Constitution and Bylaws of the American Academy of Pediatric Dentistry

Approved and Adopted - May 27, 1984
Last Amended by General Assembly - May 26, 2013

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Constitution and Bylaws of the
American Academy of Pediatric Dentistry

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1 CONSTITUTION

2 ARTICLE I. NAME

3 The name of this organization shall be the American Academy
4 of Pediatric Dentistry, hereafter referred to as “the Academy”,
5 “this Academy”, or “the AAPD.”

6 ARTICLE II. PURPOSE AND OBJECTIVES

7 The AAPD is an organization of individuals whose primary
8 concern is in the area(s) of practice, education and/or research
9 specifically related to the specialty of pediatric dentistry. Its
10 purpose shall be the advancement of the specialty of pediatric
11 dentistry for the benefit of the oral health of the public through
12 the efforts of the dental profession.

13 The fulfillment of its expressed purpose shall be achieved by
14 dedication to the following objectives:

15 1. The Academy shall be the symbol of excellence in practice,
16 education, and research in pediatric dentistry.

17 2. The Academy shall be the official sponsor of the American
18 Board of Pediatric Dentistry, and shall encourage qualified
19 members to become Diplomates of that Board.

20 3. The Academy, by virtue of its sponsorship of the American
21 Board of Pediatric Dentistry, shall be the official representative
22 of the specialty of pediatric dentistry when liaison is required
23 with other dental organizations, allied health professions, and
24 government and private agencies concerned with the dental
25 health of the public.

26 4. The Academy shall involve itself actively in the develop-
27 ment and implementation of national programs of dental
28 health for children.

29 5. The Academy shall foster the development and promulga-
30 tion of sound tenets for pediatric dental procedures through
31 study and research accompanied by constant critical evaluation
32 and review.

33 6. The Academy shall be the principal vehicle for providing all
34 segments of the specialty an opportunity to improve their
35 knowledge of all facets of the specialty.

36 7. The Academy shall participate actively in the development
37 and delivery of programs of continuing education in the field
38 of pediatric dentistry for the Academy per se, and for the den-
39 tal profession as a whole.

8. The Academy shall strive constantly to enhance the quality
9 of graduate training in pediatric dentistry particularly through
10 its availability in a consultative capacity to the Commission on
11 Dental Accreditation of the American Dental Association.

9. The Academy shall be ever alert to its responsibility to the
10 public and the profession in the fulfillment of its obligation in
11 the matter of the prevention and control of oral disease.

47 DEFINITION OF PEDIATRIC DENTISTRY: Pediatric den-
48 tistry is an age-defined specialty that provides both primary
49 and comprehensive preventive and therapeutic oral health care
50 for infants and children through adolescence, including those
51 with special health care needs.

ARTICLE III. ORGANIZATION

52 Section 1. INCORPORATION: This Academy is a nonprofit
53 corporation, organized and incorporated under the laws of the
54 State of Illinois, July 29, 1947 (as the American Academy of
55 Pedodontics). If this Corporation shall be dissolved at any time,
56 no part of funds or property shall be distributed to, or among,
57 its members, but after payment of all indebtedness of the Cor-
58 poration, the surplus funds and properties shall be used for
59 dental education and dental research in such a manner as the
60 then governing body of the Academy may determine.

Section 2. OFFICES, AGENTS, AND POWERS: The Corpora-
61 tion shall have and continuously maintain in the State of Illi-
62 nois a registered office and a registered agent whose office is
63 identical with such registered office, and may designate other
64 offices within or without the State of Illinois as the Board of
65 Trustees may from time to time determine. The Corporation
66 has such additional powers as are now or may hereafter be
67 granted by the General-Not-For-Profit Corporation Act of the
68 State of Illinois.

Section 3. MEMBERSHIP: The membership of this Academy
69 shall consist of dentists and other persons whose qualifications
70 and classifications shall be established by Chapter I of the By-
71 laws.

ARTICLE IV. GOVERNMENT

72 Section 1. LEGISLATIVE BODY: The legislative and control-
73 ling body of this Academy shall be the voting membership
74 gathered together into what shall be known as the General As-
75 sembly, as provided in Chapter III of the Bylaws.

Section 2. ADMINISTRATIVE BODY: The administrative
76 body of this Academy shall be a Board of Trustees, as provided
77 in Chapter V of the Bylaws.
ARTICLE V. OFFICERS

Section 1. ELECTIVE OFFICERS: The elective officers of this Academy shall be the President, President-Elect, Vice-President, and Secretary-Treasurer, each of whom shall be elected by the General Assembly.

Section 2. APPOINTIVE OFFICERS: Appointive officers may be designated and appointed by the Board of Trustees, as deemed desirable and as provided 90 in Chapter VIII of the By-laws.

ARTICLE VI. ANNUAL SESSION

The membership of this Academy shall meet at least once each calendar year. The annual session of this Academy shall be conducted in accordance with Chapter II of the By-laws.

ARTICLE VII. AMENDMENTS

This Constitution may be amended by an affirmative vote of three-fourths (3/4) of the members present, entitled to vote and voting at any regular meeting of the members of this Academy, or at a special meeting called for that purpose, provided notice has been mailed to the membership at least thirty (30) days prior to this action. Minor revisions that do not change the basic subject matter or intent of a proposed amendment as mailed to the members can be made upon recommendation by the Constitution and Bylaws Committee Reference Committee of the General Assembly. A majority vote of the General Assembly will be required to accept minor revisions, but a three-fourths (3/4) vote will be required by the General Assembly to approve the main motion/constitution amendment. This Constitution may be amended at any regular meeting or at any special meeting, called for this purpose, by the unanimous vote of the members present.

BYLAWS

CHAPTER I. MEMBERSHIP


Section 2. ELIGIBILITY:

A. ACTIVE: An ethical dentist may be considered for Active membership provided the applicant:

1. Is a member of the American Dental Association, Canadian Dental Association, or a recognized foreign dental association at the time of application. Active members are strongly encouraged to maintain membership in the American Dental Association, Canadian Dental Association, or a recognized foreign dental association.

2. Meets the educational requirements of the Commission on Dental Accreditation of the U.S. or Canada for the announcement of ethical practice in pediatric dentistry or has achieved certification from the American Board of Pediatric Dentistry. An applicant for Active membership who announced ethical practice in pediatric dentistry prior to January 1, 1965, is eligible for consideration for membership without two (2) years of approved advanced education in pediatric dentistry.

3. Is approved by the Credentials and Ethics Committee.

B. INTERNATIONAL: This category of membership is available to dentists living and practicing, teaching, or conducting research outside of the United States or Canada who maintain membership in a foreign dental association. Educationally-qualified pediatric dentists, except those in the Federal Services, otherwise eligible for Active membership who live and practice, teach, or conduct research outside of the United States or Canada are also eligible for this membership category, although without the privileges of Active membership.

C. LIFE: This category of membership is available to Active and Retired members who have been members in good standing for a total of thirty (30) years, excluding student years, and have reached the age of sixty-five (65) years. The member must continue to fulfill the provisions set forth in Chapter I, Section 2, and pay dues and assessments through the calendar year in which application for Life membership is made. Members who have left practice or educational careers due to permanent medical disabilities, and fulfill all other criteria except age or membership tenure, will be considered as a Life member.

D. INACTIVE: This category of membership is reserved for members who were previously Active, Life, Associate or Affiliate members who receive no income from dentistry but who wish to maintain an association with the Academy. The member must apply annually for this membership classification.

E. ASSOCIATE: This category of membership is available, upon application, to the following individuals:

1. Dentists who are educationally-qualified in one of the other specialty areas of dentistry recognized by the American Dental Association, and pediatricians and other physicians.

F. RETIRED:

1. Retired membership shall, upon application, be available to Active, Associate, or Affiliate members who have voluntarily and completely retired from dental practice, practice, administration, and/or teaching with the stipulation that the member has been either an Active, Associate, or Affiliate dues paying member for a minimum of fifteen (15) years. For Affiliate members, up to ten (10) years membership in the former American Society of Dentistry for Children may be applied in meeting the membership requirement.
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177 2. Those members engaged in part-time practice or employed
178 in a dental administrative or teaching capacity on a
179 full- or part-time basis for which remuneration is received,
180 shall be ineligible for this category.
181
182 G. PREDOCTORAL STUDENT: This category of member-
183 ship is available, upon application, to predoctoral students
184 enrolled in an educational program in dentistry approved by
185 the Commission on Dental Accreditation of the U.S. or Canada.
186
187 H. POSTDOCTORAL STUDENT: This category of member-
188 ship is available, upon formal application, to full and part-time
189 postdoctoral students enrolled in any educational program in
190 pediatric dentistry approved by the Commission on Dental
191 Accreditation of the U.S. or Canada.
192
193 I. INTERNATIONAL STUDENT: This category of membership is
194 available, upon formal application, to full and part-time
195 students enrolled in any educational program in dentistry or pediatric
dentistry in a country other than the United States or Canada, that
196 is approved by a national accrediting organization comparable to
197 the Commission on Dental Accreditation of the U.S. or Canada.
198
199 J. AFFILIATE: This category of membership is available to gen-
200 eral dentists who practice in the United States or Canada and
201 are members of the American Dental Association or the Canadian
202 Dental Association at the time of application. Affiliate members are
203 strongly encouraged to maintain membership in the American
204 Dental Association, Canadian Dental Association, or a recognized
205 foreign dental association.
206
207 K. AFFILIATE LIFE: This category of membership is available to Affi-
208 liate members who have been members in good standing
209 for a total of thirty (30) years, excluding student years, and have
210 reached the age of sixty-five (65). Up to twenty (20) years’
211 membership in the former American Society of Dentistry for
212 Children may be applied to meeting the membership length
213 requirement. The member must continue to fulfill membership
214 eligibility criteria.
215
216 L. ALLIED: This category of membership is available to dental
217 and medical allied health professionals, including dental hy-
218gienists, dental assistants, pediatric nurses, and physician as-
219 sistsants, whose interests are consistent with the mission
220 of the Academy.
221
222 M. FRIENDS OF PEDIATRIC DENTISTRY: This category of
223 membership is available to any individual who does not qualify
224 for other AAPD membership categories but whose interests are
225 consistent with the mission of the Academy.
226
227 N. HONORARY: Honorary members may be elected for un-
228 usual and outstanding contributions to the profession follow-
229 ing nomination by a voting member, who shall submit sub-
230 stantiating evidence of the nominee’s qualification for such
231 membership to the Credentials and Ethics Committee. The
232 unanimous recommendation of the Credentials and Ethics
233 Committee and approval of the Board of Trustees shall be re-
234 quired for consideration for election. An affirmative vote of
235 three-fourths (3/4) of the membership present, eligible to vote
236 and voting at any annual session shall be required for ap-
237 proval.
238
239 O. FRIENDS OF PEDIATRIC DENTISTRY: This category of membership is available to any
240 individual who does not qualify for other AAPD membership
241 categories but whose interests are consistent with the mission
242 of the Academy.
243
244 Section 3. PRIVILEGES:
245
246 A. ACTIVE and LIFE: Privileges of Active and Life members shall be to:
247
248 1. Vote on all issues brought before the General Assembly.
249
250 2. Hold office and serve on councils/committees.
251
252 3. Attend the annual session of the Academy.
253
254 4. Receive copies of all general membership communications
255 and publications, including the Academy journal.
256
257 B. INACTIVE: Privileges of Inactive members shall be to:
258
259 1. Serve on committees, but not vote or hold office
260
261 2. Attend the annual session of the Academy.
262
263 3. Receive requested membership services at a cost deter-
264 mined by the Board of Trustees.
265
266 C. INTERNATIONAL and ASSOCIATE: Privileges of International
267 and Associate members shall be to:
268
269 1. Serve as consultants to councils/committees, but not vote
270 or hold office.
271
272 2. Attend the annual session of the Academy.
273
274 3. Receive copies of all general membership communications
275 and publications, including the Academy journal.
276
277 D. PREDOCTORAL STUDENT: Privileges of Predoctoral Student
278 members shall be to:
279
280 1. Attend the annual session of the Academy.
281
282 2. Receive copies of all general membership communications
283 and publications without charge.
284
285 3. Be eligible to apply for Postdoctoral Student category of
286 membership if enrolled in any educational program in pediat-
287 ric dentistry approved by the Commission on Dental Accredi-
288 tation of the American Dental Association.
289
290 291 Constitution and Bylaws
4. Be eligible to apply for the Affiliate category of membership immediately after satisfactory completion of the required educational program.

5. Privileges of Predoctoral Student members will terminate on July 1 following completion of the individual’s predoctoral educational program.

E. POSTDOCTORAL STUDENT: Privileges of Postdoctoral Student members shall be to:

1. Serve as consultants to councils/committees, but not vote or hold office.
2. Attend the annual session of the Academy.
3. Receive copies of all general membership communications and publications without charge.
4. Be eligible to apply for Active membership immediately after satisfactory completion of the required educational program.
5. Privileges of Student members will terminate on the date of completion of the individual’s advanced educational program.

F. INTERNATIONAL STUDENT: Privileges of International Student members shall be to:

1. Serve as consultants to councils/committees, but not vote or hold office.
2. Attend the annual session of the Academy.
3. Receive copies of all general membership communications.
4. Be eligible to apply for International membership immediately after satisfactory completion of the required educational program.
5. Privileges of International Student members will terminate on the date of completion of the individual’s applicable educational program.

G. RETIRED: Privileges of Retired members shall be to:

1. Serve as consultants to councils/committees, but not vote or hold office.
2. Attend the annual session of the Academy.
3. Receive copies of all general membership communications; and may receive publications and services, including the Academy journal on a fee per item. Fees will be established by the Board of Trustees.
4. In the event a Retired member resumes practice, teaching, or administration, it shall be incumbent upon said member to notify the Headquarters Office for reinstatement to the former category of membership.

H. HONORARY: Honorary members shall have the same privileges as Active members, except the right to vote or hold office.

I. AFFILIATE: Privileges of the Affiliate or Affiliate Life members shall be to:

1. Elect an Affiliate representative to serve as a full voting member of the AAPD Board of Trustees.
2. Attend the annual session of the Academy.
3. Serve on councils/committees, but not vote in the General Assembly or hold office in the AAPD.
4. Receive copies of all general membership communications and publications, including the Journals.
5. Attend and participate in all AAPD continuing education opportunities.

Affiliate or Affiliate Life members may not use the Academy name, membership status or logo, or imply special expertise or training in pediatric dentistry.

J. ALLIED: Privileges of Allied members shall be to:

1. Attend the annual session of the Academy.
2. Receive copies of all communications and publications.

Allied members may not use the Academy name, membership status or logo.

K. FRIENDS OF PEDIATRIC DENTISTRY: Privileges of Friends of Pediatric Dentistry shall be to:

1. Attend the annual session of the Academy.
2. Receive copies of all communications and publications.

Friends of Pediatric Dentistry members may not use the Academy name, membership status or logo.

Section 4. PROCEDURE FOR APPLICATION:

A. APPLICATION FOR MEMBERSHIP: Applications for all categories of membership in the Academy shall be submitted to the Chief Executive Officer in such form as the Academy may designate.
CHAPTER II. ANNUAL SESSION

Section 1. TIME AND PLACE: The Board of Trustees shall determine the time and place of the annual session of the Academy.

Section 2. NOTICE: Written notice of the annual session shall be given to each member, either personally, by mail, or by other means of written communication. All such notices shall be given to each member not less than sixty (60) days prior to each annual session and shall specify the place, the date, and the hour of the meeting.

CHAPTER III. GENERAL ASSEMBLY

Section 1. DEFINITION: The General Assembly shall constitute a meeting of the Active and Life members for the purpose of conducting the business of the Academy.

Section 2. SESSIONS: A session of the General Assembly shall be held at least once each calendar year at the site and time of the annual session of the Academy.

Section 3. NOTICE: Written notice of a session shall be given to each member entitled to vote, either personally, by mail, or by other means of written communication. This notice shall be addressed to each member at the address appearing on the books of the Academy or provided by the member to the Academy for the purpose of such notice. All such notices shall be sent to each member entitled thereto not less than thirty (30) days before each session and shall specify the place, the date, and the hour.

Section 4. SPECIAL SESSIONS: Special sessions may be called at any time by a unanimous vote of the Executive Committee or by a majority of the Board of Trustees. Notices of any special session shall be given to each member in the same manner as in Section 3 of this Chapter and shall include the general nature of the business to be transacted.

Section 5. RECESSSED SESSIONS: Any officially called session of the members, annual or special, may be recessed by the vote of a majority of the members present, entitled to vote and voting. When any session of members, either annual or special, is recessed for ninety (90) days or more, notice of the reconvening of the recessed session shall be given as described in Section 3 of this Chapter.

Section 6. ENTRY OF NOTICE: Whenever any member entitled to vote has been absent from a session, whether annual or special, a statement in the minutes that notice has been duly given shall furnish conclusive and incontrovertible evidence of notification.

Section 7. VOTING AND ELECTIONS: Each Active and Life member of the Academy shall be entitled to one vote upon each resolution properly submitted for vote, and one vote for each office to be filled. Elections shall be held at the annual session of the General Assembly as described in Chapter XI.

Section 8. QUORUM: A quorum shall consist of the eligible voting Academy members present at the General Assembly.

Section 9. NEW BUSINESS: New business brought before the General Assembly requires approval by a two-thirds (2/3) majority vote in order to be considered. If the vote is successful for consideration, the new business may then be passed by a majority vote.

CHAPTER IV. ELECTIVE OFFICERS

Section 1. TITLE: The elective officers of the Academy shall be the President, President-Elect, Vice-President, and Secretary-Treasurer.

Section 2. NOMINATION: The Nominations Committee shall place into nomination one (1) name for each elective office to be filled. Such individuals may be any Active or Life member in good standing who has been actively involved in the Academy.

Section 3. ELECTION: Election of officers shall be held at the annual session of the General Assembly, in accordance with the provisions of Chapter XI.

Section 4. TENURE: The term of office of the elective officers of the Academy shall be one (1) year or until a successor is elected and qualified.
Section 5. **INSTALLATION:** The elective officers shall be installed at the annual session of the Academy, unless for whatever reason the election is not certified at the annual session, in which case the elected individuals shall be considered installed at whatever time the election is certified.

Section 6. **VACANCIES:** In the event the office of President becomes vacant, the President-Elect shall become President for the unexpired portion of the term. In the event the office of President-Elect becomes vacant, the duties of the office shall be performed by the Vice-President, in addition to other duties, until a President is elected at the next annual session of the General Assembly in the manner described in Chapter XI. In the event the office of Vice-President becomes vacant, the Secretary-Treasurer shall assume the functions of the Vice-President for the unexpired portion of the term, in addition to other duties. In the event the office of Secretary-Treasurer becomes vacant, the office shall be filled for the unexpired portion of the term by nomination by the President, with appointment being subject to approval of the Board of Trustees. In the event a second vacancy or two or more vacancies occur to the elective office holders between the Annual Sessions of the General Assembly, the vacancies shall be filled by temporary appointment by a majority vote of the voting members of the board of trustees until the next Annual Session of the General Assembly.

Section 7. **DUTIES:**

**A. PRESIDENT:** The duties of the President shall be to:

1. Serve as the chief executive officer and official representative of this Academy in its contacts with government, civic, business, and professional organizations for the purpose of advancing the objectives and policies of this Academy.

2. Serve as Chair of the Board of Trustees and the Executive Committee.


4. Present an ad interim and annual report to the Board of Trustees.

5. Present to the General Assembly at its annual session a report on the activities of the Board of Trustees, as well as such matters deemed of importance to the Academy, the specialty of pediatric dentistry, and the dental profession.

6. Call special meetings of the Board of Trustees and the Executive Committee.

7. Nominate all appointments, subject to approval of the Board of Trustees, except as otherwise provided in these Bylaws.

8. Nominate individuals to fill any vacancy on the Board of Trustees, as provided in Chapter V, Section 9, and to fill all other vacancies not provided for in these Bylaws.

9. Nominate a Parliamentarian, subject to approval by the Board of Trustees.

10. Appoint the requisite number of tellers for each session of the General Assembly and designate the chair.

11. Upon expiration of the term of office as President, serve as a member of the Board of Trustees for the following one (1) year, and as a member of the Nominations Committee for three (3) years.

12. Serve as an advisory member of all councils/committees.

13. Perform such other duties as may be provided in these Bylaws, or as directed by the Board of Trustees.

14. Nominate individuals to fill the unexpected vacancy of an appointed officer.

**B. PRESIDENT-ELECT:** The duties of the President-Elect shall be to:

1. Serve as a member of the Board of Trustees and the Executive Committee.

2. Succeed to the office of President without other election at the next annual session of the Academy following election as President-Elect.

3. Assume the duties of the President in case of the latter’s absence, disability, resignation, or death.

4. Preside when it is necessary for the President to leave the chair.

5. Present an ad interim and annual report to the Board of Trustees.

6. Perform such other duties as may be provided in these Bylaws or as directed by the President or the Board of Trustees.

**C. VICE-PRESIDENT:** The duties of the Vice-President shall be to:

1. Serve as a member of the Board of Trustees and the Executive Committee.

2. Perform the duties of the President-Elect in the event of temporary or permanent vacancy in that office as provided in these Bylaws.

3. Present an ad interim and annual report to the Board of Trustees.

5. Serve as chair of the Credentials and Ethics Committee.

6. Perform such other duties as may be provided in these Bylaws or as directed by the President or the Board of Trustees.

D. SECRETARY-TREASURER: The duties of the Secretary-Treasurer shall be to:

1. Serve as a member of the Board of Trustees and the Executive Committee.

2. Serve as Secretary to the Board of Trustees.


4. Serve as custodian of all monies, securities, and deeds belonging to the Academy and to hold, invest, and disburse these subject to the direction of the Board of Trustees.

5. Supervise the annual audit of the funds of the Academy.

6. Present an ad interim and annual report to the Board of Trustees and report annually on the general financial position of the Academy to the General Assembly at its annual session.

7. Perform the duties of the Vice-President in the event of temporary or permanent vacancy in that office as provided in these Bylaws.

8. Perform such other duties as may be provided in these Bylaws or as directed by the President or the Board of Trustees.

CHAPTER V. BOARD OF TRUSTEES

Section 1. COMPOSITION: The Board of Trustees shall consist of nineteen (19) members: the President, President-Elect, Vice-President, Secretary-Treasurer, the immediate past President, one District Trustee elected from each of the five (5) trustee districts, three (3) trustees elected as member at-large, one (1) Affiliate Trustee; and the Editor, Chief Executive Officer, Parliamentarian, Child Advocate and Congressional Liaison, who shall be ex officio members of the Board of Trustees without the right to vote.

Section 2. TRUSTEE DISTRICTS: There shall be five (5) trustee districts. A member shall be identified with a trustee district according to the member's primary practice mailing address listed with the Headquarters Office; except for Inactive and Retired members or those members employed in the Federal Services. Inactive and Retired members shall be identified with a trustee district according to the member's mailing address listed with the Headquarters Office. The trustee districts shall be composed as follows:


Southeastern District: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia, and the Commonwealth of Puerto Rico;

NorthCentral District: Illinois, Indiana, Iowa, Ohio, Michigan, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin, and the Canadian provinces of Ontario and Manitoba;

Southwestern District: Arkansas, Colorado, Kansas, Louisiana, Missouri, New Mexico, Oklahoma, and Texas;


Section 3. TRUSTEE MEMBERS AT-LARGE. The Board of Trustees shall have three at-large members elected as described in Chapter XI, each for a three (3) year term on a rotating basis of one per year. Starting with the at-large term beginning in 2005 for a three (3) year term, one of the three at-large positions will be designated for and filled by a full time academician. Qualifications of a full time academician for this at-large position include a full time educator who devotes a majority of professional time, in no case less than two days a week, to educational endeavors in a dental school or graduate pediatric dentistry program accredited by the Commission on Dental Accreditation. Interim vacancies in the position of academician at-large will be filled by presidential nomination as described in Chapter V, Section 9, and such appointment shall be limited to full time academicians. One of the non-academic trustees at-large shall be designated by the President as liaison to members in the uniformed Federal Services, and the other shall be designated as liaison to International members.

Section 4. QUALIFICATIONS: A member of the Board of Trustees shall be an Active or Life member of the Academy in good standing and members of their District Organization and State Unit. The Chief Executive Officer may be excluded from these requirements.

Section 5. TERM OF OFFICE: The term of office of the President, President-Elect, Vice-President, and Secretary-Treasurer shall be for one (1) year, or until a successor has been elected and qualified. The Past President shall serve for one (1) year immediately upon completion of the presidential term. The term of office of an elected trustee shall be three (3) years, or until a successor has been elected and qualified. The consecutive tenure of an elected trustee shall be limited to one (1) complete term of three (3) years. An incumbent trustee who has served less than one (1) full, three (3) year term, shall be eligi-
Section 6. NOMINATION: The Nomination Committee shall place into nomination the name of one (1) Active or Life member for each vacancy on the Board of Trustees, except for the offices of District Trustee.

Section 7. ELECTION: Election to the Board of Trustees shall be conducted as described in Chapter XI.

Section 8. INSTALLATION: The Board of Trustees shall be installed at the annual session of the Academy, unless the election is not certified at the annual session, in which case the elected individuals shall be considered installed at whatever time the election is certified.

Section 9. VACANCIES: Vacancies on the Board of Trustees shall be filled by presidential nomination, with appointment made by majority vote of the remaining voting members of the Board of Trustees then in office. If a district trustee relocates to another trustee district, the trustee position filled by the trustee is declared vacant. Vacancies on the Board of Trustees from specific trustee districts shall be filled with eligible members from the appropriate trustee districts. Each person appointed to fill a vacancy shall remain a trustee until a successor has been elected by the members of the Board of Trustees at the next annual session or at any special session duly called for that purpose held prior to the annual session, except for members of the Board of Trustees from specific trustee districts, who shall be elected as described in Chapter XI, Section 5 of these Bylaws.

Section 10. RECALL. Any trustee of the Academy may be recalled as provided for in the Administrative Policy and Procedure Manual, incorporated herein by reference.

Section 11. POWERS AND DUTIES: The Board of Trustees shall be the managing body of the Academy, subject to the Laws of Illinois, the Articles of Incorporation, the Constitution and Bylaws of the Academy, and the mandate of the General Assembly.

POWERS: The Board of Trustees shall:

A. Have the power to establish rules and regulations consistent with these Bylaws to govern its organization, procedure, and conduct.

B. Have the power to establish administrative procedure for the management of the Academy.

C. Have the power to establish ad interim Academy policies when the General Assembly is not in session and when such policies are deemed to be in the best interests of the Academy, provided that all such policies be presented in the next annual report to the General Assembly for approval.

D. Have the power to designate the officers and agents who shall have the authority to execute any instrument on behalf of the Academy.

E. Have the power to remove any officer or agent whenever the interest of the Academy will be served thereby, following a two-thirds (2/3) vote of the Board of Trustees and in accordance with Chapter XIII.

F. Have the power to establish any compensation of the trustees, officers and other agents not elsewhere provided for in these Bylaws.

G. Have the power to borrow money, as described in Chapter X, Section 8.

H. In instances to be determined by the majority vote of the Board of Trustees, or in instances where the conduct of the business of the General Assembly is jeopardized by unforeseen conditions, the Board of Trustees shall have the power to conduct a mail ballot vote of the membership which, to be valid, shall consist of ballots received from not less than the majority of voting members. A majority of the votes cast (postmarked) within thirty (30) days after the mailing date of the ballots shall decide the vote which shall be announced at the next session of the General Assembly as the first order of business.

DUTIES: The Board of Trustees shall:

A. Review and approve a budget for each ensuing fiscal year.

B. Approve and provide for the dispersal of funds on behalf of the Academy.

C. Appoint all appointive officers of the Academy.

D. Provide for the maintenance and supervision of the Headquarters Office and all property or offices owned or operated by the Academy.

E. Provide for the publication and distribution of all official publications of the Academy.

F. Approve appointments, as provided in these Bylaws.

G. Review the reports of all officers and councils/committees and act upon recommendations.

H. Review all proposed amendments to the Constitution and Bylaws and recommend action to the General Assembly.

I. Create or abolish councils/committees.

J. Approve all awards, honors, or other special commendations given in the name of the Academy.

K. Represent official Academy policy, as appropriate.
Section 12. MEETINGS:

A. Regular Meetings: There shall be three (3) regular meetings of the Board of Trustees: one (1) immediately prior to the annual session, one (1) within forty-five (45) days following the annual session, and one (1) ad interim meeting as determined by the Board of Trustees.

B. Special Meetings: Special meetings of the Board of Trustees may be called at any time by the President or upon the request of any five (5) voting members of the Board of Trustees, provided due notice of any such meeting is given to each member of the Board of Trustees at least twenty (20) days in advance of the time scheduled for the special meeting. Special Board meetings may also be conducted by phone conference or electronic communication and require twenty-four (24) hours advance notice.

C. Executive Meetings: Executive meetings may be called at any time by the President or by a majority vote of the Board of Trustees. Attendance at Executive Meetings shall be limited to voting members of the Board of Trustees and such other individuals as deemed appropriate by majority approval of the Board. The Secretary-Treasurer shall be responsible for recording these proceedings.

Section 13. ATTENDANCE: Attendance at meetings of the Board of Trustees shall be limited to members of the Board and invited guests. Active and Life members of the Academy may attend as observers on a self-sustaining and space available basis, upon requesting such to the Headquarters Office in advance of the meeting.

Section 14. QUORUM: A majority of the eligible voting members of the Board of Trustees constitutes a quorum for the transaction of business at any meeting.

Section 15. VOTING: Decisions of the Board of Trustees shall be determined by a majority of the votes cast.

Section 16. ACTION BY UNANIMOUS WRITTEN CONSENT: If and when the Board of Trustees, in absence of a meeting, consent by unanimous vote in writing to any action to be taken by the Academy, such action shall be as valid as if it had been authorized at a meeting of the Board of Trustees.

Section 17. OFFICERS: The Officers of the Board of Trustees shall be the President of the Academy, who shall be Chair, and the Secretary-Treasurer of the Academy, who shall be Secretary.

Section 18. COMMITTEES OF THE BOARD OF TRUSTEES:

A. EXECUTIVE COMMITTEE:

Composition:

The Executive Committee shall consist of the President, President-Elect, Vice-President, Secretary-Treasurer, and immediate Past President. The Parliamentarian and Chief Executive Officer shall be ex officio members without the right to vote. The President shall serve as Chair of the Executive Committee.

Duties: The duties of the Executive Committee shall be:

1. Conduct all interim business of the Academy.
2. Review annually the Headquarters Office budget and submit recommendations to the Board of Trustees.
3. Review the Chief Executive Officer’s appraisal of Academy Headquarters Office employees.
4. Conduct an annual performance review of the Chief Executive Officer and the Editor.
5. Review and approve contracts of the Chief Executive Officer, the Editor-in-Chief, Child Advocate and the Congressional Liaison.

Quorum: A quorum for the transaction of business by the Executive Committee shall consist of four (4) voting members of the committee.

B. BUDGET AND FINANCE COMMITTEE:

Composition:

The Budget and Finance Committee shall consist of five (5) members: three (3) elected members of the Board of Trustees appointed by the President; the Secretary-Treasurer who shall serve as chair; and the Chief Executive Officer who shall serve ex officio without a vote. The President shall appoint one (1) newly elected Trustee to serve for three consecutive one year terms so that at the end of each year one (1) Trustee member will have served for a maximum of three years. The committee incumbent Trustee members are subject to reappointment by the incoming President and confirmation by the Board of Trustees. Should a Trustee member desire not to be reappointed or the incoming President decides not to renominate the Trustee member, the incoming President is required to appoint another Trustee member with the same remaining elected term of office.
Duties: The duties of the committee shall be to:

1. Review the budget and finances of the Academy and make recommendations to the Board of Trustees.

Composition:
The Constitution and Bylaws Committee shall consist of four members: one an elected member of the Board of Trustees appointed by the President; one an Active or Life member of the Academy appointed by the President; the Executive Director or other member of the senior staff appointed by the President, who shall serve ex officio without a vote; and the Vice President, who shall serve as chair. Additional consultants with experience or expertise in constitutional and parliamentary procedures may be appointed at the discretion of the Board of Trustees, but do not sit on the committee or hold voting privileges.

Duties: The duties of the committee shall be to:

1. Serve as an advisory committee to the Board of Trustees to facilitate ongoing review of the Articles of the Constitution and Bylaws in order to keep them consistent with the Academy’s operations.

2. Draft suitable language for all proposed amendments to the AAPD Constitution and Bylaws at the request of a council, committee, District Organization, State Unit, Active or Life member, or the Board of Trustees.

3. Recommend editorial changes in the Bylaws to improve their consistency, clarity and style.

4. Notwithstanding paragraph 2 of this subsection, the committee shall have the authority to make corrections in punctuation, grammar and spelling in the Bylaws which do not alter its context or meaning. Such corrections shall be made only by a unanimous vote of the committee members.

5. Forward to the Board of Trustees for their review and recommendation each properly formulated and worded amendment to the AAPD Constitution and Bylaws.

6. Perform such other duties as assigned by the President of the Board of Trustees.

CREDENTIALS AND ETHICS COMMITTEE:

Composition:
The Credentials and Ethics Committee shall consist of four members: two elected members of the Board of Trustees appointed by the President, the Executive Director who shall serve ex officio without a vote, and the Vice-President who shall serve as chair.

Duties: The duties of this committee shall be to:

1. Verify the qualifications of candidates for membership, subject to the provisions of the Articles of Incorporation, Constitution, and the Bylaws of this Academy.

2. Act on applications for leave of absence, according to Chapter I, Section 5.

3. Recommend action on applications for reinstatement to membership, according to Chapter I, Section 6.

4. Recommend censure, suspension, or expulsion of a member for causes stipulated in these Bylaws, provided such action is justified in accordance with the provisions of Chapter XIII.

5. Review annually the American Dental Association Principles of Ethics and Advisory Opinions appended thereto, to ensure that there is no conflict with the practice of pediatric dentistry and recommend to the Board of Trustees variances deemed essential to the governance of the Academy.

POLICY AND PROCEDURE COMMITTEE:

Composition:
The Policy and Procedure Committee shall consist of six members: three Trustees; the immediate Past President, the Parliamentarian; and the Chief Executive Officer, who shall serve ex officio without a vote. The President shall appoint one newly elected Trustee each year to a three year term so that the term of only one Trustee member expires each year. The immediate Past President will serve as chair.

Duties: The duties of this committee shall be to:

1. Collect and compile from the membership applicable statements on scientific and philosophical policy.

2. Draft and present to the General Assembly for their approval resolutions relating to scientific and philosophical policy.

3. Review and recommend to the Board of Trustees administrative procedures for the conduct of the business of the Academy.

4. Perform such other duties as assigned by the President or the Board of Trustees.
F. STRATEGIC PLANNING COMMITTEE:

Composition:

The Strategic Planning Committee shall consist of four (4) members: two (2) elected members of the Board of Trustees appointed by the President; the President-Elect; and the Executive Director, who shall serve ex officio without a vote. The President-Elect shall serve as chair.

Duties: The duties of this committee shall be to:

1. Review and update the strategic plan annually in order to maintain currency with the established direction of the Academy.
2. Monitor and analyze trends and issues of the external macro environment that are significant to pediatric dentistry.
3. Recommend measures which maintain the Academy’s role as the authority on matters related to pediatric dentistry.

G. NOMINATIONS COMMITTEE:

Composition:

The Nominations Committee shall be composed of eight (8) members: the two immediate Past Presidents of the Academy, a board member of the American Board of Pediatric Dentistry as determined by the ABPD and one (1) member elected from each trustee District. Further details on committee member selection and committee procedures are provided in the Administrative Policy and Procedure Manual of the AAPD.

Duties: The duties of this council shall be to:

1. Nominate candidates for the offices of President-Elect, Vice-President, Secretary-Treasurer and Trustee at-large.
2. Nominate candidates for the Board of Directors of the American Board of Pediatric Dentistry.
3. Present a written report to the Board of Trustees at the winter planning meeting which shall include one (1) nominee for President-Elect, Vice-President, Secretary-Treasurer, Trustee at-large and one (1) nominee for the Board of Directors of the American Board of Pediatric Dentistry.
4. The slate of officers nominated by the Committee, and approved by the Board shall be mailed to the voting membership no later than thirty (30) days prior to the meeting of the General Assembly.

H. OTHER COUNCILS/COMMITTEES:

Other councils/committees and their chairs may be appointed by the President as deemed necessary, by majority approval of the Board of Trustees, for the proper discharge of the duties of the Board of Trustees.

CHAPTER VI. DISTRICT ORGANIZATION

Section 1. ORGANIZATION:

The trustee districts shall be composed as set forth in Chapter V, Section 2 of these Bylaws.

Section 2. PURPOSE: A District shall:

A. Facilitate communication between the AAPD Board of Trustees and the State Units.
B. Facilitate communication between the State units and the Headquarters Office.
C. Provide educational opportunities for its members.
D. Communicate with the representatives from its State Units to facilitate communication between the State Units and the District Board of Trustees.
E. Assist in advocating and coordinating efforts at the state level for improvement of the oral health of children.

Section 3. DUTIES: A District shall:

A. Hold meetings as necessary to conduct the business of the district.
B. Elect a district board of trustees with at least one member from each State Unit.
C. Elect officers and establish councils and committees necessary to conduct the business of that district.
D. Provide for its financial support. The AAPD shall provide dues collection service at the district’s request, at no cost.
E. Hold the elected AAPD district trustee as member of the district organization board of trustees.
F. Accept nominees for the AAPD district trustee from the State Units and individual members of the district and forward the names to the Headquarters Office. Nominations must conform with the provisions of the relevant sections of the current Administrative Policy and Procedure Manual of the AAPD.
G. Accept nominees for AAPD Council/Committee appointments from the State Units and forward the names to the Headquarters office.
H. Elect one (1) member from the district to serve on the Nomi-
nations Committee.

F. Recommend members to the AAPD District Trustee for
consideration for AAPD Council/Committee appointments.

Section 4: MEMBERSHIP:

A. AAPD Active and Life members must maintain member-
ship in their State Unit and their respective district organiza-
tion.

A. Voting members of State Units shall meet the eligibility
requirements for Active or Life membership in the Academy as
set forth in Chapter I, Section 2.

B. Members who joined the Academy, or any recognized
organization related to the Academy, prior to June 30, 1999
may retain their current membership status and are eligible for
district organization membership.

B. Each member of the Academy shall hold voting member-
ship only in the State Unit where the member’s primary practice
is located.

CHAPTER VII. STATE UNIT ORGANIZATIONS

Section 1. ORGANIZATION:

A. The AAPD Trustee Districts shall be organized into State
Units representing the Active and Life members of each state,
as set forth in Chapter V, Section 2 of these Bylaws.

B. State Units shall be duly incorporated, non-profit organi-
zations governed by an adopted constitution and bylaws which
shall not be in conflict with or limit the Constitution and By-
laws of the Academy.

Section 4: MEMBERSHIP:

A. AAPD Active and Life members must maintain member-
ship in their State Unit and their respective district organiza-
tion.

Section 5. PROCEDURE FOR APPLICATION:

A. All state organizations which meet the requirements listed
in Section 1 of this chapter as of June 30, 1999 shall be consid-
ered State Units of their respective district organizations.

B. An application for State Unit status shall be submitted to
their District Trustee in such form as the District may desig-
nate. Following application review by the District Board of
Trustees, State Unit status shall be granted by a majority vote
of the District Board of Trustees.

CHAPTER VIII. APPOINTIVE OFFICERS

Section 1. TITLE: The appointive officers of this Academy
shall be an Editor, Chief Executive Officer, Parliamentarian, Child
Advocate, and Congressional Liaison, and such others as may
be designated by the Board of Trustees.

Section 2. APPOINTMENTS: The Board of Trustees shall desig-
nate the appointive officers as follows:

A. Editor: The Editor shall be nominated by a search commit-
tee and appointed by a majority of the votes cast by the Board
of Trustees for a three (3) year term. The Editor may be reap-
pointed for up to two (2) additional three (3) year terms upon
the recommendation of the Executive Committee and approval
of the Board of Trustees. The search committee shall consist of
five (5) members, two (2) of whom shall be members of the
Editorial Board. The President shall appoint the members and
designate the chair of the committee with the approval of the
Board of Trustees.

B. Chief Executive Officer: The Chief Executive Officer shall be
selected by a majority of the votes cast by the Board of Trustees.

C. Parliamentarian: The Parliamentarian shall be nominated
for a one (1) year term by the President and appointed subject
to approval by a majority of the votes cast by the Board
of Trustees. The Parliamentarian may be reappointed to an
unlimited number of additional one (1) year terms.
Section 3. DUTIES: The duties of the appointive officers shall be as follows:

A. Editor:

1. To serve as Editor-in-Chief of the journals of the American Academy of Pediatric Dentistry and to exercise editorial privilege over the publications, subject to the policies of the Academy, the directives of the Board of Trustees, and the provisions of these Bylaws.

2. To nominate members of the Editorial Board, Abstract Editors, and Historians subject to the approval of the Editorial Board and the Board of Trustees, and delineate their responsibilities.

3. To present an ad interim and annual report to the Board of Trustees.

4. To perform such other duties as prescribed by the President, the Board of Trustees, or these Bylaws.

B. Chief Executive Officer:

1. To serve as the administrative head of the Headquarters Office of the Academy and all its branches.

2. To engage all employees for the Headquarters Office, according to established administrative procedures.

3. To prepare a preliminary budget annually and submit it to the Budget and Finance Committee for review.

4. To perform an ad interim and annual report on the activities of the Headquarters Office to the Board of Trustees.

C. Parliamentarian:

1. To attend all meetings of the Board of Trustees, the Executive Committee, and the General Assembly.

2. To advise the President, in the position as Chair, in the conduct of the meetings of the Executive Committee, the Board of Trustees, and the General Assembly; the Parliamentarian cannot make rulings, but advises the presiding officer.

3. To aid, give opinion, advise, or explain a procedural problem when requested by the Board of Trustees, councils/committees, members, or Headquarters Office staff.

4. To instruct tellers as to their duties and assist in certification of ballot results.

5. To be responsible for seeing that no procedural details are overlooked, to anticipate parliamentary strategy, and be certain that all parliamentary requirements are observed.

6. To perform such other duties as prescribed by the President.

D. Child Advocate:

1. To serve as an advocate for the oral health issues of children, primarily at the national level, with legislators, federal agencies, and professional health organizations.

2. To assist in advocating and coordinating efforts at the state level for improvement of the oral health of children.

3. To present an ad interim and annual report to the Board of Trustees.

4. To perform such other duties as prescribed by the President, the Board of Trustees, or these Bylaws.

E. Congressional Liaison:

1. To promote AAPD’s position on legislative and regulatory issues directly with top federal elected legislators and senior appointed officials.

2. To develop and maintain a cadre of AAPD members in other states who have close personal contact with top federal elected legislators from their respective states.

3. To serve as a member of the Task Force on Child Advocacy.

4. To perform an ad interim and annual report to the Board of Trustees.
CHAPTER IX. STANDING COUNCILS/COMMITTEES

The Board of Trustees may appoint and/or dissolve such standing councils/committees as needed to accomplish the mission and activities of the Academy. The composition and duties of such councils/committees are described in the AAPD Policy and Procedure Manual.

CHAPTER X. FINANCES

Section 1. DUES:

A. The amount of the annual dues of Active members shall be proposed by the Board of Trustees and may be revised at any annual session by an affirmative vote of a majority of the members present, entitled to vote and voting, provided the membership is informed of the impending proposal no later than thirty (30) days prior to the first day of the annual session.

B. International, Associate, Affiliate, and Friends of Pediatric Dentistry members shall pay annual dues equal to twenty-five (25%) of an Active member’s dues.

C. Allied members shall pay annual dues equal to twenty-five percent (25%) of an Active member’s dues.

D. Life and Affiliate Life members who derive some income from dentistry shall pay annual dues equal to fifty per cent (50%) of the Active or Affiliate members’ dues. Life and Affiliate Life members who derive no income from dentistry shall pay no annual dues.

E. Retired, Inactive, Honorary, and Postdoctoral Student members shall pay no dues.

F. Predoctoral and International Student Members shall pay annual dues in an amount determined by the Board of Trustees.

G. The full amount of the dues shall be due and payable on the first day of July of each year, and shall be paid in US dollars.

Section 2. ASSESSMENTS:

A. All assessments proposed by the Board of Trustees and approved by the General Assembly by an affirmative vote of two-thirds (2/3) of the members present, entitled to vote and voting, shall be considered as binding obligations in conjunction with dues and shall be treated as such.

B. International, Associate, Inactive, Retired, Predoctoral Student, Predoctoral Student, International Student, Affiliate, Allied, Friends of Pediatric Dentistry and Honorary members shall be exempt from the payment of any assessment levied upon the membership.
CHAPTER XI. ELECTIONS

Section 1. TIME: Elections shall be held at the annual session of the General Assembly to elect a President-Elect, a Vice-President, a Secretary-Treasurer, the appropriate number of at-large trustees, and the designated number of Directors of the American Board of Pediatric Dentistry. District trustees shall be elected by mail ballot as described in Chapter XI, Section 5, District Trustee Elections.

Section 2. NOMINATIONS: The nominations shall be read to the General Assembly at its annual session and the floor then shall be opened for additional nominations for each office, except for members of the Board of Trustees from specific trustee districts. Each nomination from the floor shall be accompanied by a signed acceptance from the nominee and written endorsement signed by ten (10) Active or Life members. Additionally, individuals nominated from the floor for Director of the American Board must meet the eligibility criteria for Director as listed in the current Administrative Policy and Procedure Manual of the Academy.

Section 3. TELLERS: The President shall appoint the requisite number of tellers, one (1) of whom the President shall designate as the chair. The chair shall supervise the distribution and collection of the ballots, certify the results, and report the outcome to the Secretary-Treasurer, who shall transmit the results to the General Assembly prior to the adjournment of its annual session.

Section 4. VOTING:

A. Each Active and Life member shall be entitled to one (1) vote, in person, for each vacancy in the offices of: President-Elect, Vice-President, Secretary-Treasurer, at-large members of the Board of Trustees, and Directors of the American Board of Pediatric Dentistry.

B. All elective offices, except for members of the Board of Trustees from trustee districts, shall be elected as described in Chapter XI, Section 5, and the Affiliate Trustee shall be elected by members of the Affiliate as described in the current AAPD Administrative Policy and Procedure Manual.

C. Each Active and Life member unable to attend the annual session of the Academy may request from the Headquarters Office an absentee ballot for the purpose of voting on the initial ballot for the published slate of officers, at-large member of the Board of Trustees, and members of the Board of Directors of the American Board of Pediatric Dentistry. The member shall request in writing a ballot at least forty-five (45) days prior to the start of the annual session. The ballot must be returned to the Headquarters Office, postmarked at least fifteen (15) days prior to the start of the annual session. If the member subsequently attends the annual session of the Academy the previously submitted ballot will be withdrawn.

Section 5. DISTRICT TRUSTEE ELECTIONS: Nominations for District Trustee may originate from a recognized State Unit or from individuals in the district. District Trustees will be elected by members of the District as described in the current AAPD Administrative Policy and Procedure Manual. The incumbent District Trustee is responsible for the overall coordination of the election process with the support of the Headquarters Office. A mail ballot will be conducted by the Headquarters Office to each voting member in the district with the results conforming to Chapter XI, Section 4, B, of these Bylaws.

Section 6. AFFILIATE TRUSTEE ELECTION: The Affiliate Trustee will be elected by the members of the affiliate as described in the current AAPD Administrative Policy and Procedure Manual.

CHAPTER XII. AMERICAN BOARD OF PEDIATRIC DENTISTRY

Section 1. SPONSORSHIP: The American Academy of Pediatric Dentistry shall be the sponsoring organization of the American Board of Pediatric Dentistry.

Section 2. DIRECTORS:

A. ELECTION. Directors of the American Board of Pediatric Dentistry shall be nominated and elected by the General Assembly, as described in Chapter V, Section 17, F, and Chapter XI.

B. RECALL. Any Director of the American Board of Pediatric Dentistry may be recalled as provided for in the Administrative Policy and Procedure Manual of the Academy. (Section X.)

CHAPTER XIII. CODE OF PROFESSIONAL CONDUCT

Section 1. CODE OF PROFESSIONAL CONDUCT: The Principles of Ethics of the American Dental Association and the Advisory Opinions appended thereto shall govern the professional conduct of all members of the Academy, except in those instances requiring a variance in interpretation of a “Principle” or “Advisory Opinion” which is deemed essential to the governance of the Academy. Such variances shall be published with the Bylaws of the Academy.
Section 2. **PLEDGE:** Every member of this Academy shall pledge to adhere to the Code of Professional Conduct of the Academy.

Section 3. **DISCIPLINE:** This Academy shall have the right to discipline any of its members who may be adjudged guilty of unprofessional conduct or violation of its Code of Professional Conduct or its Bylaws, and may impose the following:

A. **CENSURE:** Upon conviction of a charge which constitutes a violation of a provision of the Bylaws, the Principles of Ethics of the American Dental Association, or the accepted rules of moral conduct, a member may, at the discretion of the Credentials and Ethics Committee, be censured. Such censure shall be entered in the member’s record and shall remain in force until such time that the member submits satisfactory evidence of the institution of acceptable corrective measures, providing such correction shall occur within a period of three (3) months following conviction.

B. **SUSPENSION:** Failure to institute acceptable corrective measures within the stipulated period of time associated with censure may, at the discretion of the Credentials and Ethics Committee, result in the suspension of all the member’s rights and privileges associated with Academy membership. Such suspension shall remain in force for no longer than six (6) months; its termination shall be at the discretion of the Credentials and Ethics Committee pending submission of satisfactory evidence of corrective measures. Failure to submit such evidence shall result in expulsion.

C. **EXPULSION:** A member shall be expelled for failure to comply with the Bylaws provision relative to the payment of dues and assessments; and for such other specifically stipulated violations as are deemed of sufficient gravity by the Credentials and Ethics Committee to warrant expulsion, provided the member has elected to exhaust all avenues of appeal, or after due notice, fails to do so.

Section 4. **JUDICIAL PROCEDURE:**

A. **ADVICE:** In the event that the Academy has been advised, directly or indirectly, that a member of the Academy has been found guilty, by a member’s component or constituent dental society or a duly authorized licensing agency, of unethical conduct in practice or in other professional relationships, or is accused of such conduct, in writing, by an Academy council/committee or a member, it shall be the duty of the Credentials and Ethics Committee to obtain a certified copy of the alleged conviction and the charges associated with it. In the case of action initiated by an Academy committee or member, the Credentials and Ethics Committee shall obtain, in writing, a detailed specification of the alleged violation(s).

B. **HEARING:** Hearings shall be held at the location of, and immediately prior to, the ad interim or annual meeting of the Board of Trustees. The accused member shall be entitled to a hearing before the Credentials and Ethics Committee at a time set by the committee, at which the accused member will be given the opportunity to present a defense to all charges brought against the member. All proceedings shall be recorded and preserved.

C. **NOTICE:** The accused member shall be notified, in writing, of the charges brought against the member and of the time and place of the hearing. Such notice shall be sent by registered mail, addressed to the member’s last known address, not later than thirty (30) days prior to the date set for the hearing.

D. **CHARGES:** The written charges shall include a certified copy of the alleged conviction or determination of guilt, if any, specification of the Bylaw(s) or ethical provision(s) alleged to have been violated, as the case may be, and a description of the conduct alleged to constitute each violation.

E. **DECISION:** The decision, following the hearing, shall be subject to the review and approval of the Board of Trustees. Every decision, whether for acquittal, censure, suspension, or expulsion, shall be presented in writing and shall specify the charges made against the member, the facts presented in substantiation or refutation of the charges, the verdict rendered, and the penalty, if any, imposed. Following the review and approval by the Board of Trustees, notice of the decision shall be sent by registered mail to the accused member no later than ten (10) days subsequent to the Board’s action. Such notice shall also inform the accused member of the right of appeal.

F. **APPEAL:** The member may appeal the decision of the committee and the Board of Trustees by filing a statement of particulars with the Chief Executive Officer no later than sixty (60) days after the date of the mailing of the decision, accompanied by a request for a hearing before the Appeals Board.

G. **APPEALS BOARD:** The Appeals Board shall be composed of three (3) past Presidents who are not on the Board of Trustees. All decisions shall be stayed pending appeal. All notice and hearing requirements shall be applicable to appeals to the Appeals Board. The Appeals Board shall hold its hearing at the next annual session following receipt of notice of appeal. The decision of the Appeals Board following the appeal hearing shall be final.

Section 5. **HOLD HARMLESS:** Every member of this Academy does waive the right to hold the Academy, its trustees, officers, members, and/or employees responsible for any damage, pecuniary or otherwise, which may result from conviction and discipline associated with disciplinary proceedings against said member.
CHAPTER XIV. PROHIBITION OF THE USE OF THE PROPERTY OF THE ACADEMY FOR PRIVATE PROFIT

No member of this Corporation shall profit monetarily by reason of membership in the Academy. This prohibition shall not be construed to keep a member from receiving reasonable compensation for services actually rendered for the Academy.

CHAPTER XV. OFFICIAL ACADEMY PUBLICATIONS

Pediatric Dentistry—The Journal of the American Academy of Pediatric Dentistry shall be the official scientific journal of the Academy. The “Journal of Dentistry for Children” shall be the official clinical journal of the AAPD. The Academy Newsletter shall also be an official publication of the Academy.

CHAPTER XVI. RULES OF ORDER

The current edition of the American Institute of Parliamentarians Standard Code of Parliamentary Procedure shall govern the procedures of the Academy in all situations not otherwise provided for in these Bylaws or the adopted policies or administrative procedures of the Academy.

CHAPTER XVII. AMENDMENT OF BYLAWS

Amendments to these Bylaws may be proposed by any council, committee, District Organization, State Unit, or Active or Life member, provided that the proposed amendment has been submitted in writing to the Constitution and Bylaws Committee and the Chief Executive Officer no later than forty-five (45) days prior to the next winter meeting of the Board of Trustees. Amendments to these Bylaws may be proposed by the Board of Trustees provided that the proposed amendment has been submitted to the Constitution and Bylaws Committee for proper formulation and wording at least ninety (90) days prior to the date of the session of the General Assembly where such action is to be considered.

CHAPTER XVIII. ADOPTION

These Bylaws as herewith stated, or as hereafter amended, shall have effect immediately upon adoption, unless otherwise stipulated; all prior conflicting laws, parts of laws, or resolutions shall thereupon be null and shall stand repealed.