

**By-Laws of the**  
**Northeast District Dental Association of Florida**  
**Revised September 2016**

**Chapter I**

**Membership**

**Section I: Classification**

The members of the Northeast District Dental Association shall be classified as either, voting or non-voting.

**Section II: Voting Members**

Voting members shall be limited to Active, Privileged, and Life Members.

**A. Active Members**

1. An ethical\* dentist, who is legally licensed in Florida, is residing in the state of Florida, and is a member in good standing of the American Dental Association, shall become an Active Member of this Association upon compliance with and maintenance of Chapter I, Sections 6 and 7 of these Bylaws; or
2. An ethical\* State of Florida unlicensed dentist, who is residing in the State of Florida, is a graduate of a school of dentistry, and is not engaged in the private practice of dentistry but is engaged in public health, administrative, educational, institutional, or other activity relating to dentistry which is approved by the Florida State Board of Dentistry, and has been issued a permit to practice in Florida, and is a member in good standing of the American Dental Association and of the Florida Dental Association, shall become an Active Member of this Association upon compliance with and maintenance of Chapter I, Section 6 and 7 of these Bylaws.

**B. Privileged Member**

1. An active Member who has retired from the active practice of dentistry shall become a Privileged Member of this Association upon compliance with and maintenance of Chapter I, Section 6 and 7 of these Bylaws, or
2. An Active Member who, due to a physical or mental incapacitation, is no longer able to engage in the practice of dentistry, shall become a Privileged member of this Association upon compliance with and maintenance of Chapter I, Section 6 and 7 of these Bylaws.

**C. Life Member**

1. An active member, 65 years of age, who has paid dues and held active membership in this Association for thirty (30) years shall become a Life Member of this Association upon compliance with and maintenance of Chapter 1, Section 6 and 7 of these Bylaws, or
2. An active member who has been elected to the presidency of the Florida Dental Association, and who has completed the term of office, shall automatically become a Life Member of this Association, or
3. An active member who has become a Life Member of the Florida Dental Association and the American Dental Association shall automatically become a Life Member of this Association.

**Section III: Non-Voting Member**

**A. Associate Member**

An ethical\* State of Florida unlicensed dentist, who is not eligible for voting membership in this Association but is a member in good standing in the American Dental Association, and is residing in the State of Florida, shall become an Associate Member of this Association upon compliance with and maintenance of Chapter I, Section 6 and 7 of these Bylaws.

**B. Student Member**

1. A fully-matriculating student, who is engaged in full-time undergraduate or graduate study in an accredited Florida Dental School, shall become a Student Member of the Florida Dental Association upon compliance with and maintenance of Chapter I, Section 6 and 7 of the Bylaws, or
2. A fully-matriculating student, who is a legal resident of the State of Florida, and is engaged in full-time undergraduate or graduate study in a Dental School Accredited by the American Dental Association Commission on Dental Accreditation shall become a Student Member of this Association upon compliance with and maintenance of Chapter I, Section 6 and 7 of these Bylaws, or
3. A fully-matriculating student, who is a graduate of a Dental School Accredited by the American Dental Association Commission on Dental Accreditation or is licensed in the State of Florida and is in an academic discipline working toward a specialty designation or a post-doctoral degree, shall become a Student Member of this Association in compliance with and maintenance of Chapter I, Section 6 and 7 of these Bylaws.

**C. Applicant Status**

An ethical\* dentist, who is licensed in the State of Florida, has not previously applied for membership within the past 24 months, shall, upon making application to the Florida Dental Association, be designated as having "Applicant Status" for up to one year only, during which time the member is acquiring membership in this Association.

**D. Honorary Member**

An individual, who has made valuable contributions to the science, art, or literature of dentistry or medicine, or who has rendered conspicuous service to dentistry, may be an Honorary Member of this Association upon compliance with and maintenance of Chapter I, Section 6 and 7 of these Bylaws.

**Section IV: Rights of Voting Members**

Voting members shall be entitled to the following:

**A. Eligibility for election or appointment to:**

1. Any office, council, or committee of the Northeast, Florida or American Dental Association
2. Serve as a Delegate or Alternate Delegate to the House of Delegates of the Florida or American Dental Association.
3. Serve as a Trustee or Alternate Trustee to the Board of Trustees of the Florida Dental Association.
4. Any other position of the Northeast, Florida, or American Dental Association in accordance with the Bylaws of these Associations.

**B. Admission to any Bi-Annual membership meeting of this Association.**

**C. Such other rights as the Executive Council may from time to time determine.**

**Section V: Rights of Non-Voting Members**

Non-voting members shall be entitled to the following:

**A. Membership of the American, Florida, and Northeast District Dental Associations.**

**B. Admission to any general meeting of this Association.**

**C. Such other rights as the Executive Council may from time to time determine.**

**Section VI: Application and Election to Membership**

**A. Election to membership is determined by the FDA and Council on Membership guidelines.**

**Section VII: Dues**

The dues of this Association are collected on an annual basis, payable in advance on or before January 1<sup>st</sup> of each year, or in conformance with current ADA/FDA payment policy.

**A. Amount**

The dues amount is based on the FDA Council of Membership guidelines. A two-thirds (2/3) affirmative vote of the members present and voting shall be required for approval of any dues increase or assessment provided

the proposed increase or assessment shall have been Noticed at least thirty (30) days prior to the meeting, or by a three-fourths (3/4) affirmative vote of the members present and voting, provided the proposed increase or assessment shall have been Noticed at least seven (7) days prior to the meeting. NEDDA's Executive Council may make any necessary dues assessment changes on a temporary basis until the next bi-annual membership meeting.

**B. General Exemptions**

Retired Life, Privileged, and Honorary Members shall be exempt from the payment of dues, the amount of exemption to correspond with the percentage of exemption provided to Retired Life, Privileged and Honorary members of the Florida Dental Association and assessments to this Association.

**C. Relief Exemption**

A member of this Association while receiving assistance from the Relief Fund of the Florida Dental Association shall be exempt from the payment of dues and assessments of this Association and shall be considered to be in good standing during the period of such assistance.

**D. Disability Exemption**

An active or associate member of this Association, who qualifies for exemption of dues under the disability provisions of the American Dental Association, Chapter on Membership, shall automatically be exempt from this Association's dues and assessments for the same period of time as recommended on an individual basis by the Executive Council.

**E. Assessments**

In addition to the Association dues, all active members and new members shall be required to pay assessments as determined by any session of the Association by two-thirds (2/3) affirmative vote of the members present and voting at any regular or special meeting, provided the proposed assessments are noticed to the membership at least thirty (30) days in advance of that meeting; or at any regular or special meeting by a three-fourths (3/4) affirmative vote of the members present and voting, provided that seven (7) days' Notice has been given to the membership; or at any regular or special meeting by unanimous vote. Assessments are payable within one hundred and twenty (120) days of the date the assessment was approved.

**F. Loss of Membership**

A member who has resigned or who has been expelled from this Association, or whose Association dues have not been paid by March 31<sup>st</sup> of the current year, or who has not paid assessments within one-hundred and twenty (120) days, shall be suspended from this Association until all delinquent dues and assessments are paid in full.

## Chapter II

### Meetings

**Section I: NEDDA Business Meetings**

- A. The business meetings of this Association shall be held twice yearly.
- B. The Fall Meeting shall be held at such time and place as the Executive Council may direct.
- C. The Spring Meeting shall be held at such time and place as the Executive Council may direct and shall be the regular business meeting for the elections of officers and elected representatives who will be installed and assume their duties at the close of the Annual Meeting of the Florida Dental Association.

**Section II: Admission**

The admission to all member meetings, clinics, and post-graduate study sessions of this Association shall be limited to those of active membership for the year in which the meeting is held, except as provided for by Executive Council action.

**Section III: Executive Council Annual Meeting**

The Executive Council shall meet for its Annual Meeting at least one (1) week prior to the Annual Meeting of the Florida Dental Association, to receive reports of the officers, councils and committees, and for the transaction of any and all business connected with this Association. The time of this meeting shall be determined by the President.

**Section IV: Special Meetings**

Special meetings of this Association shall be called by the President upon written request of ten percent (10%) of the voting membership of this Association, the same showing sufficient cause for request. The meeting must be held before the issue becomes moot but in no case later than thirty (30) days after the receipt of the written request to the president.

**Chapter III**

**Government**

**Section I: Quorum**

- A. Ten percent (10 %) of the voting members present of the Association shall constitute a quorum. The number shall be taken from the roster at years’ end of the previous year. This number shall be included in the Minutes for reference.
- B. Fifty percent plus one (50% plus 1) of the voting members of the Executive Council, councils, committees or task groups shall constitute a quorum.

**Section II: Voting**

Every question which shall come before a meeting of the general membership, the Executive Council, councils, committees or task groups shall be decided by a majority vote, unless otherwise provided for by the laws of the State of Florida, or the Articles of Incorporation and Bylaws of the Florida Dental Association and/or the Northeast District Dental Association.

**Section IV: Parliamentary Authority**

The American Institute of Parliamentarian’s Code shall govern the Northeast District Dental Association in all cases to which it is applicable, when not inconsistent with the laws of the State of Florida, or the Articles of Incorporation and Bylaws of the Florida Dental Association.

**Section V: Notice to Members**

Notice to members may be made by presentation in writing at Association meetings, by written notice via US Mail, by newsletter, or by Electronic means, including but not limited to email, social media, text messaging, Association Web site, electronic newsletter, or any other widely accepted mode of electronic communication.

**Chapter IV**

**Affiliated Associations**

**Section I:** Local affiliated associations shall be organized in conformity with the provisions of the Bylaws of the Florida Dental Association. They shall be recognized entities provided that the members of each local association shall consist of dentists who are voting members in good standing of this Association. Each local affiliated association shall be comprised of at least twenty (20) members and shall adopt and maintain a Charter and Bylaws, which shall not be in conflict with the Charter and Bylaws of the Florida Dental Association and shall file a copy thereof, and any changes which may be made thereafter with the Secretary of this Association and the Florida Dental Association.

**Section II:** There shall also be elected from each local affiliated dental association within the jurisdiction of the Northeast District Dental Association, one representative to the Executive Council of this Association for a term of one (1) year.

**Section III:** It is the duty of the affiliate representative to the Executive Council to keep his/her respective affiliated association informed of all matters of business that shall be brought before the executive council of the Northeast District Dental Association. It is also his/her duty to keep the Executive Council informed of all affiliated association matters pertinent to the Northeast District Dental Association.

## Chapter V

### Executive Council

**Section I: Composition**

The Executive Council shall be composed of the President, President-Elect, Secretary, Treasurer, Immediate Past-President, President designated ex officio Consultant(s), the Trustee(s) and Alternate Trustee(s) to the Florida Dental Association, the Member-at-Large, FDA officer from the NEDDA, and the designated representative from each local affiliated dental association.

**A. Members**

1. Voting members shall be members in good standing of this Association at the time of election and must maintain such membership during their term in office.
2. Fifty percent plus one (50% plus 1) members of the Executive Council shall constitute a quorum.

**Section II: Term of Office and Tenure**

Members of the Executive Council shall serve for the term of their office.

**Section III: Appointment**

Members of the Executive Council shall be recommended by the Executive Council and/or membership at a regular business meeting. They shall be elected by the membership at a regular business meeting by a majority vote.

**Section IV: Vacancies**

In the event a vacancy occurs for any reason in any position of the Executive Council between meetings, the Executive Council is empowered to fill the vacancy by appointment until the next regular meeting of the Association.

**Section V: Duties**

The Executive Council shall have the responsibility to:

- A.** Provide effective leadership and insure proper functioning of this Association.
- B.** Receive and act on all business of this Association between regular business meetings of this Association.
- C.** Is the administrative body of this Association vested with full power to conduct the business of this association.
- D.** Enact policies of this Association except where otherwise noted in these Bylaws.
- E.** Oversee all dental-related activities in the Northeast District, in accordance with ADA/FDA policies.
- F.** Approve a budget of the funds necessary for the proper conduct of this Association's activities for the following fiscal year.
- G.** Submit to the Florida Dental Association at the appropriate time the name of one member of this Association as a suggested nominee for the incoming secretary of the Florida Dental Association.
- H.** Approve all chairman and members of councils, committees, and task groups after appointment by the President.
- I.** Fill the vacancy by appointment until the next regular meeting of this Association in the event a vacancy occurs between meetings in the offices of Secretary, Treasurer, and/or Member-at-Large of this Association.

- J. Be cognizant of conduct of any member of this Association who conducts his or herself in such a manner as to bring discredit to the dental profession or this Association, or fails to perform his/her duties as a committee person or officer of this Association in such a manner as to bring discredit to this profession or this Association. When necessary, charges deemed shall be referred in writing to the appropriate peer review committee.

## **Chapter VI**

### **Officers**

#### **Section I:**

##### **President**

The President shall:

- A. Be a member of and preside at all meetings of this Association and the Executive Council; call special meetings of this Association upon the written request of ten percent (10%) of the voting membership of this Association; call meetings of the Executive Council when he/she deems it necessary, or upon the request of a majority of its members.
- B. Sign all certificates or testamentary letters upon approval of the Executive Council.
- C. Sign checks as provided for a Chapter VI, Section 4, sub-section B of these Bylaws.
- D. Recommend to the Executive Council, for approval, all appointments to councils and committees not otherwise provided for in the Bylaws. He/she shall notify all members appointed to serve on councils and committees. He/she shall recommend to the Executive Council, for approval, members to fill vacancies occurring in the offices of councils and committees. He/she shall be an ex-officio member of all councils and committees.
- E. Deliver an Annual State of the Association report at the winter meeting of this Association.
- F. Be a member of the Executive Council for one (1) year immediately following his/her term of office.
- G. Be a Delegate or Alternate delegate to the Florida Dental Association House of Delegates.

#### **Section II:**

##### **President-Elect**

The President-Elect shall:

- A. Be a member of the Executive Council and shall assist the President and in the performance of his/her duties.
- B. Act as Parliamentarian for all meetings of this Association and Executive Council.
- C. Be chairman of the nominating committee.
- D. Be a Delegate or Alternate Delegate to the Florida Dental Association House of Delegates.
- E. Serve as President for the unexpired term and for the full term immediately following in the event of a vacancy in the office of President.
- F. Serve as Chairman of the Planning Committee to plan scientific programs and meeting sites for his/her year as President of this Association.

#### **Section III:**

##### **Secretary**

The Secretary shall:

- A. Be a member of the Executive Council.
- B. Be a Delegate or Alternate Delegate to the Florida Dental Association House of Delegates.
- C. Assume the duties of President Elect at the end of their year term.
- D. Attend all executive council meetings of the affiliates.
- E. Preside over meetings in the absence of the President and President-Elect.

#### **Section IV:**

##### **Treasurer**

The Treasurer shall:

- A. Act as custodian for all monies, securities, and deeds belonging or owing to this Association that shall come into his/her possession and he/she shall hold, invest, disburse or convey such funds or instruments in the name of this Association at the direction of the Executive Council of the general membership.

- B. Make all disbursements by check in a timely manner. Checks shall be signed by either the President or the Treasurer.
- C. Render a written report of the fiscal position of this Association and the activities of his/her office to the Executive Council on a quarterly basis and at other such times as directed by the President. Additionally, an annual report shall be submitted at the final Executive Council meeting of the year. He/she shall immediately submit all records to the Executive Council or its auditor when requested to do so.
- D. Be bonded in such an amount as the Executive Council may direct. It shall be his/her responsibility to transfer all fiscal records to the newly elected Treasurer for the following year.
- E. Be a member of the Executive Council.
- F. Within thirty (30) days following the installation of a successor, remit all records, forms and physical assets of this Association to his/her successor or shall at the appropriate time submit books and records for accounting and/or auditing.
- G. Be responsible for the preparation and the presentation of the proposed budget to the Executive Council at the annual budget meeting.

## Chapter VII

### **Trustee(s) and Alternate Trustee(s) to the Florida Dental Association**

- Section I:** The Trustee(s) and Alternate Trustee(s) shall be the official representatives of this Association to the Board of Trustees of the Florida Dental Association which is the administrative body of the Florida Dental Association.
- Section II:** The Trustee(s) and Alternate Trustee(s) shall present to the Florida Dental Association such business as this Association may direct.
- Section III:** The Trustee(s) and Alternate Trustee(s) shall make any necessary reports to this Association at its regular or special meetings.
- Section IV:** The Trustee(s) shall be elected for a term of two (2) years with tenure limited to two (2) consecutive terms.
- Section V:** If a vacancy occurs with a Trustee's position, the President designated Alternate Trustee will serve in their place. If a vacancy occurs with an Alternate Trustee's position, the President designated Alternate Trustee shall fill the position until the vacancy is filled for the unexpired term at the next meeting or election cycle.

## Chapter VIII

### **Delegates and Alternate Delegates to the Florida Dental Association**

- Section I: Composition**
- A. The Delegates and Alternate Delegates are the official representatives of this Association to the Florida Dental Association House of Delegates which is the legislative and governing body of the Florida Dental Association. They have the duty of not only considering the wishes and interests of this Association, but also the welfare of the public, the Florida Dental Association and the dental profession as a whole.
  - B. Delegates and Alternate Delegates shall be elected at the winter Meeting of this Association and shall assume their offices at the close of the next annual meeting of the Florida Dental Association.
- Section II: Delegates**
- Delegates shall be elected and serve for a three (3) year term with tenure limited to one (1) term. The terms shall be staggered in order to insure that a portion of the delegation has had experience in the previous year.
- Section III: Alternate Delegates**
- Alternate Delegates shall be elected and serve for a one (1) year term with no limitations on the number of terms.

**Section IV: Chairman of the Delegation**

The NEDDA President or his/her appointee shall serve as the chairman of the delegation.

**Section V: Vacancy**

In the event of a vacancy in the delegation, the Chairman, with the approval of the President, shall appoint an alternate delegate to temporarily fill the position.

## Chapter IX

### Councils and Committees

**Section I: Classification**

**A. Councils**

Councils of this Association shall be those councils established by the House of Delegates of the Florida Dental Association and shall continue to exist until the House of Delegates acts to terminate them.

**B. Committees**

Committees of this Association shall be those committees appointed by the President or Executive Council to accomplish a specific assignment. They shall automatically terminate upon completion of the task for which they were established.

**Section II: Composition**

**A. Members**

All councils and committees of this Association shall be composed of at least three (3) members, one of whom shall be the chairman.

**B. Eligibility**

All Council and Committee members must be voting members in good standing of this Association at the time of their appointment, and must maintain such membership during their term of office.

**C. Ex-Officio Member**

The President of this Association shall serve as an ex-officio member of all councils and committees of this Association, without vote.

**Section III: Term of Office and Tenure**

**A. Committees**

Members of all committees shall serve a term for the existence of the committee; appointments shall be verified annually.

- a. Peer Review
- b. Budget and Finance
- c. Continuing Education
- d. Recruitment and Retention

**B. Florida Dental Association Councils**

Council Member's terms shall be based on the FDA's Council and Committee guidelines. The Northeast District Dental Association council representative members may appoint an alternate in the event of his/her absence.

## Chapter X

### Component Delegate and Alternate Delegate to the American Dental Association

**Section I: Election**

At the appropriate time during the election of officers, there shall be designated one (1) member to serve as the Delegate to the American Dental Association and (1) member to serve as Alternate Delegate to the American

Dental Association from this Association or the appropriate number of Delegates and Alternate Delegates as determined by the bylaws of the American Dental Association and or the Florida Dental Association.

- A. Delegate(s) to the American Dental Association shall serve for a three (3) year term with tenure limited to two (2) consecutive terms, unless approved for additional terms by majority vote of the Executive Council.
- B. Alternate Delegate(s) to the American Dental Association shall serve for a one (1) two (2) year term.
- C. If a vacancy occurs with a Delegate's position, the Alternate Delegate will serve in their place. If a vacancy occurs with an Alternate Delegate's position, the NEDDA President will appoint an Alternate Delegate to fill the position; this can be a former member of the ADA delegation.

**Section II:** A member elected to any of the above positions shall be voting member of this Association and the Florida Dental Association and shall assume office upon adjournment of the Annual Meeting of the Florida Dental Association.

**Section III:** In the event of a vacancy in the position of Delegate, the designated Alternate Delegate shall fill the position until the vacancy is filled for the unexpired term at the next winter meeting.

## **Chapter XI**

### **Resignation and Expulsion**

**Section I:** A member of this Association in good standing may withdraw his/her membership by notification to the Executive Council in writing through the Secretary and to the Florida Dental Association.

**Section II:** A member may be suspended or expelled for:

- A. Violating the rules of this Association
- B. Having been found guilty of malpractice by the Florida Board of Dentistry, or by a Court of competent jurisdiction that results in having his/her license suspended or revoked by the Florida Board of Dentistry.
- C. Conduct which would bring discredit to the dental profession or to this Association.

**Section III:** All charges must be made in writing to the appropriate peer review committee.

## **Chapter XII**

### **Amendments**

These Bylaws may be amended, altered, adopted, or rescinded as follows:

- A. By a two-thirds (2/3) affirmative vote of the members present and voting at any general or special business meeting of this Association, provided the proposed alterations, amendments, or revisions shall have been Noticed at a previous meeting, or shall have been Noticed to the membership at least thirty (30) days in advance of the meeting, or
- B. At any general or special business meeting by three-fourths (3/4) affirmative vote of the members present and voting, provided that seven (7) days' Notice has been given to the membership.

## **Chapter XIII**

### **Ethical\* Guidelines**

The Principles of Ethics of the American Dental Association and the Code of Ethics of the Florida Dental Association shall be the ethical guides of conduct for the members of this Association.