

DISTRICT RULES

of the

BERKSHIRE DISTRICT DENTAL SOCIETY

Component

Massachusetts Dental Society and
American Dental Association



Pittsfield, Massachusetts

Berkshire District Dental Society

District Rules

Chapter I Membership

The Berkshire District shall consist of Active, Associate, Life, and Non-resident members only, subject to Chapter II of the by-laws of the Massachusetts Dental Society.

Non-resident members of the Berkshire District shall be practitioners of Dentistry in this or other states in the Union, or in the other Districts of the Mass. Dental Society. A Non-resident member of this district shall be elected by the Executive Committee. If s/he is a member of another state society s/he must first apply for non-resident membership in the Berkshire District only so long as s/he is a member in good standing of the Mass. Dental Society or her/his own state Society.

Chapter II Dues

There are annual dues of the Berkshire District Society to be paid every year.

Active Members shall pay in addition, the dues of the Mass. Dental Society and the American Dental Society, as determined by those bodies.

Associate Members. The dues for associate members shall be the dues of the American Dental Association only as determined by that body.

Non-Resident Members. Non-Resident members shall be subject to dues upon recommendation of the Executive Committee.

Life Members shall be exempt from payment of District Dues.

Dues shall be in conformity with Chapter IV of the Bylaws of the Mass. Dental Society. District non-resident dues shall be billed by the district treasurer and paid directly to the District.

Chapter III Meetings

Regular meetings of the District will be held. Place and time to be determined by the Executive Committee of the society. There shall be a minimum of seven monthly

meetings annually. The annual meeting shall be held in March or April of each year. Special District meetings may be called by the President, Executive Committee or by petition signed by 15 members of the District. A written notice of the purpose, time, and place of this meeting shall be sent to all members five (5) days prior to the date determined.

Chapter IV

Twenty-five percent of the total membership shall constitute a quorum for the transaction of business.

Chapter V District Officers and Election

Section 1-A

At the annual meeting, the District shall elect, subject to the Provisions of Chapter XVII of the Mass. Dental Society Bylaws:

1. Chair (section 1, Chapter XVII, Mass. Dental Society Bylaws) who shall be the presiding officer for a term of one year (subject to re-election) but for no more than two years. The Chair may also be the Secretary of the Society.
2. Secretary - for a term of one year subject to re-election.
3. Treasurer - for a term of one year subject to re-election.
4. Ethics (Censors) Committee - of three or six members.
5. Membership Committee - 5 members county wide.
6. Nominating Committee - 7 members: 3 Pittsfield, 2 North County, 2 South County. No member may serve two consecutive terms.
7. Peer Review Committee – seven members.
8. Chair-Elect and Vice Chair – for a term of one year.
9. Continuing Education Committee – five or more members.

Section 1-B

And to serve at the Massachusetts Dental Society Level:

1. Commissioner of Trial.
2. Trustee for 3 years, who may serve no more than two consecutive terms.
3. Representative to serve on the nominating committee who shall not serve for 2 years consecutively.
4. One-fifth of the District delegates are provided in Chapter VII, section 2 of the Bylaws of the Mass. Dental Society.
5. Delegates and alternate delegates to the American Dental Association when privileged in conformity to Mass. Dental Society Bylaws.
6. The district may elect at the same time to same number of alternate delegates to serve in the absence of duly elected delegates.

Section II

Term of Office

The Officers so chosen shall take office at the close of the Annual Session of the Mass. Dental Society following their election, and shall hold office until the end of the next annual session of the Mass. Dental Society or until others have been elected and installed in their stead.

Chapter VI Duties of District Committees

District officers on committees shall perform duties to conform with Chapter XVII, section 1-7 of the Mass. Dental Society Bylaws.

District officers shall be members ex-officio of all committees, in order to assure continuity of activities.

Section 1. *Duties of the District Executive Committee:*

It shall be the duty of the District Executive Committee:

- a. To conduct the affairs of the District subject to the approval of the District.
- b. The Executive Committee may appoint subcommittees to expedite the business of the District.
- c. To approve all bills for payment, and audit the books of the Treasurer.

- d. To appoint the delegate or alternate delegate in case of vacancy in conformity with the resolution of the Mass. Dental Society.
- e. The executive committee shall be of a size determined by the District.

Section 2. Duties of the Board of Censors (Ethics and Membership):

It shall be the duty of the Board of Censors (Ethics and Membership):

- a. To have full charge of the investigation of all applications for membership in their respective District, as provided in Chapter III, Section 2 and 3, of the bylaws of Massachusetts Dental Society.
- b. Unless there is an Ethics and Discipline Committee of the District, to hold hearings, make written decisions and transmit such Discipline of this Society, all in accordance with the provisions of Chapter XXI, Section 2-G (d), of the bylaws of Massachusetts Dental Society.

Section 3. Duties of Nominating Committee:

- a. Shall nominate persons to serve for every position for which the members shall select the candidate, including the elective officers of the District, the Trustee, the delegates and alternate delegates to the House of Delegates and the committee members set forth in these By-Laws.

Section 4. Duties of Peer Review Committee:

- a. Duties shall be those set forth in the Bylaws, guidelines and manuals of operation of the MDS and the American Dental Association.

Section 5. Duties of the Continuing Education Committee:

- a. To provide a suitable place for all meetings, arrange for paper and other scientific and professional matter for presentation at the meetings.
- b. Arrange and issue, through the Secretary, the programs and notices of the meetings.

Chapter VII Nominating Committee

The nominating committee shall consist of 7 elected members who shall not serve two consecutive years.

At the annual election of officers, the Nominating Committee, as provided in Chapter XVI, Section 2 of the Bylaws of the Mass. Dental Society, shall present the name, or names of members in good standing as candidates for elective office. Nominations may be made from the floor at annual meetings. The report of the Nominating Committee shall be sent to all members at least fifteen days prior to the Annual District meeting. It shall also be the duty of the Nominating Committee to suggest to the Executive, names of interested members for all appointed committees. It shall be the duty of the Nominating Committee to hold its meeting prior to February 1 of each year.

Chapter VIII Duties of District Officers

Section 1. *Duties of the presiding officer:*

It shall be the duty of the presiding officer,

- a. To preside at all meetings of the District.
- b. To conduct the meetings according to parliamentary usage, and the rules adopted by the District. The standard of parliamentary usage shall be the Surgis Standard Code of Parliamentary Procedure.
- c. The Chair Elect shall assist the Chair as requested, act in the absence of the Chair, be acquainted with the duties of the Chair, and serve *ex officio* on the Executive and Nominating Committees.
- d. The Vice Chair shall assist the Chair as requested, act in the absence of the Chair and the Chair Elect, and serve *ex officio* on the Executive Committee.

Section 2. *Duties of the District Secretary:*

It shall be the duty of the presiding officer,

- a. To keep accurate minutes of the proceedings of all meetings of the District, and the Board of Censors.
- b. To notify all new members of their election.
- c. To notify all District officers and committees of their election or appointment.
- d. To mail to each member of the District, and to report to the officers and members of the Board of Trustees of this Society due to notice of all meetings of the District.
- e. S/he shall have custody of the District seal.

- f. S/he shall conduct the correspondence of the District.
- g. S/he shall keep properly filed all official communications to the District, and copies of all official letters s/he may write.
- h. S/he shall, after December 1st, and not later than three weeks before the mid-winter session of the house of Delegates of this Society, and on a special form provided for the purpose make an annual report to the Secretary of this Society, giving full information concerning all changes in the membership of the district during the year preceding January 1st.
- i. S/he shall, before April 1st, but not later than three weeks before the annual session of the House of Delegates, and on a special form provided for the purpose, make an annual report to the Secretary of this Society, which shall in a general way describe the work of the District during the year, giving the subjects of papers read before the District, and other matters of interest to this Society, and shall include any changes in the rules of the District which have been made during the year.
- j. S/he shall on or before June 1st, and on a special form provided for the purpose, furnish the Secretary of this Society with the names and addresses of the officers of the District, the delegates and alternate delegates, the trustees, and the District representatives at the Massachusetts Dental Society level who are eligible for the year ensuing, together with the dates of the expiration of their term of office.
- k. S/he shall keep a roll book, card or computerized system in such a form as to constitute a current account with all members of the District.
- l. S/he shall keep a cash book or computer program which shall show dues received from the Treasurer of this Society, with names of members making payment and date of payment. The cash book or program shall also show amounts and dates of payment to the District Treasurer.
- m. S/he shall, upon receipt of dues from the Treasurer of this Society, make proper entry upon his records and immediately forward the dues to the District Treasurer.
- n. S/he shall, at the annual meeting of the District, make a detailed report in writing of the condition and activities of his District.
- o. S/he shall supervise and be responsible for the official acts of the Assistant Secretary, provided one is elected by the District.
- p. S/he shall serve ex-officio on ALL committees.

Section 3. Duties of the Assistant District Secretary:

Berkshire District at its discretion may elect an Assistant District Secretary for a one-year term subject to re-election. Should an Assistant District Secretary be elected s/he shall:

- a. Act as a recording and corresponding secretary at the discretion and under the supervision of the Secretary.
- b. Take minutes of all dental meetings.
- c. Attend all dental and executive meetings with voting power. Keep reports thereof, so as record is constantly maintained on all committee activities, send notices of meetings is so delegated.

Section 4. Duties of the District Treasurer:

It shall be the duty of the District Treasurer:

- a. To receive and take charge of all funds and other property of the District.
- b. S/he shall pay all bills of the District but only after the bills have been approved by the executive committee of the District or with authority of the Executive Committee.
- c. S/he shall keep an accurate account of all receipts and expenditures.
- d. S/he shall, at the annual meeting of the District, make a full and detailed report, in writing, with vouchers, of the financial affairs of the District.
- e. S/he shall keep a second roll book, card system, or computer program which shall show at all times the names of all members of the District who are in good standing and for whom the dues of the Massachusetts Dental Society have been paid.

Section 5. Duties of the District Editor:

It shall be the duty of the District Editor:

- a. To cooperate with the Editor of Mass. Dental Society in editing material presented by the District. S/he shall be a member of the Executive Committee with voting power.

Chapter IX Delegates

Elected delegates shall represent the Berkshire District in the House of Delegates of the Mass. Dental Society subject to Chapter VII, Section 1-4 inclusive of the Bylaws of the Mass. Dental Society. The chairman of the Executive Committee, Secretary, Treasurer, and Trustee shall be members of the House of Delegates of the Mass. Dental Society as so provided by the Bylaws of the Mass. Dental Society.

Chapter X The District Executive Committee

In addition of the duties outlined in the Mass. Dental Bylaws, Section 1, the Executive Committee shall be composed of six elected members of the Society in addition to the President, Secretary, Assistant Secretary (if assigned by Berkshire District), Treasurer, Trustee, immediate past Chairman, and the immediate past Secretary shall automatically be a member of the Executive Committee until replaced by his/her successor.

The Editor shall be a voting member of the Executive Committee.

Section II. The Executive Committee shall have the power to fill all vacancies in office pending the next annual meeting.

Chapter XI Indemnification of Officers

The District shall indemnify and hold harmless each officer and member of any Committee now or hereafter serving the District from and against any and all claims and liabilities to which s/he may be or become subject to by reason of his/her now or hereafter being or having heretofore been an officer and/or member of any Committee of the district and/or by reason of his/her alleged acts or omissions as an officer and/or member of any Committee aforesaid, and shall reimburse each officer and member of any Committee of the district for all legal and other expenses reasonably incurred by him in connection with defending any such claims or liabilities, provided however, that no officer or member of any Committee shall be indemnified against or be reimbursed for any expenses incurred in defending against any claim or liability arising out of his own negligence or willful misconduct. The foregoing rights of officers and members of any committee shall not be exclusive of other rights to which they may be entitled lawfully.

Chapter XII Amendments

The rules of this District may be changed at any meeting of the District by a majority vote of the members voting, providing the proposed changes have been read at the previous meeting at least 30 days prior to the voting date and published in the program or notice of the meeting.

A copy of these rules shall be filed with the Secretary of the Mass. Dental Society.

Chapter XIII Principles of Ethics

The principles of Ethics of ADA as adopted by Mass. Dental Society shall govern the professional conduct of the members of the District.