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CONSTITUTION

and

BYLAWS

**Metropolitan District Dental Society
Component of the Massachusetts Dental Society
and the American Dental Association**

~~Accepted: March 2, 2016~~ Proposed February 13, 2019

James S. Cinamon, DMD David M. Wolf, DDS
Bylaws Committee Chair

These bylaws are available on-line at: www.massdental.org/metropolitan

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CONSTITUTION of the Metropolitan District Dental Society

ARTICLE I • NAME

The name of this Society shall be the Metropolitan District Dental Society hereinafter referred to as “the Society” or “this Society” or “MDDS”.

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ARTICLE II • AFFILIATION

The Metropolitan District Dental Society shall be a component district of the Massachusetts Dental Society and the American Dental Association.

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ARTICLE III • MISSION STATEMENT

The Metropolitan District Dental Society, as a component district of the Massachusetts Dental Society, is dedicated to the continuing improvement of the health of the general public and the professional development of its member dentists.

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~~The Metropolitan District Dental Society is a professional organization which provides value to its diverse, providing value to its~~ membership through initiatives in education, advocacy, and promotion of the highest ethical standards.

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The members of the Metropolitan District Dental Society are committed to provide ~~access to~~ the highest quality, compassionate ~~dental~~ health care, ~~accessible to all,~~ and to ~~educate the education of~~ the public regarding the value of ~~orofacial/oral~~ health as it relates to ~~their~~ total well-being.

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~~The Metropolitan District Dental Society, through its members and professional staff, is and will continue to be a significant resource for all groups or individuals seeking information regarding the practice of dentistry in Massachusetts.~~

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~~The Metropolitan District Dental Society will provide what information and resources it can to assist its member dentists in the practice of dentistry.~~

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ARTICLE IV • ORGANIZATION

As a component district of the Massachusetts Dental Society this constitution and bylaws will not supersede the constitution and bylaws of the Massachusetts Dental Society.

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Headquarters Office: The registered administrative office of this Society shall be known as the Headquarters Office and shall be located in one of the cities or towns within the district.

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The district shall be made up of the following cities and towns:

Middlesex County: Ashland, Boxborough, Carlisle, Dunstable, Framingham, Holliston, Littleton, Maynard, Natick, Newton (Auburndale, Newton Centre, Newton Highlands, Newton Upper Falls, Newton Lower Falls, Newtonville, West Newton, Waban, Chestnut Hill), Sherborn, Stow, Sudbury, Wayland and Weston.

Norfolk County: Bellingham, Brookline, Dedham, Dover, Foxboro, Franklin, Harding, Medfield, Medway, Millis, Needham, Norfolk, Norwood, Sharon, Walpole (East Walpole), Plainville, Wellesley (Wellesley Hills), Westwood and Wrentham.

ARTICLE V • MEMBERSHIP

The membership of this Society shall consist of dentists and other persons whose qualifications and classifications shall be as established in Chapter I of the Bylaws.

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ARTICLE VI • GOVERNANCE

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Legislative Body: The legislative and governing body of the Metropolitan District Dental Society shall be all members in good standing present at the Metropolitan Annual Meeting of the membership as defined in Chapter I, Section 20.

Administrative Body: The administrative body of the Metropolitan District Dental Society shall be the Executive Board as defined in Chapter V.

ARTICLE VII • ELECTIVE OFFICERS

Elective Officers: The elective officers of the Metropolitan District Dental Society shall be a Chair, Chair Elect, Vice Chair, Secretary, Treasurer, Assistant Secretary, Assistant Treasurer, Editor, Assistant Editor, and Trustee each of whom shall be elected by the members present at the Metropolitan Annual Meeting as provided in Chapter V, Section 30.

ARTICLE VIII • PROFESSIONAL CONDUCT

The Principles of Ethics of the American Dental Association shall govern the professional conduct of all members of this Society.

ARTICLE IX • AMENDMENTS

This Constitution and Bylaws may be amended at any Metropolitan Annual Meeting of the district by a two-thirds 2/3 vote of the members present provided that the proposed amendment(s) was approved by the district's Executive Board and presented in writing to the membership at least thirty (30) days prior to the Metropolitan Annual Meeting.

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CHAPTER I • MEMBERSHIP

~~Section 10. Classifications: The members of this Society shall be classified as follows:~~

~~In accordance with Chapter I Section 10 of the MDS Bylaws; the members of this Society shall be classified as follows:~~

~~A. Active Members~~

~~B. Associate Members~~

~~C. Life Members~~

~~1. Active Life~~

~~2. D. Retired LifeMembers~~

~~C. Retired Members~~

~~D. Associate Members~~

~~E. Honorary Members~~

~~F. Student Members~~

~~G. Non-Resident Members~~

~~Section 20. Qualifications: As defined in Chapter I Section 30 of the Massachusetts Dental Society Bylaws as follows: A member of this Society whose dues for the current year have been paid shall be in good standing; provided, however, that a member in good standing who is under a disciplinary sentence of suspension shall be designated as a "member in good standing temporarily under suspension" until the disciplinary sentence has been terminated and provided further that a member, to remain in good standing, may be required to meet standards of continuing education. The requirement of paying current dues does not apply to life members of this Society for the purpose of determining their good standing. A member to remain in good standing is required to abide by the requests and final determinations of peer review bodies, if the member has agreed to enter into the peer review process. Further, a member, to remain in good standing, is required to cooperate with the ethics committees and abide by their findings.~~

~~A member of this Society receiving assistance from the American Dental Association Relief Fund shall be exempt from payment of dues and shall be in good standing during the periods of such assistance.~~

~~A.H. Allied Dental Health Professional Members~~

~~I. Community Health Members~~

~~Section 20. Qualifications~~

~~A. Active Members: A dentist who has been totally disabled during active military duty and who is unable to practice dentistry within the definition of these Bylaws and who was a member in good standing at the time total disability was incurred may have his/her dues remitted upon certification by an agency of the federal government that the dentist is permanently and totally disabled in accordance with the standard schedule of rating disabilities in current use by the Veterans Administration.~~

~~A member of this Society who is totally disabled for a period of one year and who is unable to engage in the duties of the dental profession and who is a member in good standing at the time total disability was incurred, shall be exempt from the payment of dues and shall be in good standing during the period of total disability. A totally disabled member, other than one totally disabled during active military service, in order to receive entitlement to dues exemption, shall submit to the state society through the district society a certificate attesting this total disability. During the period of exemption from dues, further such certificates shall be presented on request to this Society.~~

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~~A. Active Member in this society shall be limited to:~~

- ~~1. Dentists in active practice who are in good standing and is licensed to practice in the _____~~
- ~~Commonwealth of Massachusetts or~~
- ~~2. Dentists in good standing who are engaged in activities furthering the object of this society, including teachers, interns and residents affiliated with recognized educational or health institutions, or who are engaged in activities of governmental dental service.~~
- ~~3. Dentists in good standing who have retired from active practice of dentistry.~~

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~~B. Life Member: Active members in good standing for thirty (30) consecutive years or a total of forty (40) years in this and other constituent societies of the American Dental Association and have attained the age of sixty five (65) years, shall be classified as a life member of this society. Maintenance of Life Membership in good standing in Metropolitan District Dental Society shall be a prerequisite for continuation of Life Member status. To qualify for Retired Status the member shall submit an affidavit attesting to the member's qualifications for Retired Life and who is accepted for membership. A dentist, who was an active member but subsequently became a student member shall be entitled to have the year or years of such subsequent student membership counted as active membership for the sole purpose of his/her establishing later eligibility for life membership, in a component of this Society.~~

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~~C. Retired Member: An active member in good standing no longer earning income from the performance of service as a member of the faculty of a dental school, or as a dental administrator or consultant, or as a practitioner of dentistry may be classified as a Retired member upon application to the Secretary of the Massachusetts Dental Society and upon proof of qualification. To qualify for Retired membership status, the Active member shall submit an affidavit attesting to his/her retirement to the Metropolitan District Dental Society. Maintenance of Active or Retired membership in good standing in the Metropolitan District Dental Society entitling him/her to all the privileges of an Active member shall be the requisite for entitlement and continuance of Retired membership in the Metropolitan District Dental Society and the Massachusetts Dental Society.~~

~~D. Associate Member: A person Members: An individual not eligible for any other type of membership in the Metropolitan District Dental Society, who contributes to the advancement of the objectives of the Metropolitan District Dental Society and has not met the educational requirements for licensure as a dentist anywhere in the United States, upon application to and approval by the Massachusetts Dental Society Board of Trustees shall be classified as an associate member of the Metropolitan District Dental Society approval by a component of this Society.~~

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~~C. Life Members: A dentist who has been a member for 30 consecutive years or a total of 40 years in this and other constituent societies of the American Dental Association, who has attained the age of 65 years. Life membership shall be effective the calendar year following the year in which the requirements are fulfilled.~~

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~~D. Retired Members: A dentist no longer earning income from the performance of service as a member of the faculty of a dental school, as a dental administrator or consultant, or as a practitioner of dentistry, upon completion of an affidavit attesting to his or her retirement through a component of this Society.~~

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~~E. Honorary Member: Members: An individual who has made outstanding contributions to the advancement of the art and science of dentistry, upon nomination by the Massachusetts Dental Society Board of Trustees and election by the Massachusetts Dental Society House of Delegates, shall be classified as an honorary member of the Metropolitan District Dental Society and the Massachusetts Dental Society.~~

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~~F. **Student MemberMembers:** A ~~pre-doctoral~~predoctoral student of a dental school accredited by the Commission on Accreditation of the American Dental Association ~~shall be classified as a student member of this society~~ or any dentist eligible for membership who is engaged full-time in (i) an advanced training course of not less than one academic ~~year's~~year's duration in an accredited school or (ii) a residency program approved by the Commission ~~on of~~ Accreditation of the American Dental Association ~~may be classified as a student member upon approval of this society~~the Society.~~

~~G. **Non Resident Member:** A dentist holding a membership in another district in which the member carries on his/her practice may apply to the Executive Board of the Metropolitan District Dental Society for nonresident membership status.~~

~~This district shall consist of its present membership and all new members hereafter admitted to the society whose practice is within the district.~~

~~Members of the Massachusetts Dental Society who wish to hold dual membership and/or change district membership should refer to the Massachusetts Dental Society Bylaws Chapter II, Sections 150 and 160.~~

~~G. **Nonresident Members:** A dentist who (i) does not practice dentistry in the Commonwealth of Massachusetts, (ii) is not eligible for any other classification of membership in this Society (other than as an associate member), and (iii) holds membership in good standing in another constituent society upon approval of the Society.~~

~~H. **Allied Dental Health Professional Members:** A hygienist, dental assistant, front office staff, technician, or other personnel working in the field of dentistry in Massachusetts upon the approval of the Society.~~

~~I. **Community Health Members:** A dentist employed full-time by a Massachusetts community health center may be classified as a community health member upon presenting his/her employment status to the Society, once his or her status has been verified by the Society.~~

~~Section 30. **Election:**~~

~~1. The Metropolitan District Dental Society shall have the power to elect its active members in accordance with Chapter I, Section 20 of the Bylaws of the Massachusetts Dental Society. After receipt of the membership application by the district secretary or the district executive director, ~~the district Committee on Credentials shall have thirty (30) days to review the application to determine if the applicant meets the society's requirements for membership. After review, if the application is acceptable and complete, the Committee shall forward the application to the district secretary or the district executive director, for action by the district. Where there is no district meeting scheduled within 60 days of the receipt of the application by the district secretary or the district executive director, if the application is acceptable and complete within 30 days of the receipt of the application, the district executive board must act on the application to membership by mail or other forms of communications approved by the Executive Board. Upon the election of a new member the district secretary or the district executive director shall forward the accepted application to the secretary of the Massachusetts Dental Society.~~~~

~~2. Immediately upon the election,~~

~~Section 40. **Multiple Jurisdictions**~~

~~Members of a ~~new member at a regular meeting or a special meeting, the district secretary or the district executive director shall forward the application to the secretary~~ District of the Massachusetts Dental Society:~~

~~3. The district editor shall then publish the name(s) of the approved applicant(s) in the district newsletter.~~

~~The district shall have the power who wish to hold dual membership and/or change district membership should refer to~~

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~~discipline any of its members subject to the provisions in Chapter IX, Section 20 of the bylaws of the Massachusetts Dental Society Bylaws Chapter II, Sections 150 and 160.~~

~~Section 50.~~

~~Section 40. Member in Good Standing:~~

~~A member of the Metropolitan District Dental Society whose dues for the current year have been paid in full shall be considered in Good Standing if they conform to Chapter I, Section 30 of the Massachusetts Dental Society's bylaws: A member of this Society shall be in good standing only when (i) all dues and any special assessments for the current year have been paid, (ii) the member abides by the requests and final determinations of peer review bodies, if the member has agreed to enter into the peer review process, and (iii) the member cooperates with this Society's ethics committees and abides by their findings.~~

~~Section 5060. Membership Dues~~

~~A. Annual Dues:~~

~~The total annual dues of this district shall be determined by the district society. An amendment effecting a change in the dues of its members must be introduced at a regular Metropolitan executive board meeting and must pass by 2/3 of the executive board present. It must then be published in the next newsletter or a least thirty (30) days prior to voting and voted upon by a 2/3 vote of the membership present at the Metropolitan Annual Meeting and Election.~~

~~B. Billing and Payment:~~

~~The structure of these Metropolitan District Dental Society dues according to membership category shall be in conformity with Chapter I, Section 60 of the Massachusetts Dental Society Bylaws. The Metropolitan District Dental Society dues for new members shall conform to Massachusetts Dental Society Bylaws Chapter I, Section 60.~~

~~All dues bills shall be sent out by the Secretary of the Massachusetts Dental Society, and all dues shall be sent paid to the secretary of the Massachusetts Dental Society. Dues shall be collected in conformity with Chapter I, Section 60 of the bylaws of the Massachusetts Dental Society.~~

~~Section 6070. Resignation:~~

~~Any member may resign upon forwarding a written statement of resignation to the Secretary of the Metropolitan District Dental Society. The resignation shall be accepted by the Executive Board and constitute resignation from the Massachusetts Dental Society and the American Dental Association.~~

~~Section 7080. Privileges:~~

~~1. All Active and Life members shall be entitled to all the privileges of this district society except as specified below. Non-resident members shall be entitled to all the privileges of Active members except that of holding office and voting in this district society. All members of the Metropolitan District shall conform to the privileges as outlined in Chapter I, Section 40 of the bylaws of the Massachusetts Dental Society.~~

~~2. Active or Life members who are not elected delegates shall not have the privilege of voting in the Massachusetts Dental Society House of Delegates; neither shall they have the full privilege of the floor of the Massachusetts Dental Society House of Delegates. They shall, however, have the right to petition the Massachusetts Dental Society House of Delegates for a hearing, which must be granted. Said hearing may, at the discretion of the Massachusetts Dental Society House of Delegates, be either before the Massachusetts Dental Society House of Delegates as a whole or before a special committee appointed for the purpose by the Massachusetts Dental Society House of Delegates. Active and Life members shall not have the privilege of voting at any district meeting other than the Metropolitan District Dental Society general membership meetings.~~

~~Section 90. Discipline~~

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The district shall have the power to discipline any of its members subject to the provisions in Chapter VII of the bylaws of the Massachusetts Dental Society.

CHAPTER II MEETINGS OF THE DISTRICT

Section 10. Meetings

The Metropolitan District Dental Society shall hold at least two (2) meetings in one year, one of which shall be the Metropolitan Annual Meeting. Other meetings may be held at the discretion of the district.

A. Annual Meeting:

The Society must hold its annual meeting for elections sometime during the months of February or March of each year. The notification for the Metropolitan Annual Meeting shall direct that the meeting is for the transaction of the Metropolitan Annual Meeting, budget approval and the election of officers. It shall include a proposed budget and a list of at least one nominee for each elective office. The nominees shall be presented by the nominating committee. The programs of all district meetings other than Executive Board meetings, shall be determined by the Program Chair/Chair Elect, approved by the Chair of the district and announced during the month of August or September.

B. Special Meetings:

Special meetings may be called by a three-quarters (3/4) vote of the Executive Core Committee or by a petition signed by twenty five (25) members in good standing, or by the Chair of the district society. Notices of special meetings will be mailed/published to all members a minimum of ten (10) days before the said meeting.

C. Emergency Meeting:

An "emergency" is defined as circumstances that could not have been reasonably foreseen which require immediate attention and possible action by the executive board and which of necessity make it impracticable to provide notice to the membership.

Section 10.20. Quorum

A. Executive Board Meetings:

Ten members present shall constitute a quorum for the transaction of business at Executive Board meetings. The Executive Board shall be allowed to vote via email prior to the next scheduled Board meeting if an important issue arises that needs immediate attention. The vote will be processed through the district office unless otherwise noted, and passed or defeated by a majority rule.

B. Annual or Special Meetings:

Fifteen members present shall constitute a quorum for the transaction of business at Metropolitan Annual or special meetings.

Section 20.C. Emergency Meeting:

Ten members of the executive board present shall constitute a quorum for the transaction of business. Order of Business

The order of business at all Executive Board meetings shall be as follows:

1. Call to order by the Chair opening remarks
2. Special guests or speakers
3. Secretary presents minutes of the previous emergency meeting communications/correspondence
4. Treasurer's report
5. Program Chair (chair elect) report
6. Vice Chair Seminar Series report

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- ~~7. Council reports~~
- ~~membership election of new members~~
- ~~8. Study Club Trustee reports~~
- ~~9. Regular (elected) Committee reports~~
- ~~10. Standing~~
- ~~Committee reports~~
- ~~11. Special Committee reports~~
- ~~12. Unfinished Business~~
- ~~13. New Business~~
- ~~14. Good and Welfare~~
- ~~15. Adjournment~~

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The order of business at the Metropolitan Annual Meeting shall be as follows:

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- ~~1. Call to order by the Chair~~
 - ~~A. opening remarks~~
- ~~2. Report of the records next called meeting of the previous Metropolitan Annual Meeting executive board.~~
- ~~3. Reports of Officers and Committees in their order~~
- ~~4. Old business~~
- ~~5. New business~~
 - ~~A. Election of officers~~
 - ~~B. Budget~~
 - ~~C. Election of new members~~
- ~~6. Discussion~~
- ~~7. Adjournment~~

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Section 30. Order of Business

The rules contained in Robert's Rules of Parliamentary Procedure shall govern the deliberations of this District. The order of business at all Executive Board meetings shall be as follows:

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- 1. Call to order by the Chair
- 2. Opening remarks
- 3. Special guests or speakers
- 4. Secretary presents minutes of the previous meeting
- 5. Treasurer's report
- 6. Program Chair (chair-elect) report
- 7. Vice-Chair -Seminar Series report
- 8. Membership - election of new members
- 9. Regular (elected) Committee reports
- 10. Standing Committee reports
- 11. Special Committee reports
- 12. Old Business
- 13. New Business
- 14. Good and Welfare
- 15. Adjournment

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The order of business at the Metropolitan Annual Meeting shall be as follows:

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- 1. Call to order by the Chair
 - a. Opening remarks
- 2. Report of the records of the previous Metropolitan Annual Meeting
- 3. Reports of Officers and Committees in their order

- 4. Old business
- 5. New business
 - a. Election of officers
 - b. Budget
 - c. Election of new members
- 6. Discussion
- 7. Adjournment

CHAPTER III • FINANCES

The Metropolitan District Dental Society shall have an operating capital fund herein known as the General Fund and a Reserve Fund, within the office of the Treasurer.

Section 10. General Fund:

The General Fund shall consist of all monies received other than those specifically allocated to other funds by these bylaws or by vote of the Executive Board. This General Fund shall be used for defraying all expenses of this Society not otherwise provided in these bylaws.

Section 20. Reserve Fund:

To insure continued operations of the Metropolitan District Dental Society, a reserve fund shall be available to offset any unforeseen events that may reduce the revenues of the society and to assist the society with meeting its financial obligations. This fund shall be invested with the primary goal of preserving the principal balance. The balance of this fund shall not be less than 75% of the annual operating budget for the society. The Reserve Fund shall be invested separately from the General Fund and furthermore that all (year-end) residual funds be allocated to the Reserve Fund. The Reserve Fund monies cannot go below the amount specified except by a two-thirds (2/3) vote of those present and voting at a general membership meeting provided notice be given thirty (30) days prior to said meeting.

Section 30. Reserve Fund Withdrawals

The Executive Core Committee is empowered to direct the overseers of the Reserve Fund to transfer from the Reserve Fund of the district to the General Fund such sums as it deems necessary. The Overseers of the Reserve Fund consists of the district's current chair, chair elect and immediate past chair. The Reserve Fund shall not be drawn upon except by a two-thirds (2/3) vote of the Executive Core Committee present and voting provided a seven (7) day notice of the meeting has been given.

Section 40. General Fund Expenditures

- A. All checks issued for the payment of district expenses must be signed approved by two (2) of the following officers: Treasurer, Secretary, and Chair.
- B. District bills and vendors may also be paid by Electronic Bill Pay up to \$1000.00 using the same method of record keeping and reporting used in check signing.
- C. No money shall be paid from the treasury without a voucher signed by the individual authorized to make the expenditure.

Section 50. Bonding

All officers and employees entrusted with the handling of funds of the Metropolitan District shall be bonded in an amount determined by the Bonding Company.

CHAPTER IV • EMPLOYEES

The Metropolitan District Dental Society may employ an Executive Director who shall be responsible for the administration of the district office and shall report directly to the secretary of the district. The weekly salary of the Executive Director may be disbursed through direct deposit. The salary of the administrative personnel shall be reviewed annually by the Executive Core Committee, and presented to the Executive Board for inclusion in the annual budget.

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CHAPTER V • EXECUTIVE BOARD and EXECUTIVE CORE COMMITTEE

Section 10. Composition

A. Executive Board Definitions

The Executive Board consists of the Executive Core Committee, the study club trustees, the Boston Collaborative Liaison, the Massachusetts Dental Society Council Representatives, the regular elected committees, the regular appointed committees, and the special committees and the past district chairs.

The Executive Core Committee consists of the chair, chair elect, vice chair, immediate past chair, secretary, treasurer, trustee, assistant secretary, assistant treasurer, editor and assistant editor.

The executive board shall consist of the following members:

Members of the Executive Board:

- 1. Chair
2. Chair-Elect
3. Vice-Chair
4. Treasurer
5. Secretary
6. Trustee
7. Immediate Past Chair
8. Assistant Secretary
9. Assistant Treasurer
10. Editor
11. Assistant Editor

Boston Collaborative Group Liaison

Study Club Trustees

Council Representatives

- 12. Chairmen of the Regular [Elected] Committees
13. Chairmen of the Regular Appointed Committees
14. Special Committee Chairs

State Officers who are members of the Metropolitan District Dental Society

B. Executive Core

Members of the Executive Core Committee:

- 1. Chair
2. Chair-Elect
3. Vice Chair
4. Immediate Past District Chairs Chair
5. Secretary
6. Treasurer
7. Assistant Secretary
8. Assistant Treasurer
9. Editor
10. Assistant editor

Section 20. Duties of the Executive Board

A. The Executive Board shall meet as often as necessary to transact business of the district. The dates are to be determined by the Program Chair and Chair of the district. The Executive Core Committee shall meet when interim business of the

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district should need immediate attention.

Section 29, Duties of the Executive Board

- a. To conduct the affairs of the district, subject to the approval of the district and to make certain that policies of this district shall not be in conflict with adopted policies of the state society.
- b. To provide a suitable place for all meetings.
- c. To appoint subcommittees to expedite the business of the district.
- d. to arrange for audit of the books of the Treasurer.
- e. E. when necessary, to hire an executive director and annually review the salary of the executive director as presented by the Executive Core Committee.
- f. To carry out any other functions as outlined in these bylaws.
- g. To approve appointments made by the Chair.

Section 30, Executive Core Committee

- A. At the Metropolitan District Annual Meeting the general membership shall elect the following:
 - 1. Vice-Chair
 - 2. Secretary
 - 3. Assistant Secretary
 - 4. Treasurer
 - 5. Assistant Treasurer
 - 6. Editor
 - 7. Assistant Editor
 - 8. Trustee of the District

B. Term of Office

The officers so elected shall serve for a term of one (1) year or until the close of the next annual session of the Massachusetts Dental Society.

1. The office of Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer shall have a term limitation of not more than three (3) consecutive years. See Appendix.

1. The Vice Chair is elected for a term of three (3) years. He/She automatically becomes Chair-Elect in the second year. He/She assumes the position of Chair of the district in the third year.

See Appendix 1

2. Trustee shall be elected for a term of three (3) years and not serve more than two (2) consecutive terms.

Section 40, Duties of Elective Officers

A. Duties of the Chair

- 1. To preside at all meetings of the district.
- 2. To conduct the meetings according to parliamentary usage procedure, and the rules adopted by the district...the standard of parliamentary usage shall be the Robert's Rules of Parliamentary Procedure.
- 3. To call special meetings.
- 4. To annually appoint all district standing committees, special committees and their Chairs subject to the approval of the Executive Core Committee, at the next scheduled core meeting.
- 5. To be an advisory member of all committees, except the Nominating Committee.
- 6. To serve as one of three officers (including secretary and treasurer) to sign approve the checks and official contracts of the district.

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~~7.~~ ~~to~~ To serve as overseer of the Reserve Fund.

~~8.~~ ~~to~~ To serve as an Ex-Officio delegate to the annual House of Delegates of the Massachusetts Dental Society.

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B. Duties of the Chair-Elect:

~~1.~~ ~~to~~ To serve as the Program Chair with responsibility to coordinate the current year's program of dinner meetings and executive meetings.

~~2.~~ to serve as the chair and coordinator of the district CPR course offering to the membership.

~~3.~~ ~~to~~ To assist the Chair in the performance of requested duties.

~~4.~~ ~~to~~ ~~3.~~ To perform all duties of the Chair in the absence of the Chair.

~~5.~~ ~~to~~ ~~4.~~ To succeed to the office of Chair after the next session of the Massachusetts Dental Society House of Delegates.

~~6.~~ ~~to~~ ~~5.~~ To serve as an overseer of the Reserve Fund.

~~7.~~ ~~to~~ ~~6.~~ To serve on the district's Peer Review Committee

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C. Duties of the Vice-Chair

~~1.~~ ~~to~~ To serve as the Chair of any seminar or special lecture series for the current year's program.

~~2.~~ ~~to~~ To act as hospitality host at all functions of the district.

~~3.~~ ~~to~~ To serve as Chair in absence of the Chair-Elect.

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D. Duties of the Secretary

~~1.~~ shall To keep accurate minutes of the proceedings of all meetings of the District, including Executive Core Committee meetings and the Executive Board meetings and to present those minutes for approval at each meeting.

~~2.~~ shall To keep an ongoing archive file of the activity of each committee and council position for the purpose of keeping a history and giving continuity to each committee and council.

~~3.~~ shall To notify all new members of their election and to sign all applications of newly elected members.

~~4.~~ shall To notify all district officers and committees of their election or appointment.

~~5.~~ shall To mail to each member of the district, and to the officers and members of the Executive Board of this society due notices of all meetings of the district.

~~6.~~ shall To serve as one of three officers (to include the Chair and Treasurer) to sign approve checks and official contracts and documents of the district.

~~7.~~ shall To conduct the correspondence of the district.

~~8.~~ shall To keep properly filed all official communications to the district, and copies of all official letters he or she may write.

~~9.~~ shall To submit for publication in the Massachusetts Dental Society compilation before the annual session of the Massachusetts Dental Society House of Delegates, on a special form provided for the purpose make an annual report to the secretary of the state 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.

~~10.~~ shall To immediately following the Metropolitan Annual Meeting, and on a special form provided for the purpose, furnish the secretary of the Massachusetts Dental Society with the names and addresses of the elected officers of the district, the delegates and alternate delegates, the Trustee, 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 terms of office.

~~11.~~ shall To upon receipt of dues from the Treasurer of the state society, make a proper entry on the records.

~~12.~~ shall at At the Metropolitan Annual Meeting of the district make a detailed report in writing of the condition and activities of this district.

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- 13. ~~shall~~ To supervise and be responsible for the official acts of the assistant secretary and executive director.
- 14. ~~shall~~ To serve as a member of the district Peer Review Committee in all matters of ~~complaints~~ ~~complaint~~ and shall serve as Chair in the absence of the Chair of the Peer Review committee.
- 15. ~~shall~~ To serve as an Ex-Officio delegate to the Massachusetts Dental Society Annual House of Delegates.
- 16. ~~shall~~ To notify in writing all Delegates and Alternate Delegates of their responsibility to attend the upcoming annual session of the Massachusetts Dental Society House of Delegates and District Caucus shall coordinate the filling of all delegate positions to assure a full delegation.

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E. Duties of the Assistant Secretary:

- 1. ~~shall~~ To coordinate and contact all committee chair and ~~council representatives and~~ request reports to be given at the Executive Board meetings.
- 2. ~~shall~~ To act as recording and corresponding secretary at the discretion and under the direction of the secretary.
- 3. ~~shall~~ To perform duties as prescribed by the secretary.

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F. Duties of the Treasurer:

- 1. ~~shall~~ To be custodian of all monies, securities and deeds belonging to the district and all valuable papers, which may come into his/her possession, and to hold, invest and disburse same as provided in these bylaws.
- 2. ~~shall~~ To approve and make authorized expenditures as provided in Chapter III of these Bylaws.
- 3. ~~shall~~ To oversee account of all receipts and expenditures.
- 4. ~~shall at~~ At the Metropolitan Annual Meeting make a full and detailed report in writing of the financial affairs of the district.
- 5. ~~shall~~ To oversee records and statistics which shall show at all times the names of members of the district who are in good standing and for whom the dues of the Massachusetts Dental Society have been paid.
- 6. ~~shall~~ To serve as one of three officers (to include the Chair and Secretary) to ~~sign~~approve checks and official contracts and documents of the district.
- 7. ~~shall~~ To serve as an Ex-Officio delegate to the annual Massachusetts Dental Society House of Delegates.

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G. Duties of the Assistant Treasurer:

- 1. ~~shall~~ To assist when necessary in the duties of the Treasurer and act on his/her behalf.
- 2. ~~shall serve as Chair of District Fund Raising Committee to generate revenue and income for the district. (Executive Board 3/27/90 by unanimous vote)~~
- 3. ~~shall serve as Budget~~2. To serve as budget chair and prepare the next district's budget for approval of the Executive Board.

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H. Duties of the Editor:

- 1. ~~to~~ To cooperate with the Editor of the state society in editing material presented to the membership.
- 2. ~~to~~ To oversee and edit for publication the district newsletter ~~THE METROPOLITAN~~ "The MDDS News" and to report in the district publications the activities of the district.
- 3. ~~to~~ To submit to the Treasurer and Executive Director a report of accounts receivable pertaining to the district newsletter.

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I. Duties of the Assistant Editor

- 1. ~~to~~ To serve to oversee all commercial advertising as a means of generating revenue for the publication of the district newsletter.

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~~2. to~~ To assist when necessary in the duties of the editor, and act on his/her behalf.

J. Duties of the Immediate Past Chair:

~~1. to~~ To act as advisor and counsel to the district Executive Board.

~~2. to~~ To be a member and chair of the district Nominating Committee and to provide, as outlined in this document, a list of nominations for election by the membership at the Metropolitan Annual Meeting.

~~3. to~~ To serve as an overseer of the Reserve Fund.

Section 50. Officer Vacancies

The Chair of the district shall appoint with the approval of the Executive Board persons to fill a vacancy in office pending the next Metropolitan Annual Meeting.

Section 60. Officer Removal

Any officer may be removed from office by a two-thirds (2/3) vote of the Executive Board present and voting whenever, in its judgment, the best interest of the district would be served ~~thereby. A vote to remove an officer may also be taken at the Metropolitan Annual Meeting or at a special session. The officer to be removed and all members present shall be provided with a copy of a statement of reason(s) for removal not less than thirty (30) days in advance of such meeting.~~ The officer to be removed shall have an opportunity to be heard by the members present at the Executive meeting and be represented by counsel or other representative at the accused officer's expense. In all such actions, the decision of the members present at the meeting shall be final.

~~Section 70. Officer Suspension~~ Any officer elected at the Metropolitan Annual Meeting may be suspended with cause by a four fifths (80%) vote of the membership of the Executive Board or the Metropolitan Annual Meeting. Such a vote may be taken at a regular or a special meeting of the Executive Board. At the discretion of the Executive Board, the suspended officer may be required to vacate the office immediately upon such suspension. Such suspension shall be subject to review and ratification by a two thirds (2/3) vote of the Executive Board or by a 2/3 vote of those present at the Metropolitan Annual Meeting.

~~Any officer appointed by the Executive Board or at the Metropolitan Annual Meeting pursuant to Chapter V Section 60 may be removed from office or suspended by a two thirds (2/3) vote of the membership of the Executive Board or by a (2/3) vote of those present at the District Annual Meeting and such decision shall be final.~~

~~The Immediate Past Chair shall assume the position of Ex-Officio member of the Executive Board as prescribed in these bylaws.~~

~~The Chair of the Executive Board will be the presiding officer of the district.~~

Chapter VI • REGULAR AND APPOINTED COMMITTEES

~~Section 10. Committees~~ **Section 10. Classification of Committees:**

~~a:~~

A. Regular Elected Committees

~~b.~~ Metropolitan District shall elect the following Committees, whose terms of office shall commence with the close of the Annual Session of The Massachusetts Dental Society. In accordance with Chapter II Section 70 of the MDS Bylaws.

1. Ethics Committee as specified in Chapter II Section 100 of the MDS Bylaws.

2. Nominations Committee as specified in Chapter II Section 110 of the MDS Bylaws.

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3. Peer Review Committee as specified in Chapter II Section 120 of the MDS Bylaws.

B. Regular Appointed Committees

The Chair of the district shall appoint committees to conduct the

Section 20. Definitions:

~~a. Regular Elected Committees shall be on the Slate of Officers and presented to the Executive Board for approval. If approved, the Slate of Officers shall be published in the newsletter 35 days prior to the Annual Election of the general membership. The Slate of Officers shall then be presented at the Metropolitan Annual Election for the general membership's approval.~~

~~b. The Regular Appointed Committees of the district society, created for the transaction of the general business of this society shall be appointed by the Chair of the district and which will then be approved by the Executive Core Committee.~~

The Regular Elected Committees shall be:

- ~~a. Peer Review~~
- ~~b. Ethics~~
- ~~c. District Nominations~~
- ~~d. Commissioner of Trial~~

~~The Regular Appointed Committees shall be:~~

- ~~a. 1. Budget~~
- ~~b. 2. Finance~~
- ~~c. 3. Bylaws~~
- ~~d. 4. Allied Dental Health Professionals~~
- ~~e. 5. Public Relations~~
- ~~f. 6. Credentials~~
- ~~g. Delta Dental Service Corporation~~
- ~~h. Speaker's Bureau~~
- ~~i. Public Education~~
- ~~j. 7. Resolutions~~
- ~~k. New Professional~~
- ~~l. 8. Membership~~
- ~~m. 9. Governmental Affairs~~
- ~~n. 10. Long Range Planning~~

Section 20.

Section 30. Duties of the Regular Elected Committees:

The duties of the Regular Elected Committee Chair shall be to:

- ~~a.A. To attend the scheduled meetings of the Metropolitan District Dental Society Executive Board~~
- ~~b.B. To report as requested the activities of the committee~~
- ~~c.C. To select as needed members of the Metropolitan District Dental Society to serve as committee members~~
- ~~d.D. To conduct the business and carry out the goals of his/her committee~~
- ~~e.E. To submit articles and reports of his/her committee activity to the Editor for publication in the district newsletter.~~

Section 30. Ethics Committee:

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1 ~~At the~~ **Composition:** The Ethics Committee of the Metropolitan Annual Meeting, the
2 membership district shall also elect persons be composed of at least three members.

3 **B. Duties:** The duties of the District Ethics Committee shall be to serve for hold hearings, make written decisions, and
4 transmit such decisions to the following positions, in accordance with the Ethics Committee of The
5 Massachusetts Dental Society bylaws, all in accordance with the provisions of Chapter H; Section's 80 and 110-
6 140; VII of the MDS Bylaws.

7
8 **A. Duties of the Section 40, Peer Review Committee;**

9 **A. Composition:** The district Peer Review Committee shall be composed of a minimum seven (7) members consisting of
10 the district representative to the Council on Dental Care and Benefits Programs who shall serve as
11 the Chair of the Peer Review Committee Chair, the district Chair-Elect, the district Secretary and four (4) members
12 elected at the Metropolitan Annual Meeting. The duties of the Peer Review Committee shall be;

13 ~~a.~~ **B. Duties:** The duties of the Peer Review Committee shall be; to conduct the duties of the district Peer Review
14 Committee as outlined under current guidelines or manuals of operation and shall at all times
15 conform to the Massachusetts Dental Society and the American Dental Association policies.

16
17 **B. Duties of the Section 50, Ethics Committee;**

18 The Ethics Committee of the district shall be composed of at least three members. The duties of the
19 Ethics Committee shall be:

- 20 a. to have a sub-committee The Special Committee on Credentials and to have full charge of the
21 investigation of all applications for membership.
- 22 b. to hold hearings, make written decisions and transmit such decisions to the Ethics Committee
23 of the Massachusetts Dental Society, all in accordance with the provisions of Chapter IX
24 of the bylaws of the Massachusetts Dental Society.

25
26 **C. Duties of the Nominating Committee;**

27 **A. Composition:** The Nominating Committee of the district shall be composed of at least three (3) members including the
28 immediate past chair of the district who shall serve as chair of the nominating committee, the immediate past
29 president and current trustee of the recognized study clubs within the district. No member shall
30 serve two (2) consecutive years. All members of the Nominating Committee shall be members in
31 good standing of the Metropolitan District Dental Society. In the event that a study club president
32 serves two consecutive years as president of his/her group, the said study club shall submit a
33 nomination to the Executive Board for approval as a substitute to the Nominating Committee. The
34 duties of the Nominating Committee shall be; No member shall serve two (2) consecutive years.

35 ~~*a.~~ **B. Duties:** The duties of the Nominations Committee shall be to prepare a list of nominations nominees for
36 publication District Officer and distribution to the general membership District Representative positions, this
37 list shall be distributed to the District members at least thirty (30) days prior to the
38 Metropolitan Annual Meeting and election.

39 ~~*b.~~ to research all vacancies and prepare a slate of nominations to fill the elected positions of all
40 district officers, council representatives, regular committee chairs, special committee
41 chairs, delegates and alternate delegates as prescribed in these bylaws.

42 ~~c.~~ to contact and notify all those whose names are placed in nomination, prior to the publication
43 and election of said slate of positions, for the next administrative year.

44 ~~d.~~ to meet approximately two times between November and January of the current
45 administration year to fill vacancies for the upcoming year of administration.

46 ~~*e.~~ to place the names of the Trustee of each study club and the next Immediate Past Chair of the
47 district on the ballot to be elected by the membership.

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regarding the Delta Dental Service Corporation.

~~H. Speaker's Bureau~~—The Chair shall act only to coordinate the volunteers of the committee and to assist with the acquisition of material. These volunteers shall speak on behalf of organized dentistry and in matters of promoting and providing information on dental health to the public and community groups as requests are received from the Massachusetts Dental Society Speakers Bureau. The Chair will not serve as a speaker for any requests received. (See Speakers Bureau Protocol)

~~I. Public Education~~—The Chair shall act to coordinate volunteers to act on behalf of the district and organized dentistry to promote dental health and public education at schools, health fairs, senior settings, etc., as requested. He/She shall act to acquire the necessary educational and related materials to be used by the volunteers upon request. The Chair shall with the utilization of volunteers improve the public education in nutrition as it relates to dentistry and act as a liaison with dental schools in this area of public information and service.

~~J. Section 130, Resolutions—~~

The Chair shall be responsible for the submission of all resolutions authored by the Metropolitan District as they are introduced to the Massachusetts Dental Society at their annual House of Delegates. He/She shall serve to assist the district in the editing and writing to incorporate the appropriate language and to follow the protocol as required by the Massachusetts Dental Society in the submission of resolutions.

~~K. New Professional—Section 140, Membership~~

The Chair shall call all newly elected members and personally welcomes them into the district. Seminars and workshops can be planned throughout the year geared towards the ~~New Professional recruitment and retention of members.~~

~~L. Section 150, Governmental Affairs—~~

The Chair shall serve as a representative and liaison for the district in all matters regarding governmental affairs.

~~M. Section 160, Long Range Planning—~~

The Co-Chairs shall be the district Trustee and the immediate Past Chair. The composition of the committee shall be the incoming chairs, the Trustee, immediate two past chairs and any other interested past chairs. The committee will provide guidance to the upcoming chairs, provide continuity of thought and direction, assist with problem identification and solutions, and re-evaluate the long-term goals of the district. The committee shall meet as necessary but not less than once a year.

Chapter VII ▲ SPECIAL COMMITTEES

~~Section 10, Appointment:~~ Special committees of the district may be created at any time by the current chair for the purpose of performing duties not otherwise assigned by these Bylaws.

Chapter VIII ▲ CONSTITUENT REPRESENTATIVES

Duties of Constituent Representatives:

~~Section 10, Trustee Duties~~

~~A. Composition:~~

The district shall elect a trustee for a term of three years, as provided in Chapter IV, Section 20, of the ~~Trustee;MDS~~ Bylaws.

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~~a. shall~~ **Duties:**

1. ~~To~~ submit Council nominations from the Executive Core Committee to the Board of Trustees at the Massachusetts Dental Society.

~~b. shall~~ **2.** ~~To~~ attend the Massachusetts Dental Society Trustee meetings on behalf of the district society and report back to the Executive Board of the district. In the event that the Trustee is not able to attend a Board of Trustees meeting of the Massachusetts Dental Society, the Chair of the district (or the next available officer in sequence) will be notified by the Trustee and attend in his/her place. The Trustee shall also notify the Massachusetts Dental Society secretary of the alternate member's attendance.

~~c. shall~~ **3.** ~~To~~ submit a Trustee's report of all meetings attended to the district editor for publication in the newsletter to the general membership and to give any other reports as outlined by these bylaws.

Section 20. Duties of the Commissioner of Trial:

~~The Commissioner of Trial shall serve an elected term of three (3) years not to exceed two (2) consecutive terms and participate as a constituent representative to the Massachusetts Dental Society as prescribed in the bylaws of the Massachusetts Dental Society.~~

Section 30. Massachusetts Dental Society Council Classifications:

~~Council on Dental Care and Benefits Programs~~

~~Council on Public Affairs~~

A. Council Representatives Term of Office:

~~Each Council representative shall be elected to a term of office of three (3) years except the Council on Nominations which will be one (1) year. Council members may be elected to additional terms except the Council on Nominations. After the Metropolitan Annual Meeting, the name of the representatives shall be submitted in nomination by the district secretary to the secretary of the Massachusetts Dental Society who will then submit the name(s) in nomination at the Massachusetts Dental Society annual session for election by the Massachusetts Dental Society House of Delegates. All council representatives are to be elected from a list of nominees as submitted by the district.~~

B. Duties of the Council Representatives:

~~Each council representative shall attend the scheduled meetings of each council as a district liaison and report back to the Executive Board the activities of the Council. It shall also be the duty of each council representative to attend the district's Executive Board meetings and report the activities of the council. In addition, the council representative shall carry out the duties as prescribed by the Massachusetts Dental Society bylaws Chapter VI, Section 100, paragraphs A through I.~~

C. Duties of the Representative to the Nominations Committee:

A. Composition:

~~The out-going Immediate Past-Chair, having fulfilled his/her term as Chair of the District Nominating Committee, shall have his/her name placed in nomination as representative to the Nominations Committee. In the event the past chair is not able to serve, a representative will be appointed by the chair of the district as specified in these bylaws and in accordance with the bylaws of the Massachusetts Dental Society. He/She shall not serve two (2) consecutive years.~~

B. Duties of the Nomination Committee:

- ~~1. To solicit, contact, and encourage prospective candidates to serve.~~
- ~~2. To invite candidates to apply whose experience and qualifications meet the requirements of the Bylaws for that position and who can obtain support from the District for the position sought.~~
- ~~3. To interview candidates for current and future vacancies.~~
- ~~4. To submit a report of one or more nominees, for each Officer position to be filled at the Annual Session of the~~

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House of Delegates, to the Speaker of the House at least one month prior to such Annual Session.

~~**Nominations for all Massachusetts Dental Society Councils shall be submitted by the district through its Trustee to the Massachusetts Dental Society Board of Trustees meeting immediately before the annual session of the Massachusetts Dental Society House of Delegates. These nominees shall be presented to the Massachusetts Dental Society House of Delegates for election and shall follow the general outlines as set down by the Massachusetts Dental Society.~~

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~~Chapter IX~~ ~~STUDY CLUBS~~

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~~A. Recognized Study Clubs of the Metropolitan District are as follows:~~

- ~~1. Charles River~~
- ~~2. Parkway/Norfolk~~
- ~~3. MetroWest~~

~~B. Definition: Each Study Club shall service their local dental communities by providing educational and/or social meetings. All elected officers and Trustees of each recognized Study Club shall be members in Good Standing of the Massachusetts Dental Society.~~

~~C. Officers: Each Study Club shall have four (4) elected officers; a President, Vice President, Secretary/Treasurer and Trustee. The President and Trustee shall serve on the District Nominations Committee.~~

~~D. Duties of the Study Club Trustee shall be~~

- ~~1. to serve on the District Nominations Committee.~~
- ~~2. to represent the Study Club and constitute a voting member of the Metropolitan District Executive Board. In the event a Trustee is absent, any elected officer of the Study Club can attend a meeting of the Executive Board with full voting rights as long as the substitute is a member in good standing of the Massachusetts Dental Society.~~
- ~~3. The Trustee shall serve for a term of three (3) years, not to exceed two (2) consecutive terms.~~

~~Chapter X~~ ~~MASSACHUSETTS DENTAL SOCIETY~~
~~HOUSE OF DELEGATES~~

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~~Section 10. Delegates and Alternate Delegates:~~

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~~A. Composition:~~

~~The Metropolitan District Dental Society shall be represented by five (5) duly elected delegates, four (4) Ex-Officio delegates and one (1) awarded delegate for every 100 active members over 200 active members with voting power. Elections shall be so arranged that one-fifth (1/5) of the delegates will be elected each year. A delegate shall be elected for one (1) five year term. The Chair, Secretary, Treasurer, and Trustee shall be the officers to serve Ex-Officio. At the time of the election, twenty (20) alternate delegates will be elected who may serve in the absence of the duly elected delegates at the next Massachusetts Dental Society Annual House of Delegates. The Vice-Chair shall be elected as a delegate to serve five consecutive years. The Editor shall serve as one of the elected delegates during his/her term of office. All elected or appointed Delegates and Alternate Delegates to the Massachusetts Dental Society House of Delegates shall be required to be members in good standing of the Metropolitan District Dental Society.~~

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~~Section 10. B. Delegate Term of Office:~~

~~Each Delegate shall be elected for one (1) term of five (5) years. Each Alternate shall be elected for a term of one (1) year. The alternate delegates shall serve until a new delegate is elected to fill an unexpired term. In the event the district~~

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