

# Florida Dental Society of Anesthesiology Bylaws

## **Article I. Name:**

The name of this component of the American Dental Society of Anesthesiology (ADSA) shall be the Florida Dental Society of Anesthesiology, hereinafter referred to as “the component”.

## **Article II. Purpose:**

The purpose of this component is:

- a. To advance the art and science of anesthesiology in dentistry.
- b. To promote the safe delivery of anesthesia in dentistry to the public.
- c. To provide educational opportunities for component members and their support teams and other interested parties in the field of anesthesiology in dentistry.
- d. To coordinate planning with other organizations and professions interested in the advancement of anesthesiology in dentistry.
- e. To provide national representation to the ADSA House of Delegates, annually.
- f. To support the mission of the ADSA.

## **Article III. Membership:**

### **A. Qualifications:**

Membership in this component shall be available to all members in good standing of the ADSA who practice in Florida.

### **Membership Classifications:**

Active members  
Life members  
Resident/Student members  
Retired members

### **B. Classification of Eligibility and Membership:**

#### **Active Member:**

A dentist who has graduated from a dental school accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association (ADA), or the CODA of the Canadian Dental Association (CDA), be licensed to practice dentistry within the United States, its territories, and possessions or in Canada and be a member in good

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standing of the ADSA.

## **Life Member:**

A dentist who has been an active member in good standing of the ADSA for twenty-five (25) consecutive years or has attained the age of seventy (70) years and has been an active member in good standing for at least fifteen (15) consecutive years upon application.

## **Resident/Student Member:**

A dentist engaged in a full-time post-doctoral training program of not less than one academic year or a pre-doctoral student in a dental school accredited by the CODA of the ADA or the CDA.

## **Retired Member:**

Upon application and approval by the Executive Board of the ADS, a retired member is an active member in good standing who has been an active member for fifteen (15) years or more and is no longer earning income from the performance of services as a member of a faculty of a dental school or hospital, as a dental administrator, or consultant, or as a practitioner of any activity for which a license to practice dentistry is required.

## **C. Privileges:**

a. Active, Life, Resident/Student, and Retired members shall be entitled to attend scientific sessions of this component and shall be entitled to such other services

and privileges as may be provided by the component society.

b. Active and Life members in good standing shall further be eligible to make

motions, debate, vote, and be eligible for election or appointment to any office or

committee of this component. Additionally, active and life members may be selected to represent the component as a delegate to the ADSA Annual House of Delegates.

c. Resident/Student members shall not be eligible to make motions, debate, or vote and are not eligible for election or appointment to any office or committee of this component.

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## **Article IV. Officers:**

The officers of the Florida component of the ADSA are the President, Vice President, Secretary, and Treasurer.

### **Duties:**

#### **President:**

- a. Presides over all meetings.
- b. Appoints committees and their members, designating the chairperson.
- c. Calls all meetings.
- d. Serves as the official representative of the component.

#### **Vice President:**

- a. Assumes the duties of the president in the absence or disability of the president.
- b. Assists the president as requested.

#### **Secretary:**

- a. Keeps minutes of meetings.
- b. Keeps membership list updated, as notified by ADSA.
- c. Keeps ADSA informed of official component business.
- d. Sends component announcements to The Pulse.
- e. Keeps all historic minutes and records of the component.

#### **Treasurer:**

- a. Keeps a current record of accounts.
- b. Files a yearly financial report with the ADSA.
- c. Responsible for all monetary transactions.

### **Resignation and Removal:**

Any component officer may resign at any time by giving written notice to any member of the Executive Board. Such resignation shall take effect at the specified time, except if no time is specified, the resignation shall be deemed immediate. Unless otherwise specified, accepting such resignation is unnecessary to become effective.

## **Article V. Executive Board:**

The Executive Board shall be the administrative body of this component

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and is responsible for managing the component's business between annual meetings of the membership.

## **Membership:**

The President, Vice-President, Secretary, and Treasurer make up the members of the Executive Board.

## **Duties of the Executive Board:**

- a. Organize and hold an annual component meeting each calendar year.
- b. Organize and hold elections of officers every two (2) years.
- c. Send a report of component activities to the ADSA yearly.
- d. Keep the bylaws current and send amended or revised bylaws to the ADSA.
- e. Elect the appropriate number of delegates based on current membership each year to attend the ADSA annual meeting. The names of the delegates shall be sent to the ADSA home office at least thirty (30) days prior to the ADSA annual meeting.
- f. Informs the ADSA of the results of the component's elections within one week.

## **Voting:**

### **Elections:**

Voting shall be by ballot when there are more candidates than positions. A majority is required to elect. If no candidate receives a majority vote, voting is continued until such time as there is a majority. If only one candidate is running for a position, the President may declare that person elected by acclamation.

### **Voting during Meetings:**

The presiding officers decides on what type of vote, (standing, counted, etc.) to use for all meetings.

### **Installation:**

The elective officers shall be installed and take office upon adjournment of the annual session at which they are elected.

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## **Vacancies:**

If the office of President becomes vacant, the Vice-President shall become President for the unexpired portion of the term. A majority vote of the Executive Board will fill any other vacancy.

## **Article VI. Meetings:**

### **A. Annual Meetings:**

a. The component must have an annual meeting of its members at least once each calendar year at a date, time, and place determined by the President. All component members must be invited to all component meetings. The ADSA administrative office will send out a notice to all members announcing all meetings, call for nominations, and elections.

b. Quorum is required per Article XI.

c. All advertising for an annual meeting must be done through the ADSA home office.

### **B. Special Meetings:**

a. Special meetings of the Executive Board may be called with ten (10) days' notice by the President or by a majority of the Board members.

b. Agenda items to be discussed must be contained in the notice and no further items may be acted upon.

c. Special meetings may be live or electronic and if electronic must minimally allow for simultaneous aural communication.

d. Minutes must be recorded for all special meetings including the full resolutions and voting results.

### **C. Annual Meetings with Elections:**

a. Elections shall be every two (2) years in conjunction with the annual component meeting.

b. Announcements for the meeting where elections are being held will be administered through the ADSA home office.

### **D. Electronic Meetings:**

a. Electronic meetings are authorized and must minimally allow for simultaneous aural communication.

b. Any actions that may be taken at an in-person Executive Board meeting may be taken at an electronic Board meeting if a quorum is present with proper notice having been given.

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c. Minutes of all electronic meetings must be recorded including the full resolutions and results of the votes.

## **E. Definition: Proper Meeting:**

A proper meeting, or meeting, referred to in these bylaws requires the following:

- a. Required notice is provided to all members.
- b. A quorum is present.
- c. All members of this component must be invited to attend with the place, time, and date with a required 30-day notice for all membership meetings.

## **Article VII. Committees**

Special and Standing Committees shall be appointed at the discretion of the President or Executive Board or by a motion from the membership.

## **Article VIII. Finances**

- a. The component shall have the power to provide for its own financial support.
- b. The component may establish component dues that are approved by the membership at an annual meeting. All dues increases must be approved by a majority of the legal votes cast by those present and voting at a legally called meeting.
- c. All dues shall be used exclusively for the component's activities.
- d. Delegates may be given a stipend to attend the ADSA annual meeting by the component. The amount is determined by the financial status of the component and must be approved by the Executive Board.
- e. ADSA and component dues assessments shall be collected by the ADSA.
- f. Distribution of component funds shall be through the ADSA.
- g. All financial decisions concerning the component shall be decided by the Executive Board.

## **Article IX. Terms of Office:**

Officers may serve up to five consecutive terms of two (2) years in each office, being elected every two years.

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## **Article X. Elections:**

Officers are elected every two (2) years. The national ADSA administrative office will send out a notice to all members announcing a call for nominations at least thirty (30) days prior to the annual session of the component at which the elections are to be held. Individuals interested in seeking office should submit their name to the Secretary of the component at least fourteen (14) days prior to the elections. However, nominations from the floor are allowed at the meeting where the elections are being held. In a contested election, each candidate will have two minutes to give a nominating speech prior to elections at the annual session where the elections are being held. No debate is allowed on the candidates for office.

## **Article XI. Quorum**

- a. Ten percent (15%) of the total component membership as of June 30 of the prior year established by the ADSA shall be used to calculate a quorum for component meetings the following calendar year.
- b. A majority of the total members of the Executive Board currently holding office shall constitute a quorum for Board meetings. Regardless of those present, a presiding officer and recorder are required minimally.

## **Article XII. Discipline and Expulsion of Members:**

The ADSA Code of Ethics in the ADSA Bylaws shall govern the professional conduct of all members of this component. The American Institute of Parliamentarians Standard Code of Parliamentary Procedure (AIPSC) may serve as a persuasive guideline in determining discipline and expulsion of members.

## **Definition of "In Good Standing":**

A member of this component whose dues for the current fiscal year have been paid and who abides by the ADSA Code of Ethics shall be considered to be in good standing.

## **Non-Compliance:**

In the event of failure to conform to the ADSA Code of Ethics, a member will no longer be considered in good standing.

## **Article XIII. Parliamentary Authority:**

The rules contained in the current edition of the *American Institute of*

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*Parliamentarians Standard Code of Parliamentary Procedure* (AIPSC) shall govern the deliberations of the Executive Board in all cases in which they are applicable and not in conflict with the Standing Rules or these Bylaws. In the event a parliamentary situation arises that is not covered under AIPSC, other parliamentary authorities may be persuasive in resolving the issue.

## **Article XIV. Policies:**

Official policies of the component may be adopted or amended by a majority vote of those members present and voting at a properly called meeting. Standing Rules of the component may be adopted by a majority vote or amended by a two-thirds (2/3) vote of those members present and voting at a properly called meeting.

## **Article XV. Amendments:**

These bylaws may be revised or amended by a two-thirds (2/3) vote of the members present and voting at a proper meeting. Notice of the meeting with the scope of the proposed bylaws amendment(s) or text of the revision shall be sent to all members at least thirty (30) days before the meeting. Revisions or amendments may be submitted by individual members of the component or by the Executive Board. All adopted revisions and amendments shall be sent to the ADSA a within fourteen (14) days of being adopted.

## **Article XVI. Dissolution:**

Upon deciding to dissolve this component and after discharging or providing for its liabilities, the component's remaining assets shall be disposed of to facilitate one or more exempt purposes. Any assets not disposed of shall be handled by a court of competent jurisdiction in the county where the principal office of the component is located, exclusively for such purposes, or transferred to organized and operated organizations for those purposes.

Date Approved by Component \_\_\_\_\_

Secretary (print & sign) \_\_\_\_\_

(return a copy to the ADSA Executive Director)