Branch member and one at large Branch member who has graduated from an accredited dental school within the past 10 years. They are to aid the President in their decisions in discussions on appointee candidates for Branch Standing Committees at the Organizational Meeting; also to aid in answering questions at the regular Branch meetings; to aid in following the Branch Constitution and Bylaws and to aid in following the American Institute of Parliamentarians Standard Code of Parliamentary Procedure.

Section 2: The President shall appoint all Branch Standing Committees at the yearly Organizational Meeting, with the exceptions of the Branch Program Chair which is the duty of the Branch Vice President and the Branch Corporate Sponsorship and the Branch Website/Social Media Chairs which are the duty of the Secretary.

Section 3: The Branch Director shall represent the Branch as a member of the CDS Board of Directors. The Branch Director shall inform Branch members of CDS functions including regional meetings and the CDS Midwinter Meeting. The Branch Director shall act as Chairperson of the Nominating Committee and shall also appoint all CDS Midwinter Committee Appointments at the Branch Organizational Meeting. In the event of a CDS Midwinter Committee Appointment vacancy, the Branch Director shall appoint another member of the Branch to the vacated position at their discretion. In addition, the Branch Director shall inform Branch members as to the political structure of the CDS, ISDS, ADA tripartite and the Coalition structure and functions of the various Branch committees and officer positions of the Branch to allow for a better understanding of the importance of belonging to organized dentistry.

Article III. Duties of Branch Standing Committees

Section 1: Access to Care:

It is the duty of this committee to improve availability of dental care to needy groups such as the poor, the working poor, elderly, disabled, medically fragile, home-bound, homeless, institutionalized and the uninsured resident. In essence, the committee shall work to minimize existing social and economic barriers to appropriate oral health care. This



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committee will also investigate and provide any information to the Branch on access to care events; aid in finding Branch members who are willing to donate their time in providing care to these patients and also assist members who wish to participate in the care of patients at the CDS Foundation Clinic in Wheaton, Illinois and/or any other future CDS Foundation clinics.

Section 2: Auditing:

This committee consisting of the Branch Director, the Branch President and one at large Branch member shall perform the duty of checking the financial books of the Treasurer. The Branch Director shall assume the role of the chairperson of this committee.

Section 3: Branch Correspondent

This committee shall work in conjunction with the editorial staff of the CDS Review for the purpose of reporting Branch news and shall use the columns of the CDS Review to inform members of any announcements significant to the Branch and/or items of interest pertaining to the membership.

Section 4: Constitution and Bylaws

This committee shall have the responsibility of informing membership of any discrepancies that may occur in the business of the Branch as well as update any changes in the Constitution and Bylaws as voted upon by the Board of Directors and membership.

Section 5: Corporate Sponsorship

It is the duty of this committee to assist the Secretary of the Branch, who shall act as Chairperson of this committee, in the pursuit of corporate entities for the purpose of aiding and supporting regular branch meetings both educationally and financially. The Vice President and Treasurer of the Branch will also be members of this committee.

Section 6: DENT-IL-PAC

The purpose of this committee is to influence lawmakers who have demonstrated their concern for the preservation of dentistry as an independent profession and for the health of the citizens in the State of Illinois. It is the duty of this committee to encourage its branch members to support this political action group financially so that dentistry's voice can be heard in the Illinois Legislature.

Section 7: Dental Insurance Plans

This committee is to inform members of any information concerning patient dental insurance plans and to coordinate any questions or problems through the Branch Director and/or ISDS Trustee.



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Section 8: Dinner Arrangements

This committee shall plan the dinners which coincide with all regular branch meetings and shall have charge of all financial arrangements pertaining thereto.

Section 9: Ethics

This committee shall perform such duties as are required of it pertaining to potential infractions of the Illinois Dental Practice Act, and after determining legitimate infractions, violations or failures shall refer such cases to the Ethics and Special Issues Committee of the Chicago Dental Society for further investigation.

Section 10: Mediation

It is the duty of this committee to entertain patient complaints via telephone conversations and to contact the dentist in question in an attempt to resolve the situation. One at large Branch member shall be appointed and act as the committee chairperson.

Section 11: Membership

This committee shall work in conjunction with the Membership Committee of the parent society and shall endeavor to secure ethical practitioners of dentistry for membership in the society. This committee shall also maintain a record of visiting students and/or guests for the purpose of encouraging their future participation in organized dentistry.

Section 12: New Dentists

The duties of this committee are to represent the youth of our Branch and to coordinate the young dentists' ideas with those of the Branch and the parent society committee. This committee is also charged with the duties of communicating with the young dentists, both current Branch members and potential members and to actively seek out and enroll new dentists into organized dentistry with preference given to the West Side Branch. Member(s) of this committee shall be one or more dentists who have graduated from an accredited dental school within the past 10 years.

Section 13: Nominating

This committee of seven (7) members, chaired by the current Branch Director, includes the immediate past President, the current Branch President, the current Vice President, two at large Branch members and one at large Branch member who has graduated from an accredited dental school within the past 10 years. Those at large members shall be appointed by the Branch President for a term of one year. This committee has the duty to nominate the Branch Officers and incoming Branch Director. They are to meet prior to the January Branch meeting and have the Chairperson disclose their proposed nominations to the membership at the January Branch meeting for consideration and to carry the motion.



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Section 14: Peer Review

It is the duty of this committee to review patient complaints that cannot be resolved by the Mediation Committee telephone calls and to meet with the dentist in question in an attempt to resolve the situation. One at large Branch member shall be appointed and act as the committee chairperson.

Section 15: Program

The duty of this committee, which is the responsibility of the Branch Vice President, is to secure, arrange, and oversee the program/lecture for each of the Branch meetings in the tenure of their year as Vice President.

Section 16: Sports/Entertainment

It is the duty of this committee to organize special events, such as recreational and/or more formal functions for the enjoyment of the Branch.

Section 17: Website/Social Media

It is the duty of this committee to assist the Secretary of the Branch, who shall act as chairperson of this committee, to inform the Branch members of future meetings, lecture topics and any other pertinent information and to update and maintain any avenues of social media that aid the Branch in communication with its members. The Branch Librarian will act as a member of the Website/Social Media Committee.

Article IV. Branch Meetings

Section 1: The seven regular yearly Branch Meetings are to be held on the second Tuesday of the months of September, October, November, December, January, March, and April unless changed by the Branch President with the aid of the Board of Directors due to a major conflict.

Section 2: The annual Nominating Committee Meeting of the Branch shall be held in the month of January, at which time the proposed slate of officers and Director shall be presented to the membership. Refer to Article III, Section 13: Duties of Standing Committees of these Bylaws.

Section 3: The Branch Organizational Meeting will be held at the April Branch Meeting.

Section 4: The Installation of Officers shall take place at a separate function of this Branch held in the month of May or otherwise determined by the Branch Board of Directors.

Section 5: Special meetings of this Branch may be called by the President at their discretion, upon written request of a majority of the Board of Directors, or upon the written request of twenty-five members in good standing.



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Article V. Branch Elections

Section 1: Nominations

Nominations in this Branch will be made by the Nominating Committee at the January meeting. Nominations can also be made from the floor during this meeting.

Section 2: Qualifications

Only active members in good standing shall have the right to hold office in the Branch, preferably season ticket holders.

Section 3: Election

At the January Branch meeting, the Nominating Committee's selection of the Branch officers and director for the upcoming year shall be put to motion by the Branch Director for acceptance by those members in attendance. These names shall be put into print via email to the entire Branch membership within five (5) business days following the January Branch meeting. The Nominating Committee's selections shall be presented back to the membership at the March Branch meeting at which time the Branch Director shall put the Nominating Committee's selection to a motion for acceptance to those members in attendance.

If, at the January Branch meeting, there is a motion from the floor nominating one or more candidates and accepted by seconding the motion, then all the names of the nominees from both the Nominating Committee and the floor nominee(s) shall be put into print via email to the entire Branch membership within five (5) business days following the January Branch meeting. A vote by secret ballot will then be taken at the March meeting for those positions which have multiple nominees as submitted by the Nominating Committee and the floor nominee(s) as presented at the previous January meeting. Prior to the secret balloting, each candidate will be given the opportunity to present a brief speech as to why they are seeking election to the office in question. A simple majority vote is needed to succeed to that office. If more than two individuals are seeking election to the same office, then again a simple majority vote is needed to succeed to that office.

Section 4: Emergency Election

Special meetings of this Branch may be called by the President at their discretion, upon written request of a majority of the Board of Directors, or upon the written request of twenty-five members in good standing.

Article VI. Suspension of Bylaws

Any article of these Bylaws may be suspended, in whole or in part for not more than one meeting of the members by unanimous consent of those present and voting, except this article, which shall not be suspended.



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Article VII. Rules of Order

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

Article VIII. Order of Business

The order of business in the seven regular meetings of the members of this Branch shall be as follows:

1. Reading of the minutes of the previous meeting
2. Reports of Board Officers, ISDS Trustee and Standing Committees
3. Reports of Special Committees
4. Old Business
5. New Business
6. Scientific Program

The order of business may be changed by a two-thirds vote of the members present.

Ad hoc Committee Members of these Constitution and Bylaws:

1. Dr. Richard Kohn, Chair
2. Dr. Sharon Perlman
3. Dr. Blase Brown
4. Dr. Sue Zelazo-Smith
5. Dr. Michael Tauber
6. Dr. Michelle Jennings
7. Dr. Shafa Amirsoltani
8. Dr. Kamal Vibhakar
9. Dr. John Polivka
10. Dr. Larry Jacobs

Reviewed by Dr. Richard Kohn, Chairperson Constitution and Bylaws Committee of the West Side Branch of the CDS.

Membership Approval: J&/i1/t/t2,