

PCDS BYLAWS

(Bylaws Change 5/15/18)

CHAPTER I MEMBERSHIP

Section 1. Classification. There shall be eight (8) classifications of membership.

- A. **Active Membership**
- B. **Associate Membership**
- C. **Active Life Membership**
- D. **Retired Life Membership**
- E. **Honorary Membership**
- F. **Student Membership**
- ~~G. **Provisional Membership**~~ (No provisional membership)
- H. **Retired Membership**

Section 2. Qualifications

A. Active Membership shall be restricted to ethical dentists who are legally licensed to practice dentistry in Pierce County; and who are in active practice within Pierce County. Any dentist who is under final sentence of suspension or expulsion from any component society of the American Dental Association shall not be eligible for membership in this Association until that dentist shall have practiced in this County in conformity with its laws and the Code Of Ethics of this Association for a period of at least one (1) year and completes the term of suspension or expulsion.

B. Associate Membership may be conferred upon (1) dentists who are full-time members of the faculty of the Dental School, University of Washington, but not licensed to practice in the State, (2) dentists who are in Federal Dental Service who are temporarily on duty in this state, and (3) dentists licensed in other states who are working on serving in an administrative capacity related to dentistry or dental issues such as positions on a local, state or national level, and other public health areas. Associate members must be graduates of accredited dental colleges and licensed to practice (dentistry.) ~~(in the State of Washington, Pierce County.)~~ Active members shall under no circumstances be re-classified as Associate members.

C. Active Life Membership An active member of the Pierce County Dental Society who shall have reached the age of 65 years or more and is engaged in significant commercial endeavors allied to dentistry shall automatically become a life member of the Pierce County Dental Society on the first day of January immediately after the completion of 30 consecutive years or 40 total years of active or active and retired membership in the American Dental Association, five (5) of which were in the PCDS.

D. Retired Life Membership An active member of Pierce County Dental Society who shall have reached the age of 65 years or more and files an affidavit attesting that the member is no longer engaged in any significant commercial endeavors allied to dentistry shall automatically become a retired life member of Pierce County Dental Society on the first day of January immediately after the completion of 30 consecutive years or 40 total years of active and retired membership in the

American Dental Association, five of which were in the Pierce County Dental Society. ~~(An active life member of the Pierce County Dental Society who files an affidavit attesting that the member is no longer engaged in any commercial endeavors allied to dentistry shall become a retired life member on the first day of January following the filing of the affidavit.)~~ **(Duplication of information within the same category.)**

E. Honorary Membership An individual who has made outstanding contributions to the advancement of the art and science of dentistry, upon nomination by the Board of Directors and election by the House of Delegates, shall be classified as an honorary member of this Association.

F. Student Membership ~~(A University of Washington Dental School Student who is a member in good standing of the American Student Dental Association shall automatically be a student member of the Pierce County Dental Society. Any ASDA member attending an out-of-state institution may apply for Pierce County Dental Society student membership at no fee.) (A Dental school student at an ADA accredited dental shall be eligible for student membership.)~~ **(Should read)**

A dentist may also be classified as a student member if engaged full-time in an advanced training course at the University of Washington School of Dentistry or in a dental residency program at an institution in the State of Washington or if the dentist is a member in good standing of the Pierce County Dental Society temporarily residing out of state while engaging in full-time in an advanced training course or a residency; provided that the advanced training course is at least one academic years duration in a specialty area recognized by the American Dental Association and accredited by the Commission on Dental Accreditation.

~~**(G. Provisional Membership** to be a provisional member, a dentist: (1) shall have received the degree of DDS or DMD from a dental school accredited by the Commission on Dental Accreditation of the American Dental Association: (2) Shall not have established a place of practice; and (3) shall have applied for provisional membership within 12 months of graduation. Provisional membership shall terminate December 31 of the calendar year following the year of graduation.)~~ **(No provisional membership)**

H. Retired Membership To become or remain a retired member, a Pierce County Dental Society member dentist must hold at the time retired membership is requested, active membership in the Pierce County Dental Society, be an active member in good standing at the time of application, be retired from the practice of dentistry and not engaged in any significant commercial endeavor allied to dentistry. Retired membership status shall commence at the time of actual retirement.

Upon such membership, the retired ADA member becomes a PCDS retired member ~~(of)~~ **(for)** all purposes, and to continue as a retired PCDS member, must be retired from the practice of dentistry and not engaged in any significant commercial endeavor allied to dentistry.

Section 3. Application and Election

A. Application for membership shall be made to the Central Office. Upon request from the applicant, the PCDS staff will:

- 1.** Send New Member packet containing the following to the Applicant:
 - a. PCDS New Member Applicant Letter
 - b. Official ADA Membership Application
 - C. Self-Addressed Envelope (for application return)
 - d. TAMS Referral Form
 - E. PCDS Website Referral Form
 - f. Calendar of Events for Upcoming Year
 - g. Tripartite Brochure
 - h. Current PCDS Event Registration Form(s)
 - I. Two Most Current Newsletters
- 2.** Make file for prospective members containing:
 - a. Copy of New Member Letter
 - B Name, Current Address and Phone Number in File
- 3.** When application is returned:
 - a. Verify other supporting documentation, which includes the following:
 - (1) Copy of applicants current Washington State License
 - (2) Letter verifying previous membership if transferring from another society
 - (3) Copy of separation papers or discharge from Military Services if leaving military within the last year.
 - (4) 2x3" black and white photo (Optional) for use in the annual roster and Newsletter.
 - (5) Review DOH and DQAC information on the application.
 - b. Make copy of application and other documentation. Send a current member notice to contact prospective member and invite to future GMM.

B. Upon receipt of appropriate documentation, a current member will correspond with the applicant, invite and/or accompany applicant to a General Membership Meeting where the applicant will be introduced.

- 1.** upon receipt and acceptance of appropriate documentation:
 - a. A combined ADA, WSDA, and PCDS dues statement will be sent to applicant.
 - b. Applicant is to forward dues payment to PCDS Central Office.
 - c. Upon receiving dues payment, the signed application and all other appropriate forms, along with dues payment, will be sent to WSDA for processing.

2. New Member will be added to the following:
 - a. PCDS Mailing List
 - b. Executive Director and Administrative Assistant Rosters
 - c. PCDS Website Referral Section and TAMS database (if returned)
3. New Member will be sent:
 - a. Welcome letter
 - b. Copy of current Roster
4. Newsletter Announcement:
 - a. All new members will be introduced through a welcome article printed in the PCDS Newsletter.

C. If the applicant is found ineligible (refer to section 3, letter E), s/he shall be so notified by the Secretary.

D. Re-application by a rejected applicant may be made only after the lapse of two (2) years.

E. Any dentist who has been found to have engaged in practices contrary to the standards as set forth in the Code of Ethics of the WSDA and the ADA shall not be eligible for membership until s/he shall have conducted his/her practice in conformity with those standards for a period of not less than two (2) years immediately preceding application for membership.

F. If a membership application is denied, the applicant may request a hearing by the PCDS Membership Committee. An applicant whose membership application has been denied by PCDS has the right to appeal that decision to the WSDA Committee on Judicial Affairs, Ethics, and Peer Review.

Section 4. Transfer

A member in good standing of another component society of the ADA who has moved his/her practice into the jurisdiction of the Society shall make application on the official forms furnished by the ADA and the PCDS. The application shall be referred to the Secretary and/or Membership Chairman after which regular election procedure shall be followed. The applicant shall be transferred to this Society without further dues for the current year, and his/her former component society shall be notified of such action.

Section 5. Rights and Privileges

A. Any members of this Society who are not under final sentence of suspension or expulsion, whose dues for the current fiscal year have been paid and who have complied with the continuing education requirements of the WSDA (and DQAC) shall be considered a member in good standing of this Society.

B. Active members in good standing shall have the right to attend all scientific, business and social meetings of this Society upon payment of the fee forsake, if any; they shall be able to take part in the programs and to vote in accordance to the bylaws; and shall be

eligible to hold any office or receive any honor within the power of the Society to bestow, as long as they comply with its Articles of Incorporation and Bylaws.

C. Associate members in good standing shall have all the privileges of active membership except those of voting and holding office.

D. Life members shall have all the privileges of active membership.

E. Retired members in good standing shall have all the privileges of active membership except that of holding office.

F. Honorary members shall have all the privileges of active membership except those of voting and holding office.

G. No member who is under final sentence of suspension or expulsion from this Society shall be entitled to any of the rights or benefits of this Society until relieved of such sentence.

~~(H. Inactive members shall have all privileges of active membership except those of voting and holding office.)~~ (No inactive member's category)

I. When a member resigns or otherwise loses his/her membership in this Society, s/he shall thereby forfeit all right and title to any share in the privileges and property of the Society.

J. Continuing Education: Continuing Education requirements of this Society shall be consistent with those of the WSDA and (DQAC.)

Section 6. Discipline of Members

A. Membership in this Society is recognized as vesting in the individual member's valuable professional rights and privileges that add to the member's prestige. No member, therefore, shall lose membership herein or be deprived of such professional rights and privileges attaching to membership by action taken by the Society to expel, suspend, or otherwise discipline a member except upon fair and impartial proceedings (or as specified in the WSDA bylaws.)

B. Disciplinary action, as used in this section, shall mean an authoritative decision by the Society to punish a member, after having given him/her appropriate notice and hearing. Such punishment consists of censure, suspension, or expulsion.

1. Disciplinary Penalties. A member may be placed under a sentence of censure or suspension or may be expelled from membership.

a. Censure is a disciplinary sentence expressing in writing severe criticism or disapproval of a particular type of conduct or act.

b. Suspension means all membership privileges except continued entitlement to coverages under insurance programs are lost during the suspension period. Suspension shall be unconditional and for a specified period of time at the termination of which full membership privileges are automatically restored.

c. Expulsion shall terminate all rights and privileges of membership and shall terminate all affiliation of the individual with the Society.

d. A subsequent violation shall require a new disciplinary procedure before additional discipline may be imposed. Expulsion is an absolute discipline and may not be imposed conditionally except as otherwise provided herein. Probation, to be imposed for a specified period and without loss of rights, may be administratively and conditionally imposed when circumstances warrant in lieu of a suspended disciplinary penalty. Probation shall be conditioned on good behavior. Additional reasonable conditions may be set forth in the decision for the continuation of probation. In the event that the conditions for probation are found by the Society (~~which preferred the charges~~) to have been violated, after a hearing on the probation violation charges in accordance with the WSDA Bylaws, the original disciplinary penalty shall be automatically reinstated; except that when circumstances warrant the original disciplinary penalty may be reduced to a lesser penalty. There shall be no right of appeal from a finding that the conditions of probation have been violated.

e. The accused member shall be notified in writing of the charges and of the time and place of the hearing, such notice to be sent by registered letter addressed to the member's last known address and mailed not less than twenty-one days prior to the date set for the hearing. An accused member upon request shall be granted a postponement for a period not to exceed thirty (30) days. The written charges shall include an officially certified copy of the alleged conviction or determination of guilt, or a specification of the Bylaws or ethical provisions alleged to have been violated, as the case may be, and a description of the conduct alleged to constitute each violation.

~~(C. Disciplinary action may be exercised for the following reasons which constitutes unprofessional conduct within the meaning of these guidelines:~~

~~1. Conviction of a felony. A plea or verdict of guilty is deemed to be a conviction within the meaning of this section. A certified copy of the record of conviction shall be conclusive evidence of the fact of such conviction;~~

~~2. Violation of any of the principles of ethics of the PCDS, WSDA, or ADA;~~

~~3. Commission of any act involving moral turpitude, dishonesty, or corruption regardless of whether the act is committed in the course of the members' relations as a dentist or otherwise;~~

~~4. Violation of the Dental Practice Act of Washington State. An order by the State Director of Licenses, declaring a violation of the State Dental Practice Act shall be conclusive evidence of such violation;~~

~~5. Fraud or deceit in obtaining membership;~~

6. Continued course of conduct evidencing a deliberate intent to obstruct the orderly progress of meetings of the Society.

D. On any written accusation made to the Society charging acts or conduct indicating unprofessional conduct, the President shall appoint forthwith an Investigating Committee of three (3) to investigate and determine the validity of the charges. If such investigation results in finding that the accusation is unwarranted, the Committee shall so report and further actions shall not be taken unless the President in his discretion elects to appoint another committee for investigation.

E. If the Investigating Committee determines that the facts indicate probable unprofessional conduct, the Committee shall return a written complaint stating in ordinary and concise language the acts or conduct alleged to constitute unprofessional conduct, and if the violation be of principles of ethics, the particular principle violated. On filing such a complaint and after service, the Investigating Committee, or a member selected by it, shall present the case at hearing. The Committee may at all times be represented by counsel.

F. When a complaint has been filed, either the President of the Society shall appoint a Hearing Committee, consisting of not less than eight (8) members of the Board, with a designated chairman, to hear the charges or the Board shall refer the complaint to the appropriate WSDA body for action.

G. If the PCDS retains jurisdiction over the complaint, a copy of the complaint shall be served either personally, or by registered mail upon the accused and the accused shall have at least twenty one (21) days, and not to exceed fifty one (51) days, from the date of service to prepare an answer to such charges. If the charges are served by registered mail, they shall be sent in an envelope addressed to the member at the address given as the member's last known. Time shall be computed from the date of mailing and the affidavit of the Secretary shall be attached to the original of such charges, showing such mailings.

H. The complaint served shall be accompanied by a notice specifying the date, hour, and place wherein the charges will be heard and shall set forth the names of the members of the Committee and the chairman thereof, selected to hear the charges. It shall also state that the member may be represented by counsel. The notice shall inform the accused person of his/her right to be present and to defend against said charges. At the hearing at least eight (8) members constituting the committee must at all times be present.

I. The chairman of the Hearing Committee shall conduct the proceedings and all rulings of the chairman, in the absence of objection by a majority of the members present, shall constitute the ruling of the Committee. The Committee may appoint a person skilled in hearing evidence and the taking of testimony to assist the Committee in conducting a fair hearing and to advise the Committee on appropriate rulings and to outline the order of presentation of testimony.

J. The person complained against shall have a reasonable right:

- 1.** To defend against the charges by introduction of evidence;
- 2.** To be represented by counsel;
- 3.** To examine and cross-examine witnesses. S/he shall also be entitled to have produced books and papers in the possession of the Society that might be material to his/her defense.

~~K. The following rules of evidence shall be observed at the hearing:~~

- ~~1. Each party at the hearing shall have the right to call and examine witnesses, to introduce documents and to question witness's matters pertinent to the issue;~~
- ~~2. Each party at the hearing shall have the right to have the record of the proceedings reported and transcribed;~~
- ~~3. Any form of questioning is permissible but the chairman of the Hearing Committee shall not permit interrogation of any witness except by members of the Hearing Committee, the Investigating Committee, or party presenting the complaint or the accused member or counsel of any party;~~
- ~~4. If the accused does not testify, but is present, s/he may be called and examined by anyone permitted to question him/her. If the accused does not appear or refuses to testify, the Hearing Committee may proceed to evaluate the evidence and may resolve all unanswered questions adversely to the accused.~~

~~L. Any type of evidence upon which responsible persons are accustomed to rely, if relevant to the issues, may be admitted. Hearsay evidence shall be acceptable, but charges may not be proved solely and only by the use of hearsay evidence. The Committee, without evidence, may take notice of any scientific or technical fact pertaining to dentistry or dental practice.~~

~~M. Either party may introduce affidavits as to relevant facts. The affidavits shall be subscribed and sworn to by the person making the same. No affidavit shall be admitted unless by consent of both parties, unless the opposite party has been mailed a copy of such affidavit at least five (5) days prior to the time of hearing.~~

~~N. The Hearing Committee may order amendment of the complaint after submission of the matter for decision.~~

~~O. If the accused member, after service, fails to appear in person at the hearing, the Hearing Committee may take action based upon any of the accused' admissions, affidavits, or other evidence without further notice to the accused and without the right of cross-examination. Accused, however, shall have the right to make any showing by the way of mitigation.~~

~~P. On submission, the Hearing Committee should consider the entire matter and shall make its decision in writing and set forth the penalty, if any. The decision shall be filed with the President, and copies thereof shall be served either personally or by registered or certified mail. A vote of three-fourths of the members of the Committee shall be required to suspend, expel, place on probation or censure a member, but no member who has not heard the testimony may vote thereon. Unless an appeal is taken as hereinafter provided, the decision of the Hearing Committee shall become effective thirty one (31) days after it has been served, and filed with the President.~~

~~Q. If dissatisfied with an adverse decision, the accused may appeal therefore filing written notice of appeal with the Secretary of the WSDA and a copy thereof with the Secretary of the Society. The copy to the Secretary of the Society shall be accompanied by a request for the record of proceedings to be sent by the Secretary of the WSDA, and if a transcript of testimony is desired, request in writing therefore must be made, and the estimated reporter fee paid. Such notice of appeal shall be filed within thirty (30) days after service of the notice of decision. After filing of such notice of appeal, all authority in the Society to act shall cease, except as may be directed by the State Association.)~~
(Sections C to Q are removed from the bylaws because there is a Peer Review committee and these sections are not current and outside the scope of our organization.)

Section 7. Restoration of Privileges

A. A dentist who has been expelled may re-apply for membership after a period of two (2) years by submitting the regular application accompanied by the current year's dues, plus the dues for the year following that in which s/he was expelled. Application and election procedure shall be the same as for a new member.

CHAPTER II NOMINATIONS AND ELECTIONS (Revised Section 6 May 1994)

Section 1.

A. Nominations of officers, trustees and delegates shall be held at the next to last business meeting of the program year, and elections shall be held by secret or absentee ballot at the next regular meeting of the Society. (Nominations shall be emailed to members and listed in print in the PCDS Newsletter. Nominations shall be open to any member in good standing until the elections at the next regular meeting of the Society.)

B. Terms of office for officers shall be one (1) year except when otherwise specified.

(C. Terms of office for board of trustees shall be one (3) years except when otherwise specified.)

Section 2.

The report of the Nominations Committee shall constitute nomination of candidates. Additional nominations from the floor shall be accepted.

Section 3.

Absentee ballots may be requested in advance by a member who will be unable to attend the general membership meeting to vote for officers and trustees.

Section 4.

If more than the required number of candidates to fill the positions are nominated, election shall be by written ballot. In case of offices for which only one candidate is to be chosen, a majority vote shall be required to elect. In case of offices where more than one candidate is to be chosen, those candidates having the largest number of votes shall be declared elected until the number of full term offices shall have been filled.

Section 5

Elective officers, trustees and delegates shall be installed and take office at the last regular business meeting of the program year (except State delegates who should assume office immediately upon election) and shall serve until their successors are elected and installed.

Section 6.

No person shall be elected or appointed to the office of President-Elect, Secretary, or Treasurer, who has not been a member for the preceding five (5) consecutive years. No person shall be elected or appointed to the Board who has not been a member for the preceding two (2) consecutive years, ~~or~~ (and) a licensed dentist for the last 5 years.

Section 7.

Nominees for President, President-Elect, Secretary, and Treasurer must come from members who are on, or have been members of the Board.

Section 8.

The President-Elect shall automatically be a delegate to the WSDA House of Delegates for a three (3) year term. The Secretary will automatically be the first alternate delegate.

Section 9.

The delegates to the WSDA House of Delegates will be the President-Elect, President, Immediate Past President, and other members selected at large to complete the number of delegates authorized by the WSDA. One (1) member at large will be selected by the Board each year for a three (3) year term.

CHAPTER III DUTIES OF OFFICERS AND EXECUTIVE DIRECTOR

Section 1. President

The President shall:

- A. Preside at all meetings, including the regular, special and Board meetings;
- B. Call special meetings on written request of at least twenty-five (25) members, and special meetings of the Board when necessary for the transaction of the business of the Society, or upon written request of three (3) Board members;
- C. Appoint all standing committee chairs and fill all appointive vacancies not otherwise provided for in these Bylaws;
- D. With the consent of the Board, fill all elective vacancies ~~accept~~ (except) those of President, and President-Elect; such appointments to remain in force only until the next regular election; such appointments must, also, comply with Chapter II (Nominations and Elections) of these Bylaws;
- E. When necessary, appoint alternate delegates to the House of Delegates of the WSDA and certify them to that body;
- F. Be an *ex officio* member of all standing and special committees, except the Nominations Committee, without vote (except in the case of a tie);
- G. Perform such other duties as parliamentary usage may require, including the appointment of a parliamentarian as s/he deems necessary.

Section 2. President-Elect

The President-Elect shall:

- A. Cooperate with the President and make every effort to familiarize himself/herself with the duties of the office of President;
- B. Preside in the absence of the President and succeed to his/her office in case of vacancy. In the event that a vacancy in the office of the President-Elect should occur, nominations would be made by the Nominations Committee for a special election to fill this office. Due notice would be given the membership and the election held in an expedient manner;
- C. Be an *ex officio* member of all standing committees, except the Nomination Committee, but without power to vote, (except in case of a tie, while acting as President);
- D. At the installation of officers for the following year, s/he shall take office without further election;
- E. Be responsible for the program at the monthly meetings of the Society;
- F. Serve as chair of the Continuing Education and Events Division.

Section 3. Secretary

The Secretary shall attend all meetings of the Society and the Board of Trustees. In conjunction with the Executive Director, s/he shall:

- A. Make and keep the records of the meetings of the Society and the Board;
- ~~B. Be custodian of all records, (excluding financial), belonging to the Society;~~
B. Shall oversee all records belonging to the Society
- ~~C. Conduct and supervise the correspondence of the Society;~~
- ~~D. Make and keep a roster of members in good standing of the Society, noting for each, his/her correct name and address;~~
- ~~E. Be responsible for the orderly processing of applications for membership into the Society;~~
- ~~F. Maintain current and corrected Bylaws;~~
- ~~G. Be an *ex officio* member of the Membership Committee.~~
- B. Report monthly to the Board on the happenings of the WSDA.)**

This list does not exclude the assignment of such additional tasks as deemed appropriate by the Board and/or full membership.

Section 4. Treasurer

The Treasurer shall attend all meetings of the Society and the Board. In conjunction with the Executive Director, s/he shall:

- A. Be responsible for all funds of the Society;
- B. Be responsible for all financial records of the Society;
- C. Make all remittances on the order and approval of the Board;
- D. Render a financial report annually at the close of the fiscal year of the Society;
- E. Forward the dues and other pertinent information of a new member to the WSDA on the first day of the month following admission into the Society;
- F. Present a proposed budget to the Board at the November board meeting, and to the membership at the November General Membership Meeting.

~~(The term of Treasurer shall be for two (2) years.)~~ (One year)

Section 5. Executive Director

The Executive Director shall:

- A. Be hired by the Board when a vacancy in that position occurs;
- B. Be responsible to the Board and shall work under the direct supervision of the President.
- (C. Serve as an *ex officio* member of the Board without vote;
- D. Carry out the responsibilities outlined in the job description;
- E. Provide a written annual report to the Board for the December Board Meeting.

F. Conduct and supervise the correspondence of the Society;

G. Make and keep a roster of members in good standing of the Society, noting for each, his/her correct name and address;

H. Be responsible for the orderly processing of applications for membership into the Society;

I. Maintain current and corrected Bylaws;

J. Be an *ex officio* member of the Membership Committee.)

Section 6. Immediate Past President

The immediate Past President shall be a Delegate to the State Association and may provide advice and counsel to the officers of the Society during his/her tenure. In the event of a vacancy in this office, the Executive Council shall appoint a replacement. In accordance with the Pierce County Dental Foundation's Bylaws, the immediate Past President shall serve on the Board of

CHAPTER IV COMPOSITION AND DUTIES OF THE BOARD OF TRUSTEES

Section 1.

The Board of Trustees shall consist of the President, President-Elect, Secretary, and the Treasurer, as well as the Immediate Past President, and nine (9) Trustees to be elected from the membership of this Society.

Section 2.

The President shall be a member of the Board and its presiding officer.

Section 3.

The President-Elect, Immediate Past President, Secretary, and Treasurer shall be members of the Board.

Section 4.

Three (3) Trustees shall be elected from the general membership each year, for a term of three years.

~~(A trustee may remain on the board for a second (3) year term if approved by the membership through regular annual elections.)~~

Section 5.

The Board of Trustees shall:

- A.** Have general supervision of the business of the Society;
- B.** Vote on all routine expenditures, submitting unusual expenditures to the approval of the general assembly of membership; no obligation except current expenses shall be incurred in the name of the Society without previous authorization by the Board or members of the Society;
- C.** Hire the Executive Director and such other employees and determine the salaries and terms and conditions of employment of the same;
- D.** Secure adequate surety bonds for the Treasurer and Executive Director;
- E.** Receive and pass upon all resignations of officers, delegates, or committee chair;
- F.** Create such special committees as may be necessary to expedite the functions of the Society;
- G.** Receive and pass upon appointments filling vacancies in appointive and elective offices and committees, unless otherwise provided in these Bylaws;
- H.** Meet at least eight (8) days prior to each general membership meeting;
- I.** Reports its activities monthly to the general assembly;
- J.** Perform such other duties as are prescribed by the Bylaws or the mandates of the general assembly;

K. To establish the annual dues for PCDS membership.

Section 6.

Eight (8) elected members of the Board, which must include at least one officer of the Society, shall constitute a quorum. Two (2) unexcused absences from Board meetings per year shall constitute automatic dismissal from the Board.

Section 7.

Any action of the Board may be approved or disapproved by the members of the Society at a regular or special meeting.

CHAPTER V STANDING COMMITTEE AND THEIR DUTIES

Section 1.

A. Unless otherwise stated in this chapter, the chairman of the Standing Committee shall be appointed by the President.

B. The maximum continuous period of service for a Standing Committee shall be one (1) year with the possible reappointment to not more than two (2) additional terms (if recommended by the Chair).

C. Additional service beyond three (3) years requires Board approval.

D. Each committee shall make a proposal of activities and submit a proposed budget by the March Board meeting.

E. Each committee shall submit a written annual report to the Board for its May meeting.

Section 2.

A. The committees of the Society shall be categorized under the following 5 divisions:

- 1.** Board Division
- 2.** Political Division
- 3.** Membership and Services Division
- 4.** Community Services Division
- 5.** Continuing Education and Events Division

B. The division coordinators will be members of the Board and will be appointed by the President except where otherwise specified.

Section 3.

A. The committees under the divisions are as follows:

- 1. **Board Division****
- a.** Executive Committee
- b.** Budget Committee
- c.** Bylaws Committee
- d.** Audit Committee

- 2. **Political Division****
- a.** Legislative Committee
- b.** Nominations Committee

3. **Membership and Services Division**
 - a. Ethics and Peer Review Committee
 - b. Membership Committee
 - c. Publications Committee

4. **Community Services Division**
 - a. Community Health and Dental Care Access Committee

Section 4.

The composition and duties of the committees are as follows:

A. Board Division

1. Executive Committee

a. Composition:

- (1) The committee shall be composed of the President, President-Elect, Secretary, and Treasurer;

- (2) Executive Director shall serve as an *ex officio* member without a vote.

b. Duties:

- (1) Transact such emergency business as arises between the regular meetings of the Board and ~~(to)~~ report any action to the Board at its next meeting;

- (2) prepare the agenda of the meetings of the Board;

- (3) Act as Liaison Committee to the (constituent) WSDA;

- (4) Act as a strategic vision body to better map out the future of the Society and to continually redefine the purpose of the PCDS, with an annual reporting to the Board at the December Board meeting.

2. Budget Committee

a. Composition:

- (1) The committee shall be composed of the President, President-Elect, Treasurer, and one (1) second year Board member;

- (2) The Executive Director shall serve as an *ex officio* member without a vote.

b. Duties:

- (1) To prepare a proposed budget for the upcoming year to be submitted to the Board by the November Board meeting.

3. Bylaws Committee

a. Composition:

- (1) The committee shall be composed of three (3) persons in addition to the Past President. At least one (1) additional member will be from the Board and the balance shall be appointed by the

President.

b. Duties:

- (1) To make a continual study of the Bylaws;
- (2) To suggest needed change to the Board;
- (3) At the direction of the Board, author changes deemed necessary;
- (4) Keep Bylaws in compliance with the Article of Incorporation and Bylaws of the WSDA and the Constitution and Bylaws of the ADA.

4. Audit Committee

a. Composition:

- (1) This committee shall be composed of three members: a Board member, a former officer or former Board member, and a member at large. This committee will be appointed by the Board.

b. Duties:

- (1) Meet with the Executive Director and/or the Treasurer to do an informal auditing of the financial records of the Society for the current fiscal year and to verify the correctness of all records and transactions;
- (2) Complete such audit by the February Board meeting and report to the Treasurer the condition of the records,
- (3) Report any discrepancies or recommendations to the Board;
- (4) Treat with confidentiality the information to which it is privileged.

B. Political Division

1. Legislative Committee

a. Composition:

- (1) This committee shall be composed of two (2) members appointed by the President.

b. Duties:

- (1) To keep abreast of current legislative issues;
- (2) To organize special coffees and meetings with key legislators;
- (3) To work in conjunction with WSDA and State Political Division Coordinator to insure a successful legislative day in Olympia;
- (4) To make appointments for Pierce County dentists with key legislators prior to legislative day;

(5) To monitor and report ADA & WSDA activities to PCDS.

2. Nominations Committee

a. Composition:

(1) This committee shall be composed of five (5) members, at least three (3) of whom are Board Members.

b. Duties:

(1) To study the qualifications for all elective offices;

(2) To select one (1) candidate for each elected position;

(3) To determine the willingness of each candidate to serve in the office for which they are to be nominated;

(4) To present a slate of officer and Board nominees to the Board meeting in April;

(5) To present the nominations to the general assembly at the next to last membership meeting of the program year.

C. Membership Division

1. Ethics and Peer Review Committee

a. Composition:

(1) The committee shall be composed of the ~~(chairman)~~ (chairperson) and seven (7) or more members appointed by the chairman with the approval of the Board.

b. Duties and Guidelines:

(1) To this committee shall be directed all referred complaints concerning individual members of the Society by the Executive Director, the Society staff. If the Executive Director can resolve the complaint to the satisfaction of all parties in a simple manner without referring it to the committee, s/he shall do so. Complaints received by the committee shall be resolved in accordance with the WSDA Peer Review Procedure Manual. Complaints are referred to a committee member on a rotating basis. It shall be the duty of this committee member to act as mediator in an endeavor to amicably settle such differences. If mediation is unsuccessful in satisfying all parties, binding arbitration by the committee may be offered. A binding arbitration contract (signed by all parties) is submitted prior to full Review by a subcommittee (three or more committee members and any specialist(s), when appropriate). This committee shall meet and may: examine the patient, interview the dentist, and review all appropriate information it deems necessary to render a decision. The decision of this subcommittee may be to:

(2) Recommend settlement terms, consider the case closed, advise any member of the Society on matters of professional conduct. If all parties do accept the settlement terms of binding arbitration, the case is terminated and the parties are informed accordingly. In the event a member is summoned before the committee and fails to attend and /or cooperate with the committee, or if there is any alleged violation of the State Uniform Discipline Act, the

committee may, with the approval of the Board, refer the case to the ~~(Washington State Dental Disciplinary Board) (DQAC)~~.

(3) In matters of alleged ethics violations, the committee may recommend referral for discipline of the Society member to the WSDA in accordance with Article XIII, Section 2, Paragraphs A and B of the WSDA Bylaws.

(4) Be responsible for acting upon all complaints pertaining to dental services rendered. Such complaints may pertain to any problem arising from the dentist- patient relationship; dentist-dentist relationship; or other parties affected by such services, incidents, or actions. It shall not however, have any control over fees charged, as these are necessarily a matter ~~(between patient)~~ (between the parties involved) and not a proper function of the committee.

(5) This committee shall meet to review such written complaint within a reasonable length of time;

(6) This committee shall have access to legal counsel when necessary;

(7) All written complaints shall be entitled to a written reply, a copy of which shall be sent to all parties concerned;

(8) Either party shall have the right to request a hearing, and if such is held, all parties concerned shall be notified in writing of the time and place of such a hearing at least thirty (30) days prior to the hearing;

(9) All decisions and recommendations shall be subject to review and/or reversal by the Board;

~~((10) Either party shall have the right to appeal such decisions or recommendations to the WSDA Committee on Legal Affairs and Peer Review or the State Dental Disciplinary Board;)~~ **(Does not happen)**

(11) The preceding duties are superseded by, and shall not be in conflict with, the Peer Review Policy and Procedure Manual of the WSDA.

2. Membership Committee

a. Composition:

(1) The committee shall be composed of the chairman, the Secretary of the Society, and at least one (1) other member appointed by the chairman, with the approval of the Board. The Executive Director shall serve as an *ex officio* member of the committee without a vote.

b. Duties:

(1) Correspond with applicant to notify, invite and/or accompany to a General Membership Meeting where he/she will be presented to the general membership or a membership approval by vote. Greet, introduce, and ensure interaction with new member and current members.

(2) Act as a Mentor as needed. Acquaint applicant with the privileges, obligations, benefits, and other related responsibilities and privileges of this Society.

(3) Plan and execute a continuous membership drive that will attract new members to, and retain current members in the Society.

3. Publications Committee

a. Composition:

(1) The committee shall be composed of the chairman, and ~~(other)~~ (five (5)) members, one of which shall be a Board Member.

Members shall be appointed by the chairman with the approval of the Board. The Executive Director shall serve as an *ex officio* member of the committee without a vote.

b. Duties: To coordinate and prepare the publications of the Society to include:

(1) The monthly Newsletter;

(2) The Annual Roster and Program;

(3) Printed material for programs, seminars, and special events;

(4) Other informational or educational material and mailings as required.

D. Community Services Division

1. Community Health and Dental Care Access Committee

a. Composition:

(1) The committee shall consist of six (6) or more members.

b. Duties:

(1) Act as liaison between Federal, State, County, and agencies dealing with issues important to the Society and the oral health of the community;

(2) Coordinate and provide personnel for the Health Fairs (in which PCDS volunteers.) (Examples include, but are not limited to Project Homeless Connect,) Children's Dental Health Month, (Senior Smile Week,) and other appropriate events;

(3) Coordinate with agencies that provide dental care access programs in Pierce County;

(4) Work in conjunction with the Public Information Committee and Speakers Bureau to promote appropriate events and issues in Pierce County;

(5) Review and evaluate all dental care access programs, active and contemplated in Pierce County, and report to the Board and membership as necessary;

E. Continuing Education and Events Division

1. Monthly Programs Committee

a. Composition:

(1) The committee shall be composed of a chairperson who shall be the President-Elect of the Society, and four (4) or more additional members of the Society;

(2) The Executive Director shall be an *ex officio* member without a vote.

b. Duties:

(1) Plan and arrange the scientific programs for the regular meetings of the Society.

2. Field Day Committee

a. Composition:

(1) The committee shall be composed of the chairperson and four (4) or more additional members.

b. Duties:

(1) Plan and arrange Field Day activities.

3. Special Seminars Committee

a. Composition:

(1) The committee shall be composed of the chairperson, who shall be a third year Board ~~(person)~~ ~~(member)~~, a Chairperson elect who shall be a second year Board ~~(person)~~ ~~(member)~~, a committee member who will become Chairperson elect who shall be a first year Board person, and other interested PCDS members.

(2) The Executive Director shall be an *ex officio* member of this committee without a vote.

b. Duties:

(1) Plan and arrange special dental educational programs, such as the Spring Meeting, and have a voice in other special seminars and post-graduate courses.

F. Special Committees

Unless otherwise specifically provided in these bylaws, special committees shall be created by the Board or by the general assembly.

CHAPTER VI MEETINGS

Section 1.

Regular meetings shall be held each month, the time and place to be determined by the Board. Said meetings to be held from September through May, inclusive. The presence of at least 25 members shall constitute a quorum.

Section 2.

The suggested order of business at the regular meeting of this Society shall be:

A. Call to Order by the President

(B. Announcements and when applicable:

1. Minutes; of the previous Board meeting

2. Secretary's report

3. Treasurer's report

4. Reports of committees)

C. Correspondence and introduction of guests

D. Unfinished Business

E. New Business

H. Announcements (above)

F. Adjournment

Section 3. Special Meetings

Special meetings of the members of this Society shall be called by the President upon the direction of a majority of the trustees or upon written request of ten (10) percent of the voting membership. A written notice of the purpose, time, and place of this meeting shall be sent to all members not less than five (5) days prior to the date set.

CHAPTER VII REFERENDUM

Section 1.

The general membership may, by a two-thirds (2/3) vote at a general meeting, order a referendum on any question, that has been considered by the Board during its term of office. When so ordered, the Board shall submit any such question to the membership of the Society for final vote at the next regular meeting or at a special meeting called for that purpose. The decision of the membership shall be binding on the Board provided that one-fourth (1/4) of the membership of the Society is in attendance at that meeting.

Section 2.

The Board of Trustees may, by two-thirds (2/3) of its own members, submit any question

before it, not in conflict with the laws and regulations of the WSDA, to a general referendum, provided in the preceding section, and the result shall be binding upon the Board.

CHAPTER VIII DUES AND ASSESSMENTS

Section 1.

A. Dues:

1. The annual dues per capita shall be established by a two-thirds (2/3) majority vote of the Board and any dues changes shall be communicated to the general membership in an expedient manner;
2. New member's dues shall be graduated on a schedule corresponding to the WSDA dues for a new member;
3. Life and retired member dues shall be the same percentage of the PCDS dues as the WSDA percentage of its dues. Those members who had become life or retired members prior to the date of this document will be exempt from these dues;
4. Associate Member dues shall be 50% of PCDS membership dues.
5. The annual dues shall be payable January 1st to the WSDA;
6. A member whose dues have not been paid by March 1; shall stand suspended and will not be entitled to receive the publications of the WSDA or the ADA. Notice of suspension shall be sent to the member at his/her last known address by registered mail;
7. A member whose dues have not been paid by June 30; shall thereby forfeit his/her membership and be dropped from the rolls of the Society;
8. A dentist who has forfeited his/her membership by non-payment of dues may, if otherwise eligible, be reinstated by regular election procedure in his/her component society in which s/he forfeited his/her membership.

B. Assessments:

1. Assessments may be levied by a two-thirds (2/3) affirmative vote of the members present and entitled to vote at any regular meetings or special meeting called for that purpose, if there is a quorum present.

CHAPTER XI CODE OF ETHICS

Section 1.

The principles set forth in the Code of Ethics of the WSDA and the ADA shall govern the conduct of the members in their relations to each other and to the public.

CHAPTER X RULES OF ORDER

Section 1.

Sturgis Standard Code of Parliamentary Procedure (most recent edition) shall govern the conduct of the deliberations of this Society, unless otherwise specifically provided in the Articles of Incorporation or in these Bylaws.

CHAPTER XI AMENDMENTS

Section 1.

These bylaws may be amended by a two-thirds (2/3) vote of the members present at any regular meeting; provided the proposed amendment shall have been presented in writing and read at the previous regular meeting and a copy thereof has been sent to each member by the Secretary not less than ten (10) days in advance of the meeting at which final action is to be taken.

CHAPTER XII OFFICIAL SEAL

Section 1.

~~(This Society shall have an official seal, which shall be impressed upon all official documents of the corporation. The design of the seal shall be as shown herewith.)~~ (no official seal)

Pierce County Dental Society Articles of Incorporation and Bylaws

ARTICLES OF INCORPORATION

CORPORATION NAME, DURATION, LOCATION AND PLACE OF BUSINESS

Article 1

The name of this corporation shall be the **Pierce County Dental Society**.

The duration of this corporation shall be perpetual and its chief place of business shall be in Tacoma, in Pierce County, Washington, and its jurisdiction shall be co-existent with Pierce County.

Article 2 ABSENCE OF CAPITAL STOCK

There shall be no capital stock issued by this corporation.

Article 3 OBJECTS AND PURPOSES

The objects and purposes for which this corporation is formed shall be and are as follows:

(A) To bring into one organization the ethical members of the dental profession of Pierce County, Washington, and unite with similar component societies in other portions of the Washington State Dental Association, with a view to the extension of dental knowledge and to the advancement of dental science. To the elevation of the standards of the ethics of the profession. To the promotion of unity and harmony among dentists and the elevation of the standard of practice. To the enlightenment and direction of public opinion in regard to the problems of dentistry so that the profession shall become more capable and honorable within itself and more useful to the public in the prevention and cure of disease and in prolonging and adding comfort to life. To take such action as may be necessary to carry into effect all the foregoing purposes;

(B) To lease, purchase, receive, acquire, own and hold all such personal property as may be necessary, proper, or convenient for such corporation or any of its purposes, and to sell, mortgage, hypothecate, lease, transfer, convey or in any manner dispose of such property, or any part thereof. To borrow money on the credit of said corporation, and execute, issue, and deliver its notes, bonds, coupons and other evidences of indebtedness therefore and to mortgage, pledge, or hypothecate any and all property of said corporation to secure such indebtedness. To loan its money upon mortgages or such other collateral as to its officers deem best;

(C) The activities of this corporation shall not be carried on for the pecuniary profit of any of its members;

(D) All income and property of this corporation shall be applied solely to carrying out the foregoing purposes. The corporation may accumulate and invest its corporate funds, which it may use in its discretion for the creation, protection, preservation and/or enlargement of any of its facilities for carrying out its objects and purposes. The entire receipts, income, funds and property of this corporation shall become and remain its sole property. No member or officer of the corporation shall have any right, title, interest or estate in or to the property of the corporation, except in a fiduciary capacity, nor shall any donor or contributor to this corporation, nor any other person ever have any right, title, interest or estate in or to any of its profits, income, or property, except as a reasonable payment for property or services furnished to the corporation. The entire property of said corporation shall be devoted and applied solely to its support, maintenance, and/or enlargement of its facilities after the payment of its expenses.

Article 4 MEMBERSHIP

Membership in this corporation shall consist of the incorporators and the present members of the Pierce County Dental Society, together with ethical dentists who are hereafter elected to membership in accordance with the procedure as provided in the corporate bylaws. The qualifications for, together with the rights, duties, and privileges of the various classifications of membership and voting rights shall be governed by the corporate bylaws.

Article 5 MANAGEMENT

Except as may be otherwise provided by law, the affairs of the corporation shall be managed and the corporate powers of the corporation shall be exercised by its Board of Trustees, which may act through and by means of its officers. The officers of the corporation shall be a President, President-Elect, Secretary and a Treasurer. The officers shall be elected from the membership of this corporation to serve a term of one year, or until their successors are duly elected, qualified, and installed.

The Board of Trustees shall consist of the President, President-Elect, Secretary, Treasurer, immediate Past-President, and nine (9) other active members of this corporation to serve a term of three (3) years or until their successors are duly elected and installed.

Article 6 DELEGATES

Delegates to the Washington State Dental Association shall be elected as provided in the bylaws of this corporation. Their numbers shall be as provided in the Articles of Incorporation and Bylaws of the Washington State Dental Association. The President-Elect shall be offered a position as a delegate for one three (3) year term.

Table of Contents BYLAWS

CHAPTER I - MEMBERSHIP	PAGE #
Section 1 - Classification	1
Section 2 - Qualifications	1&2
Section 3 - Application & Election	3&4
Section 4 - Transfer	4
Section 5 - Rights and Privileges	4&5
Section 6 - Discipline of Members	5, 6, 7, 8, 9
Section 7 - Restoration of Privileges	
CHAPTER II - NOMINATIONS AND ELECTIONS	9&10
CHAPTER III - DUTIES OF OFFICERS AND EXECUTIVE DIRECTOR	
Section 1 - President	10
Section 2 - President-Elect	11
Section 3 - Secretary	11
Section 4 - Treasurer	12

Section 5 - Executive Director	12
(Section 6 – Immediate Past President	12)

**CHAPTER IV - COMPOSITION AND DUTIES
OF THE BOARD OF TRUSTEES** 13

CHAPTER V - STANDING COMMITTEES AND THEIR DUTIES

Section 1-General information	14
Section 2-Board Divisions	14
Section 3-	
(1) Board Division	14
(2) Political Division	14
(3) Membership Services	15
(4) Community Services	15
Section 4 A - Board Division	
(1) Executive Committee	14&15
(2) Budget Committee	15
(3) Bylaws Committee	15&16
(4) Audit Committee	16
Section 4 B - Political Division	
(1) Legislative Committee	16
(2) Nominations Committee	17
Section 4 C - Membership & Services Division	
(1) Ethics and Peer Review Committee	17&18
(2) Membership Committee	18&19
(3) Publications Committee	19
Section 4 D - Community Services Division	
(1) Community Health & Dental Care Access Committee	19&20
Section 4 E - Continuing Education and Events Division	
(1) Monthly Programs Committee	20
(2) Field Day Committee	20
(3) Special Seminars Committee	20&21
CHAPTER VI - MEETINGS	21
CHAPTER VII - REFERENDUM	21&22
CHAPTER VIII - DUES AND ASSESSMENTS	22

CHAPTER IX - CODE OF ETHICS	21
CHAPTER X - RULES OF ORDER	22
CHAPTER XI - AMENDMENTS	22&23
CHAPTER XII - OFFICIAL SEAL	22

PIERCE COUNTY DENTAL SOCIETY

Articles of Incorporation and Bylaws

Adopted May 8, 1990
Revised May 15, 1990
Revised April 15, 1991
Revised May 17, 1994
Revised April 16, 1996
Revised April 1, 1997
Revised May 20, 1998
Revised June 15, 1999
Revised November 24, 1999
Revised January 3, 2002
Revised May 15, 2018

In this document the following abbreviations and clarifications will be used:

ADA	American Dental Association
Annual Meeting	May General Membership Meeting
Board	Board of Trustees
Chair	Chairman or Chairperson
<u>(DQAC</u>	<u>Dental Quality Assurance Commission)</u>
Fiscal Year	January 1 through December 31
PCDS	Pierce County Dental Society
Program Year	The year that starts in the fall and ends in the spring as established by the Education Committee

S/he	In place of her/him
Society	Pierce County Dental Society
<u>(TAMS</u>	<u>Tripartite Membership)</u>
WSDA	Washington State Dental Association