

# Constitution and Bylaws of the American Academy of Pediatric Dentistry

Approved and Adopted – May 27, 1984

Last Amendment by General Assembly – May 29, 2022

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-

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39 tal profession as a whole.

40 8. The Academy shall strive constantly to enhance the quality  
41 of graduate training in pediatric dentistry particularly through  
42 its availability in a consultative capacity to the Commission on  
43 Dental Accreditation.

44 9. The Academy shall be ever alert to its responsibility to the  
45 public and the profession in the fulfillment of its obligation in  
46 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.

### 52 **ARTICLE III. ORGANIZATION**

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

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

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

### 75 **ARTICLE IV. GOVERNMENT**

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

80 Section 2. **ADMINISTRATIVE BODY:** The administrative  
81 body of this Academy shall be a Board of Trustees, as provided  
82 in Chapter V of the Bylaws.

### 83 **ARTICLE V. OFFICERS**

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

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

92 **ARTICLE VI. ANNUAL SESSION**

93 The membership of this Academy shall meet at least once each  
94 calendar year. The annual session of this Academy shall be  
95 conducted in accordance with Chapter II of the Bylaws.

96 **ARTICLE VII. AMENDMENTS**

97 This Constitution may be amended by an affirmative vote of  
98 three-fourths (3/4) of the members present, entitled to vote and  
99 voting at any regular meeting of the members of this Academy,  
100 or at a special meeting called for that purpose, provided notice  
101 has been provided in writing through print or electronic form to the  
102 membership at least sixty (60) days prior to this action. Minor  
103 revisions that do not change the basic subject matter or intent of a  
104 proposed amendment as mailed to the members can be made  
105 upon recommendation by the Constitution and Bylaws Committee  
106 Reference Committee of the General Assembly. A majority vote of  
107 the General Assembly will be required to accept minor revisions,  
108 but a three fourths (3/4) vote will be required by the General  
109 Assembly to approve the main motion/constitution amendment.  
110 This Constitution may be amended at any regular meeting  
111 or at any special meeting, called for this purpose, by the  
112 unanimous vote of the members present.

113 **BYLAWS**

114 **CHAPTER I. MEMBERSHIP**

115 Section 1. **CATEGORIES:** There shall be fifteen (15) categories  
116 of membership: Active, International, International Colleague,  
117 Life, Inactive, Associate, Retired, Predoctoral Student, Postdoc-  
118 toral Student, International Student, Affiliate, Affiliate Life, Allied,  
119 Friends of Pediatric Dentistry and Honorary.

120 Section 2. **ELIGIBILITY:**

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

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

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

137 3. In the case of an Active, Life, or Affiliate member, maintains a  
138 valid license to practice dentistry in at least one state or province.  
139 This provision shall not apply to those individuals who are otherwise  
140 duly qualified for membership, but whose current employment does  
141 not require a valid license to practice in any state. This provision  
142 shall not apply to those individuals who are otherwise duly qualified  
143 for membership, but whose current employment does not require a  
144 valid license to practice in any state.

145 4. Is approved by the Credentials and Ethics Committee.

146 **B. INTERNATIONAL:** This category of membership is available to  
147 dentists living and practicing, teaching, or conducting research out-  
148 side of the United States or Canada who maintain membership in  
149 a foreign dental association or the International Association of  
150 Paediatric Dentistry or one of its national or regional member  
151 organizations. Educationally-qualified pediatric dentists, except  
152 those in the Federal Services, otherwise eligible for Active mem-  
153 bership who live and practice, teach, or conduct research outside  
154 of the United States or Canada are also eligible for this member-  
155 ship category, although without the privileges of Active member-  
156 ship.

157 **C. INTERNATIONAL COLLEAGUE:** This category of membership  
158 is available to dentists living and practicing, teaching, or conducting  
159 research outside of the United States or Canada in countries  
160 classified as Low Middle Income or Low Income by the World Bank  
161 who maintain membership in a foreign dental association or the  
162 International Association of Paediatric Dentistry or one of its  
163 national or regional member organizations. Educationally-qualified  
164 pediatric dentists living, practicing, teaching, or conducting research  
165 in such countries are not eligible for this category of membership.

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

176 **E. INACTIVE:** This category of membership is reserved for  
177 members who were previously Active, Life, Associate or Affili-  
178 ate members who receive no income from dentistry but who

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179 wish to maintain an association with the Academy. The mem-  
180 ber must apply annually for this membership classification.

181 **F. ASSOCIATE:** This category of membership is available,  
182 upon application, to the following individuals:

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

186 **G. RETIRED:**

187 1. Retired membership shall, upon application, be available  
188 to Active, Associate, or Affiliate members who have voluntarily  
189 and completely retired from dental practice, practice, admini-  
190 stration, and/or teaching with the stipulation that the member  
191 has been either an Active, Associate, or Affiliate dues paying  
192 member for a minimum of fifteen (15) years. For Affiliate members,  
193 up to ten (10) years membership in the former American Society  
194 of Dentistry for Children may be applied in meeting the  
195 membership requirement.

196 2. Those members engaged in part-time practice or employed  
197 in a dental administrative or teaching capacity on a  
198 full- or part-time basis for which remuneration is received,  
199 shall be ineligible for this category.

200 **H. PREDOCTORAL STUDENT:** This category of member-  
201 ship is available, upon application, to predoctoral students  
202 enrolled in an educational program in dentistry approved by  
203 the Commission on Dental Accreditation of the U.S. or Canada.

204 **I. POSTDOCTORAL STUDENT:** This category of member-  
205 ship is available, upon formal application, to full and part-time  
206 postdoctoral students enrolled in any educational program in  
207 pediatric dentistry approved by the Commission on Dental  
208 Accreditation of the U.S. or Canada.

209 **J. INTERNATIONAL STUDENT:** This category of membership is  
210 available, upon formal application, to full and part-time students  
211 enrolled in any educational program in dentistry or pediatric  
212 dentistry in a country other than the United States or Canada, that  
213 is approved by a national accrediting organization comparable to  
214 the Commission on Dental Accreditation of the U.S. or Canada.

215 **K. AFFILIATE:** This category of membership is available to gen-  
216 eral dentists who practice in the United States or Canada and  
217 are members of the American Dental Association or the Canadian  
218 Dental Association at the time of application. Affiliate members are  
219 strongly encouraged to maintain membership in the American  
220 Dental Association, Canadian Dental Association, or a recognized  
221 foreign dental association.

222 **L. AFFILIATE LIFE:** This category of membership is available  
223 to Affiliate members who have been members in good standing  
224 for a total of thirty (30) years, excluding student years, and have

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225 reached the age of sixty-five (65). Up to twenty (20) years'  
226 membership in the former American Society of Dentistry for  
227 Children may be applied to meeting the membership length  
228 requirement. The member must continue to fulfill membership  
229 eligibility criteria.

230 **M. ALLIED:** This category of membership is available to dental  
231 and medical allied health professionals, including dental hy-  
232 gienists, dental assistants, pediatric nurses, and physician as-  
233 sistants, whose interests are consistent with the mission  
234 of the Academy.

235 **N. FRIENDS OF PEDIATRIC DENTISTRY:** This category of  
236 membership is available to any individual who does not qualify  
237 for other AAPD membership categories but whose interests are  
238 consistent with the mission of the Academy.

239 **O. HONORARY:** Honorary members may be elected for un-  
240 usual and outstanding contributions to the profession follow-  
241 ing nomination by a voting member, who shall submit sub-  
242 stantiating evidence of the nominee's qualification for such  
243 membership to the Credentials and Ethics Committee. The  
244 unanimous recommendation of the Credentials and Ethics  
245 Committee and approval of the Board of Trustees shall be re-  
246 quired for consideration for election. An affirmative vote of  
247 three-fourths (3/4) of the membership present, eligible to vote  
248 and voting at any annual session shall be required for ap-  
249 proval.

### 250 Section 3. **PRIVILEGES:**

251 **A. ACTIVE and LIFE:** Privileges of Active and Life members  
252 shall be to:

- 253 1. Vote on all issues brought before the General Assembly.
- 254 2. Hold office and serve on councils/committees.
- 255 3. Attend the annual session of the Academy.
- 256 4. Receive copies of all general membership communications  
257 and publications, including the Academy journal.

258 **B. INACTIVE:** Privileges of Inactive members shall be to:

- 259 1. Serve on committees, but not vote or hold office
- 260 2. Attend the annual session of the Academy.
- 261 3. Receive requested membership services at a cost deter-  
262 mined by the Board of Trustees.

263 **C. INTERNATIONAL and ASSOCIATE:** Privileges of International  
264 and Associate members shall be to:

- 265 1. Serve as consultants to councils/committees, but not vote

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- 266 or hold office.
- 267 2. Attend the annual session of the Academy.
- 268 3. Receive copies of all general membership communications  
269 and publications, including the Academy journal.
- 270 **D. INTERNATIONAL COLLEAGUE:** Privileges of International  
271 Colleague members shall be to:
- 272 1. Serve as consultants to councils/committees, but not vote  
273 or hold office.
- 274 2. Attend the annual session of the Academy.
- 275 3. Obtain access to all electronic membership communications  
276 and publications and the members-only section of the  
277 Academy website.
- 278 **D. PREDOCTORAL STUDENT:** Privileges of Predoctoral Student  
279 members shall be to:
- 280 1. Attend the annual session of the Academy.
- 281 2. Receive copies of all general membership communications  
282 and publications without charge.
- 283 3. Be eligible to apply for Postdoctoral Student category of  
284 membership if enrolled in any educational program in pedi-  
285 atric dentistry approved by the Commission on Dental Accredi-  
286 tation of the American Dental Association.
- 287 4. Be eligible to apply for the Affiliate category of member-  
288 ship immediately after satisfactory completion of the required  
289 educational program.
- 290 5. Privileges of Predoctoral Student members will terminate  
291 on July 1 following completion of the individual's predoctoral  
292 educational program.
- 293 **E. POSTDOCTORAL STUDENT:** Privileges of Postdoctoral Stu-  
294 dent members shall be to:
- 295 1. Serve as consultants to councils/committees, but not vote  
296 or hold office.
- 297 2. Attend the annual session of the Academy.
- 298 3. Receive copies of all general membership communications  
299 and publications without charge.
- 300 4. Be eligible to apply for Active membership immediately  
301 after satisfactory completion of the required educational pro-  
302 gram.
- 303 5. Privileges of Student members will terminate on the date

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304 of completion of the individual's advanced educational pro-  
305 gram.

306 **F. INTERNATIONAL STUDENT:** Privileges of International Stu-  
307 dent members shall be to:

308 1. Serve as consultants to councils/committees, but not vote  
309 or hold office.

310 2. Attend the annual session of the Academy.

311 3. Receive copies of all general membership communications.

312 4. Be eligible to apply for International membership immediately  
313 after satisfactory completion of the required educational pro-  
314 gram.

315 5. Privileges of International Student members will terminate on the  
316 date of completion of the individual's applicable educational  
317 program.

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

319 1. Serve as consultants to councils/committees, but not vote  
320 or hold office.

321 2. Attend the annual session of the Academy.

322 3. Receive copies of all general membership communications;  
323 and may receive publications and services, including the Acad-  
324 emy journal on a fee per item. Fees will be established by  
325 the Board of Trustees.

326 4. In the event a Retired member resumes practice, teaching,  
327 or administration, it shall be incumbent upon said member to  
328 notify the Headquarters Office for reinstatement to the former  
329 category of membership.

330 **H. HONORARY:** Honorary members shall have the same privi-  
331 leges as Active members, except the right to vote or hold office.

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

334 1. Nominate an Affiliate representative to serve as a full voting  
335 member of the AAPD Board of Trustees.

336 2. Attend the annual session of the Academy.

337 3. Serve on councils/committees, but not vote in the General  
338 Assembly or hold office in the AAPD.

339 4. Receive copies of all general membership communications  
340 and publications, including the Journals.

341 5. Attend and participate in all AAPD continuing education



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342 opportunities.

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

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

347 1. Attend the annual session of the Academy.

348 2. Receive copies of all communications and publications.

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

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

353 1. Attend the annual session of the Academy.

354 2. Receive copies of all communications and publications.

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

357 Section 4. **PROCEDURE FOR APPLICATION:**

358 A. APPLICATION FOR MEMBERSHIP: Applications for all cate-  
359 gories of membership in the Academy shall be submitted to the  
360 Chief Executive Officer in such form as the Academy may desig-  
361 nate.

362 B. APPLICATION REVIEW: Application review will be conduc-  
363 ted following receipt of an application for Active, International,  
374 Life, Associate, Inactive, Retired, Predoctoral Student,  
365 Postdoctoral Student, International Student, Affiliate, Allied or  
366 Friends of Pediatric Dentistry membership as set forth in Section 2  
377 of this Chapter. Any variance will be reviewed by the Credentials  
368 and Ethics Committee and completion of all stipulated  
369 requirements, the applicant shall become a member in the  
370 appropriate category.

371 Section 5. **LEAVE OF ABSENCE:** When extenuating circum-  
372 stances exist, a member of the Academy, upon application,  
373 may be granted a leave of absence for a period of one (1) year  
374 by the Credentials and Ethics Committee. A leave of absence  
375 may be terminated or extended by the Credentials and Ethics  
376 Committee upon written request of the member.

377 Section 6. **REINSTATEMENT:** A former member, whose  
378 membership has been terminated by resignation or for any  
379 other reason under the Bylaws, shall be reinstated upon ap-  
380 proval of the Credentials and Ethics Committee, following the  
381 payment of the current year's dues, any assessments currently  
382 in effect, and a reinstatement fee as established by the Board of  
383 Trustees.

384 **CHAPTER II. ANNUAL SESSION**

385 Section 1. **TIME AND PLACE:** The Board of Trustees shall  
386 determine the time and place of the annual session of the Acad-  
387 emy.

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

394 **CHAPTER III. GENERAL ASSEMBLY**

395 Section 1. **DEFINITION:** The General Assembly shall consti-  
396 tute a meeting of the Active and Life members for the purpose  
397 of conducting the business of the Academy.

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

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

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

416 Section 5. **RECESSED SESSIONS:** Any officially called ses-  
417 sion of the members, annual or special, may be recessed by the  
418 vote of a majority of the members present, entitled to vote and  
419 voting. When any session of members, either annual or special,  
420 is recessed for ninety (90) days or more, notice of the reconven-  
421 ing of the recessed session shall be given as described in Sec-  
422 tion 3 of this Chapter.

423 Section 6. **ENTRY OF NOTICE:** Whenever any member enti-  
424 tled to vote has been absent from a session, whether annual or  
425 special, a statement in the minutes that notice has been duly  
426 given shall furnish conclusive and incontrovertible evidence of  
427 notification.

428 Section 7. **VOTING AND ELECTIONS:** Each Active and Life  
429 member of the Academy shall be entitled to one vote upon

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430 each resolution properly submitted for vote, and one vote for  
431 each office to be filled. Elections shall be held at the annual  
432 session of the General Assembly as described in Chapter XII.

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

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

### 440 **CHAPTER IV. ELECTIVE OFFICERS**

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

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

449 Section 3. **ELECTION:** Election of officers shall be held at the  
450 annual session of the General Assembly, in accordance with  
451 the provisions of Chapter XII.

452 Section 4. **TENURE:** The term of office of the elective officers  
453 of the Academy shall be one (1) year or until a successor is  
454 elected and qualified.

455 Section 5. **INSTALLATION:** The elective officers shall be in-  
456 stalled at the annual session of the Academy, unless for what-  
457 ever reason the election is not certified at the annual session, in  
458 which case the elected individuals shall be considered installed  
459 at whatever time the election is certified.

460 Section 6. **VACANCIES:** In the event the office of President  
461 becomes vacant, the President-Elect shall become President for  
462 the unexpired portion of the term. In the event the office of  
463 President-Elect becomes vacant, the duties of the office shall be  
464 performed by the Vice-President, in addition to other duties,  
465 until a President is elected at the next annual session of the  
466 General Assembly in the manner described in Chapter XII. In  
467 the event the office of Vice-President becomes vacant, the Sec-  
468 retary-Treasurer shall assume the functions of the Vice-  
469 President for the unexpired portion of the term, in addition to  
470 other duties. In the event the office of Secretary-Treasurer be-  
471 comes vacant, the office shall be filled for the unexpired por-  
472 tion of the term by nomination by the President, with ap-  
473 pointment being subject to approval of the Board of Trustees.  
474 In the event a second vacancy or two or more vacancies occur  
475 to the elective office holders between the Annual Sessions of  
476 the General Assembly, the vacancies shall be filled by tempo-

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477 rary appointment by a majority vote of the voting members of  
478 the board of trustees until the next Annual Session of the Gen-  
479 eral Assembly.

480 Section 7. **DUTIES:**

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

482 1. Serve as the official representative of this Academy in its  
483 contacts with government, civic, business, and professional  
484 organizations for the purpose of advancing the objectives and  
485 policies of this Academy.

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

488 3. Serve as presiding officer of the General Assembly.

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

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

495 6. Call special meetings of the Board of Trustees and the Ex-  
496 ecutive Committee.

497 7. Nominate all appointments, subject to approval of the  
498 Board of Trustees, except as otherwise provided in these By-  
499 laws.

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

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

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

507 11. Upon expiration of the term of office as President, serve as  
508 a member of the Board of Trustees for the following one (1)  
509 year, and as a member of the Nominations Committee for two  
510 (2) years.

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

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

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

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

518 1. Serve as a member of the Board of Trustees and the Execu-  
519 tive Committee.

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

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

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

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

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

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

533 1. Serve as a member of the Board of Trustees and the Execu-  
534 tive Committee.

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

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

540 4. Serve as chair of the Council on Annual Session.

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

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

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

546 1. Serve as a member of the Board of Trustees and the Execu-  
547 tive Committee.

548 2. Serve as Secretary to the Board of Trustees.

549 3. Serve on the Budget and Finance Committee.

550 4. Serve as custodian of all monies, securities, and deeds be-  
551 longing to the Academy and to hold, invest, and disburse these  
552 subject to the direction of the Board of Trustees.

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

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

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

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

562 **CHAPTER V. BOARD OF TRUSTEES**

563 Section 1. **COMPOSITION:** The Board of Trustees shall con-  
564 sist of eighteen (18) to nineteen (19) members: the President,  
565 President-Elect, Vice-President, Secretary-Treasurer, the  
566 immediate past President, one District Trustee elected from each  
567 of the five (5) trustee districts, three (3) trustees elected as member  
568 at-large, one (1) Affiliate Trustee; and the Editor, Chief Executive  
569 Officer, Parliamentarian, and Congressional Liaison(s), who shall  
570 be ex officio members of the Board of Trustees without the right to  
571 vote.

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

581 **Northeastern District:** Connecticut, Delaware, District of  
582 Columbia, Maine, Maryland, Massachusetts, New Hampshire, New  
583 Jersey, New York, Pennsylvania, Rhode Island, Vermont, and the  
584 Canadian provinces of Newfoundland, Nova Scotia, Prince Edward  
585 Island, New Brunswick, and Quebec;

586 **Southeastern District:** Alabama, Florida, Georgia, Kentucky,  
587 Mississippi, North Carolina, South Carolina, Tennessee, Virginia,  
588 West Virginia, the Commonwealth of Puerto Rico, and the U.S.  
589 Virgin Islands;

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

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

595 **Western District:** Alaska, Arizona, California, Hawaii, Idaho, Mon-  
596 tana, Nevada, Oregon, Utah, Washington, Wyoming, and the  
597 Canadian provinces of Saskatchewan, Alberta, British Colum-

598 bia, Northwest Territories, Nunavut, and Yukon Territory.

599 Section 3. **TRUSTEE MEMBERS AT-LARGE.** The Board of  
600 Trustees shall have three at-large members elected as described  
601 in Chapter XII, each for a three (3) year term on a rotating basis  
602 of one per year. Starting with the at-large term beginning in  
603 2005 for a three (3) year term, one of the three at-large positions  
604 will be designated for and filled by a full time academician.  
605 Qualifications of a full time academician for this at-large posi-  
606 tion include a full time educator who devotes a majority of  
607 professional time, in no case less than two days a week, to edu-  
608 cational endeavors in a dental school or graduate pediatric  
609 dentistry program accredited by the Commission on Dental  
610 Accreditation. Interim vacancies in the position of academician  
611 trustee at-large will be filled by presidential nomination as de-  
612 scribed in Chapter V, Section 9, and such appointment shall be  
613 limited to full time academicians. One of the non-academic trustees  
614 at-large shall be designated by the President as liaison to members  
615 in the uniformed Federal Services, and the other shall be  
616 designated as liaison to International members.

617 Section 4. **QUALIFICATIONS:** A member of the Board of  
618 Trustees shall be an Active or Life member of the Academy in  
619 good standing and members of their District Organization and  
620 State Unit. The Chief Executive Officer may be excluded from  
621 these requirements. The Affiliate Trustee shall be an Affiliate  
622 member of the Academy in good standing and an Affiliate member  
623 of their District Organization and State Unit if such membership  
624 category is provided

625 Section 5. **TERM OF OFFICE:** The term of office of the Presi-  
626 dent, President-Elect, Vice-President, and Secretary-Treasurer  
627 shall be for one (1) year, or until a successor has been elected  
628 and qualified. The Past President shall serve for one (1) year  
629 immediately upon completion of the presidential term. The  
630 term of office of an elected trustee shall be three (3) years, or  
631 until a successor has been elected and qualified. The consecu-  
632 tive tenure of an elected trustee shall be limited to one (1) com-  
633 plete term of three (3) years. An incumbent trustee who has  
634 served less than one (1) full, three (3) year term, shall be eligi-  
635 ble for election to a full three (3) year term, irrespective of the  
636 number of years served in the incomplete term.

637 Section 6. **NOMINATION:** The Nomination Committee shall  
638 place into nomination the name of one (1) Active or Life  
639 member for each vacancy on the Board of Trustees, except  
640 for the offices of District Trustee.

641 Section 7. **ELECTION:** Election to the Board of Trustees shall  
642 be conducted as described in Chapter XII.

643 Section 8. **INSTALLATION:** The Board of Trustees shall be  
644 installed at the annual session of the Academy, unless the elec-  
645 tion is not certified at the annual session, in which case the  
646 elected individuals shall be considered installed at whatever  
647 time the election is certified.

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648 Section 9. **VACANCIES:** Vacancies on the Board of Trustees  
649 shall be filled by presidential nomination, with appointment  
650 made by majority vote of the remaining voting members of the  
651 Board of Trustees then in office. If a district trustee relocates to  
652 another trustee district, the trustee position filled by the trustee  
653 is declared vacant. Vacancies on the Board of Trustees from  
654 specific trustee districts shall be filled with eligible members  
655 from the appropriate trustee districts. Each person appointed  
656 to fill a vacancy shall remain a trustee until a successor has  
657 been elected by the members of the Academy at the next an-  
658 nual session or at any special session duly called for that pur-  
659 pose held prior to the annual session, except for members of  
660 the Board of Trustees from specific trustee districts, who shall  
661 be elected as described in Chapter XII, Section 5 of these By-  
662 laws.

663 Section 10. **RECALL.** Any trustee of the Academy may be re-  
664 called as provided for in the Administrative Policy and Procedure  
665 Manual, incorporated herein by reference.

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

671 **POWERS:** The Board of Trustees shall:

672 A. Have the power to establish rules and regulations consis-  
673 tent with these Bylaws to govern its organization, procedure,  
674 and conduct.

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

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

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

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

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

692 G. Have the power to borrow money, as described in Chapter



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693 XI, Section 8.

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

704 **DUTIES:** The Board of Trustees shall:

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

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

708 C. Appoint all appointive officers of the Academy.

709 D. Provide for the maintenance and supervision of the Head-  
710 quarters Office and all property or offices owned or operated  
711 by the Academy.

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

714 F. Approve appointments, as provided in these Bylaws.

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

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

719 I. Create or abolish councils/committees.

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

722 K. Represent official Academy policy, as appropriate.

723 L. Maintain liaison with dental, medical and allied health  
724 professions.

725 M. Perform such other duties as prescribed in these Bylaws.

726 Section 12. **MEETINGS:**

727 A. Regular Meetings: There shall be four (4) regular meet-  
728 ings of each cadre of the Board of Trustees: one (1) on the  
729 final day of the annual session, one (1) ad interim meeting as  
730 determined by the Board of Trustees, one (1) winter planning  
731 meeting as determined by the Board of Trustees, and one (1)

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732 immediately prior to and in the same city as the annual session.

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

742 C. Executive Meetings: Executive meetings may be called at  
743 any time by the President or by a majority vote of the Board of  
744 Trustees. Attendance at Executive Meetings shall be limited to  
745 voting members of the Board of Trustees and such other indi-  
746 viduals as deemed appropriate by majority approval of the  
747 Board. The Secretary-Treasurer shall be responsible for re-  
748 cording these proceedings.

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

755 Section 14. **QUORUM:** A majority of the eligible voting mem-  
756 bers of the Board of Trustees constitutes a quorum for the  
757 transaction of business at any meeting.

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

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

765 Section 17. **OFFICERS:** The elected Officers of the Board of  
766 Trustees shall be the President of the Academy, who shall be  
767 Chair, the President, the Vice President, the Secretary-Treasurer  
768 of the Academy, and the Immediate Past President.

769 Section 18. **COMMITTEES OF THE BOARD OF TRUSTEES:**  
770 The committees of the Board of Trustees shall be:

771 A. **EXECUTIVE COMMITTEE:**

772 *Composition:*

773 The Executive Committee shall consist of the President, Presi-  
774 dent-Elect, Vice-President, Secretary-Treasurer, and immediate  
775 Past President. The Parliamentarian and Chief Executive Officer  
776 shall be ex officio members without the right to vote. The Presi-

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777 dent shall serve as Chair of the Executive Committee.

778 *Duties:* The duties of the Executive Committee shall be to:

779 1. Conduct all interim business of the Academy.

780 2. Review annually the Headquarters Office budget and  
781 submit recommendations to the Board of Trustees.

782 3. Review the Chief Executive Officer's appraisal of Academy  
783 Headquarters Office employees.

784 4. Conduct an annual performance review of the Chief Executive  
785 Officer and the Editor.

786 5. Review and approve contracts of the Chief Executive Officer,  
787 the Editor-in-Chief, and the Congressional Liaison(s).

788 *Quorum:* A quorum for the transaction of business by the Ex-  
789 ecutive Committee shall consist of four (4) voting members of  
790 the committee.

791 **B. BUDGET AND FINANCE COMMITTEE:**

792 *Composition:*

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

808 *Duties:*

809 The duties of this committee shall be to review the budget and  
810 finances of the Academy and make recommendations to the  
811 Board of Trustees for their approval. The committee shall also  
812 select an independent auditor to carry out an annual financial audit  
813 of the Academy, and review and accept the results of such audits.

814 **C. CONSTITUTION AND BYLAWS COMMITTEE:**

815 *Composition:*

816 The Constitution and Bylaws Committee shall consist of four  
817 (4) members: one (1) an elected member of the Board of Trustees

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818 appointed by the President; one (1) an Active or Life member  
819 of the Academy appointed by the President; the Executive  
820 Director or other member of the senior staff appointed by the  
821 President, who shall serve ex officio without a vote; and the  
822 Vice President, who shall serve as chair. Additional  
823 consultants with experience or expertise in constitutional and  
824 parliamentary procedures may be appointed at the discretion  
825 of the Board of Trustees, but do not sit on the committee  
826 or hold voting privileges.

827 *Duties:* The duties of the committee shall be to:

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

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

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

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

843 5. Forward to the Board of Trustees for their review and recommen-  
844 dation each properly formulated and worded amendment to the  
845 AAPD Constitution and Bylaws.

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

848 **D. CREDENTIALS AND ETHICS COMMITTEE:**

849 *Composition:*

850 The Credentials and Ethics Committee shall consist of four (4)  
851 members: two (2) of whom shall be elected members of the  
852 Board of Trustees appointed by the President, the Executive  
853 Director who shall serve ex officio without a vote, and the  
854 Vice-President who shall serve as chair.

855 *Duties:* The duties of this committee shall be to:

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

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

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

863 4. Recommend censure, suspension, or expulsion of a mem-  
864 ber for causes stipulated in these Bylaws, provided such action  
865 is justified in accordance with the provisions of Chapter XIV.

866 5. Review annually the American Dental Association Princi-  
867 ples of Ethics and Advisory Opinions appended thereto, to en-  
868 sure that there is no conflict with the practice of pediatric  
869 dentistry and recommend to the Board of Trustees variances  
870 deemed essential to the governance of the Academy.

871 **E. POLICY AND PROCEDURE COMMITTEE:**

872 *Composition:*

873 The Policy and Procedure Committee shall consist of six (6)  
874 member: three (3) Trustees; the immediate Past President, the  
875 Parliamentarian; and the Chief Executive Officer, who shall serve  
876 ex officio without a vote. The President shall appoint one (1)  
877 newly elected Trustee each year to a three (3) year term so that  
878 the term of only one (1) Trustee member expires each year. The  
879 immediate Past President will serve as chair.

880 *Duties:* The duties of this committee shall be to:

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

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

885 3. Review and recommend to the Board of Trustees adminis-  
886 trative procedures for the conduct of the business of the Acad-  
887 emy.

888 4. Perform such other duties as assigned by the President or  
889 the Board of Trustees.

890 **F. STRATEGIC PLANNING COMMITTEE:**

891 *Composition:*

892 The Strategic Planning Committee shall consist of five (5)  
893 members: three (3) elected members of the Board of Trustees  
894 appointed by the President, who shall designate a senior, junior,  
895 and freshman Trustee; the President-Elect; and the Chief Execu-  
896 tive Officer, who shall serve ex officio without a vote. The  
897 President-Elect shall serve as chair.

898 *Duties:* The duties of this committee shall be to:

899 1. Review and update the strategic plan annually in order to  
900 maintain currency with the established direction of the Acad-

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902 2. Monitor and analyze trends and issues of the external  
903 macro environment that are significant to pediatric dentistry.

904 3. Recommend measures which maintain the Academy's role  
905 as the authority on matters related to pediatric dentistry.

906 **G. NOMINATIONS COMMITTEE:**

907 *Composition:*

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

916 *Duties:* The duties of this committee shall be to:

917 1. Nominate candidates for the offices of President-Elect,  
918 Vice-President, Secretary-Treasurer, Trustee at-large and  
919 Affiliate Trustee.

920 2. Nominate candidates for the Board of Directors of the  
921 American Board of Pediatric Dentistry.

922 3. Present a written report to the Board of Trustees at the  
923 winter planning meeting which shall include one (1) nominee  
924 nominee for President-Elect, Vice-President, Secretary-Treasurer,  
925 Trustee at-large, Affiliate Trustee and one (1) nominee for the  
926 Board of Directors of the American Board of Pediatric Dentistry

927 4. The slate of officers nominated by the Committee, and  
928 approved by the Board shall be mailed to the voting member-  
929 ship no later than thirty (30) days prior to the meeting of the  
930 General Assembly.

931 **H. AWARDS COMMITTEE**

932 *Composition:*

933 The Awards Committee shall consist of five (5) members of the  
934 Board of Trustees: the President-elect who shall serve as Chair, a  
935 senior Trustee, a junior Trustee, a freshman Trustee, and the Chief  
936 Executive Officer. The senior, junior, and freshman Trustees shall  
937 be appointed by the Board of Trustees.

938 *Duties:* The duties of this committee shall be to:

939 1. Solicit nominations from AAPD members and the committee.

940 2. Review nominations for the certain AAPD awards as described  
941 in the Administrative Policy and Procedure Manual of the AAPD.

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- 942 3. Make award decisions based on the most deserving  
943 nominee.  
944 4. Regularly report to the Board of Trustees concerning their award  
945 reviews.  
946 5. Perform such other duties as assigned by the President or the  
947 Board of Trustees.

948 **I. OTHER COUNCILS/COMMITTEES:**

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

953 **CHAPTER VI. DISTRICT ORGANIZATION**

954 Section I. **ORGANIZATION:**

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

957 Section 2. **PURPOSE:** A District shall:

958 A. Facilitate communication between the AAPD Board of  
959 Trustees and the State Units.

960 B. Facilitate communication between the State units and the  
961 Headquarters Office.

962 C. Provide educational opportunities for its members.

963 D. Communicate with the representatives from its State Units  
964 to facilitate communication between the State Units and the  
965 District Board of Trustees.

966 E. Assist in advocating and coordinating efforts at the state  
967 level for improvement of the oral health of children.

968 Section 3. **DUTIES:** A District shall:

969 A. Hold meetings as necessary to conduct the business of the  
970 district.

971 B. Elect a district board of trustees with at least one member  
972 from each State Unit.

973 C. Elect officers and establish councils and committees neces-  
974 sary to conduct the business of that district.

975 D. Provide for its financial support. The AAPD shall provide dues  
976 collection service at the district's request, at no cost.

977 E. Hold the elected AAPD district trustee as member of the  
978 district organization board of trustees.

979 F. Accept nominees for the AAPD district trustee from the

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980 State Units and individual members of the district and forward  
981 the names to the Headquarters Office. Nominations must con-  
982 form with the provisions of the relevant sections of the current  
983 Administrative Policy and Procedure Manual of the AAPD.

984 G. Accept nominees for AAPD Council/Committee ap-  
985 pointments from the State Units and forward the names to the  
986 Headquarters office.

987 H. Elect one (1) member from the district to serve on the Nomi-  
988 nations Committee.

989 Section 4: **MEMBERSHIP:**

990 A. AAPD members are strongly encouraged to maintain  
991 membership in their State Unit and their respective district  
992 organization.

993 **CHAPTER VII. STATE UNIT ORGANIZATIONS**

994 Section 1. **ORGANIZATION:**

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

998 B. State Units shall be duly incorporated, non-profit organi-  
999 zations governed by an adopted constitution and bylaws which  
1000 shall not be in conflict with or limit the Constitution and By-  
1001 laws of the Academy.

1002 Section 2. **PURPOSE:** A State Unit shall:

1003 A. Facilitate communications between the District Board of  
1004 Trustees and its membership.

1005 B. Provide educational opportunities for its members.

1006 C. Provide nominees for its district trustee.

1007 D. Assist in advocating and coordinating efforts at the state  
1008 level for improvement of the oral health of children.

1009 Section 3. **DUTIES:** A State Unit shall:

1010 A. Hold meetings as necessary to conduct the business of the  
1011 State Unit.

1012 B. Elect officers and establish councils and committees neces-  
1013 sary to conduct the business of the State Unit.

1014 C. Elect at least one State Unit member to the district board  
1015 of trustees.

1016 D. Provide for its financial support. The AAPD shall provide dues  
1017 collection service at the state unit's request, at no cost.



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1018 E. Consider candidates to submit to the District Trustee for  
1019 AAPD district trustee nominee.

1020 F. Recommend members to the AAPD District Trustee for  
1021 consideration for AAPD Council/Committee appointments.

1022 Section 4. **MEMBERSHIP:**

1023 A. Voting members of State Units shall meet the eligibility  
1024 requirements for Active or Life membership in the Academy as  
1025 set forth in Chapter I, Section 2.

1026 B. Each member of the Academy shall hold voting member-  
1027 ship only in the State Unit where the member's primary practice  
1028 is located.

1029 Section 5. **PROCEDURE FOR APPLICATION:**

1030 A. All state organizations which meet the requirements listed  
1031 in Section 1 of this chapter as of June 30, 1999 shall be consid-  
1032 ered State Units of their respective district organizations.

1033 B. An application for State Unit status shall be submitted to  
1034 their District Trustee in such form as the District may desig-  
1035 nate. Following application review by the District Board of  
1036 Trustees, State Unit status shall be granted by a majority vote  
1037 of the District Board of Trustees.

1038 **CHAPTER VIII. RECOGNIZED FOREIGN COUNTRY CHAPTERS**

1039 Section 1. **DESCRIPTION:**

1040 A. In addition to the District and State Organizations described in  
1041 Chapters VI and VII, the AAPD shall also have recognized chapters  
1042 based in and representing foreign countries.

1043 B. Such foreign country chapters shall be independent, duly  
1044 incorporated, non-profit organizations governed by an adopted  
1045 constitution and bylaws which shall not be in conflict with or limit the  
1046 Constitution and Bylaws of the Academy, and shall be in good  
1047 standing as a non-profit organization in their country.

1048 Section 2. **PURPOSE:** A foreign chapter shall:

1049 A. Facilitate communications between that country's pediatric  
1050 dentists and the AAPD Board of Trustees.

1051 B. Provide educational opportunities for its members.

1052 C. Advocate for the improvement of the oral health of children in  
1053 their country.

1054 Section 3. **DUTIES:** A foreign chapter shall:

1055 A. Promote AAPD continuing education courses, including the

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1056 annual session.

1057 B. Assist the AAPD in the recruitment and retention of dentists  
1058 eligible for AAPD international or international colleague  
1059 membership who practice or reside in their country.

1060 C. Provide an annual report to the AAPD membership on activities  
1061 of the chapter.

1062 Section 4. **MEMBERSHIP:**

1063 A. The chapter shall determine its membership categories and  
1064 eligibility as it deems appropriate, including dues level.

1065 B. Any AAPD international member residing or practicing in the  
1066 country of the foreign chapter shall be eligible for membership in  
1067 such chapter.

1068 Section 5. **PROCEDURE FOR APPLICATION:**

1069 A. The following foreign country pediatric dental organizations are  
1070 designated as chapters so long as criteria described in this chapter  
1071 continues to be met: Canadian Academy of Pediatric Dentistry;  
1072 Korean Academy of Pediatric Dentistry; and Mexican Academy of  
1073 Pediatric Dentistry.

1074 B. An application for a recognized foreign chapter shall be  
1075 submitted to the AAPD Board of Trustees. Chapter status shall be  
1076 granted by a majority vote of the Board of Trustees.

1077 **CHAPTER IX. APPOINTIVE OFFICERS**

1078 Section 1. **TITLE:** The appointive officers of this Academy  
1079 shall be an Editor, Chief Executive Officer, Parliamentarian, and  
1080 Congressional Liaison(s), and such others as may be designated  
1081 by the Board of Trustees.

1082 Section 2. **APPOINTMENTS:** The Board of Trustees shall des-  
1083 ignate the appointive officers as follows:

1084 A. Editor: The Editor shall be nominated by a search commit-  
1085 tee and appointed by a majority of the votes cast by the Board  
1086 of Trustees for a three (3) year term. The Editor may be reap-  
1087 pointed for up to two (2) additional three (3) year terms upon  
1088 the recommendation of the Executive Committee and approval  
1089 of the Board of Trustees. The search committee shall consist of  
1090 five (5) members, two (2) of whom shall be members of the  
1092 Editorial Board. The President shall appoint the members and  
1093 designate the chair of the committee with the approval of the  
1094 Board of Trustees.

1095 B. Chief Executive Officer: The Chief Executive Officer shall be  
1096 selected by a majority of the votes cast by the Board of Trustees.

1096 C. Parliamentarian: The Parliamentarian shall be nominated  
1097 for a one (1) year term by the President and appointed subject

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1098 to approval by a majority of the votes cast by the Board  
1099 of Trustees. The Parliamentarian may be reappointed to an  
1100 unlimited number of additional one (1) year terms.

1101 D. Congressional Liaison(s): The Congressional Liaison(s) shall  
1102 be nominated for a one (1) year term by the President and ap-  
1103 pointed subject to approval by a majority of the votes  
1104 cast by the Board of Trustees. The Congressional Liaison(s)  
1105 may be reappointed to an unlimited number of additional one  
1106 (1) year terms.

1107 E. Unexpected vacancy by an appointed officer: In the event  
1108 of an unexpected vacancy by an appointed officer, the office  
1109 shall be filled for the unexpired portion of the term by nomina-  
1110 tion by the President, with the appointment being subject to  
1111 approval by a majority of the votes cast by the Board of Trus-  
1112 tees.

1113 Section 3. **DUTIES:** The duties of the appointive officers shall  
1114 be as follows:

1115 A. **Editor:**

1116 1. To serve as Editor-in-Chief of the journals of the American  
1117 Academy of Pediatric Dentistry and to exercise editorial privi-  
1118 lege over the publications, subject to the policies of the Acad-  
1119 emy, the directives of the Board of Trustees, and the provisions  
1120 of these Bylaws.

1121 2. To nominate members of the Editorial Board, Abstract Edi-  
1122 tors, and Historians subject to the approval of the Editorial  
1123 Board and the Board of Trustees, and delineate their responsi-  
1124 bilities.

1125 3. To present an ad interim and annual report to the Board of  
1126 Trustees.

1127 4. To perform such other duties as prescribed by the Presi-  
1128 dent, the Board of Trustees, or these Bylaws.

1129 B. **Chief Executive Officer:**

1130 1. To serve as the administrative head of the Headquarters  
1131 Office of the Academy and all its branches.

1132 2. To engage all employees for the Headquarters Office, ac-  
1133 cording to established administrative procedures.

1134 3. To prepare a preliminary budget annually and submit it to  
1135 the Budget and Finance Committee for review.

1136 4. To present an ad interim and annual report on the activi-  
1137 ties of the Headquarters Office to the Board of Trustees.

1138 5. To perform such other duties as prescribed by the Board of  
1139 Trustees and these Bylaws.

1140 **C. Parliamentarian:**

1141 1. To attend all meetings of the Board of Trustees, the Execu-  
1142 tive Committee, and the General Assembly.

1143 2. To advise the President, in the position as Chair, in the  
1144 conduct of the meetings of the Executive Committee, the Board  
1145 of Trustees, and the General Assembly; the Parliamentarian  
1146 cannot make rulings, but advises the presiding officer.

1147 3. To aid, give opinion, advise, or explain a procedural prob-  
1148 lem when requested by the Board of Trustees, coun-  
1149 cils/committees, members, or Headquarters Office staff.

1150 4. To instruct tellers as to their duties and assist in certifica-  
1151 tion of ballot results.

1152 5. To be responsible for seeing that no procedural details are  
1153 overlooked, to anticipate parliamentary strategy, and be certain  
1154 that all parliamentary requirements are observed.

1155 6. To perform such other duties as prescribed by the Presi-  
1156 dent.

1157 **D. Congressional Liaison(s):**

1158 1. To promote AAPD's position on legislative and regulatory  
1159 issues directly with top federal elected legislators and senior  
1160 appointed officials.

1161 2. To develop and maintain a cadre of AAPD members in other  
1162 states who have close personal contact with top federal elected  
1163 legislators from their respective states.

1164 3. To present an ad interim and annual report to the Board of  
1165 Trustees.

1166 4. To perform such other duties as prescribed by the Presi-  
1167 dent.

1168 **CHAPTER X. STANDING COUNCILS/COMMITTEES**

1169 The Board of Trustees may appoint and/or dissolve such  
1170 standing councils/committees as needed to accomplish the  
1171 mission and activities of the Academy. The composition and  
1172 duties of such councils/committees are described in the AAPD  
1173 Policy and Procedure Manual.

1174 **CHAPTER XI. FINANCES**

1175 Section 1. **DUES:**

1176 A. The amount of the annual dues of Active members shall be  
1177 proposed by the Board of Trustees and may be revised at any  
1178 annual session by an affirmative vote of a majority of the mem-

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1179 bers present, entitled to vote and voting, provided the mem-  
1180 bership is informed of the impending proposal no later than  
1181 thirty (30) days prior to the first day of the annual session.

1182 B. International, Associate, Affiliate, and Friends of Pediatric  
1183 Dentistry members shall pay annual dues equal to fifty percent  
1184 (50%) of an Active member's dues.

1185 C. International Colleague members shall pay annual dues  
1186 at a rate determined by the Board of Trustees, not to exceed  
1187 twenty percent (20%) of an Active member's dues.

1188 D. Allied members shall pay annual dues equal to twenty-five  
1189 percent (25%) of an Active member's dues.

1190 E. Life and Affiliate Life members who derive some income from  
1191 dentistry shall pay annual dues equal to fifty per cent (50%) of  
1192 the Active or Affiliate members' dues. Life and Affiliate Life  
1193 members who derive no income from dentistry shall pay no  
1194 annual dues.

1195 F. Retired, Inactive, Honorary, and Postdoctoral Student  
1196 members shall pay no dues.

1197 G. Predoctoral and International Student Members shall pay annual  
1198 dues in an amount determined by the Board of Trustees.

1199 H. The full amount of the dues shall be due and payable on the  
1200 first day of July of each year, and shall be paid in US dollars.

1201 Section 2. **ASSESSMENTS:**

1202 A. All assessments proposed by the Board of Trustees and  
1203 approved by the General Assembly by an affirmative vote of  
1204 two-thirds (2/3) of the members present, entitled to vote and  
1205 voting, shall be considered as binding obligations in conjunc-  
1206 tion with dues and shall be treated as such.

1207 B. International, International Colleague, Associate, Inactive,  
1208 Retired, Postdoctoral Student, Predoctoral Student, International  
1209 Student, Affiliate, Allied, Friends of Pediatric Dentistry and  
1210 Honorary members shall be exempt from the payment of any  
1211 assessment levied upon the membership.

1212 C. Life and Affiliate Life members who derive some income from  
1213 dentistry shall pay assessments in the amount of fifty percent  
1214 (50%) of an Active or Affiliate member assessment levied upon  
1215 the membership. Life or Affiliate Life members who derive no  
1216 income from dentistry shall be exempt from paying assessments  
1217 levied upon the membership.

1218 Section 3. **DELINQUENCY:** Members shall be classified as  
1219 delinquent when dues are not paid on or before the first day of  
1220 September, or when assessments are not paid within sixty (60)  
1221 days of the due date. They shall be notified in writing of their  
1222 delinquency and, if after notice, such default is not corrected

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1223 within a period of thirty (30) days, the member shall be  
1224 dropped from membership. The Board of Trustees may grant  
1225 leniency or a temporary waiver from payment of dues upon  
1226 written request.

1227 Section 4. **FEES:** All application, subscription, and other fees  
1228 shall be established by the Board of Trustees and shall be pay-  
1229 able in US dollars.

1230 Section 5. **BUDGET:** An annual budget shall be prepared by  
1231 the Chief Executive Officer, reviewed by the Budget and Finance  
1232 Committee, and submitted, with recommendations, to the  
1233 Board of Trustees for their final approval.

1234 Section 6. **AUDIT:** There shall be an annual audit of the Acad-  
1235 emy accounts by an independent agent.

1236 Section 7. **PAYMENTS:** Orders for payment of money shall be  
1237 signed in the name of the Academy by the Chief Executive Officer  
1238 with the approval of the Secretary-Treasurer.

1239 Section 8. **POWER OF THE BOARD TO BORROW MONEY:**  
1240 The Board of Trustees shall have the power and authority to  
1241 borrow money whenever, in the discretion of the Board, the  
1242 exercise of this power is required in the general interests of the  
1243 Academy; and in such instance, the Board of Trustees may  
1244 authorize on behalf of the Academy such notes, bonds, and  
1245 other evidence of indebtedness as the Board shall deem proper.  
1246 The Board shall have full power to pledge the property of the  
1247 Academy, or any part thereof, as security for such indebted-  
1248 ness. No action on the part of the membership of this Academy  
1249 shall be requisite to the validity of any such note, bond, evi-  
1250 dence of indebtedness, or pledge of collateral.

1251 Section 9. **INDEMNIFICATION OF OFFICERS, TRUSTEES,**  
1252 **AGENTS, AND REPRESENTATIVES:** The American Acad-  
1253 emy of Pediatric Dentistry shall indemnify any officer, trustee,  
1254 agent, or representative who may be threatened by or named in  
1255 any action, suit or proceeding, arising from their position with  
1256 the Academy, when authorized by a majority of the Board of  
1257 Trustees, against any expenses (including attorney fees), judg-  
1258 ments, fines, and amounts paid in settlement actually and rea-  
1259 sonably incurred beyond the amount or scope of the Acad-  
1260 emy's insurance coverage in connection with such action, suit,  
1261 or proceeding, to the full extent permitted by law.

## 1262 **CHAPTER XII. ELECTIONS**

1263 Section 1. **TIME:** Elections shall be held at the annual session  
1264 of the General Assembly to elect a President-Elect, a Vice-  
1265 President, a Secretary-Treasurer, the appropriate number of at-  
1266 large trustees the Affiliate Trustee, and the designated number of  
1267 Directors of the American Board of Pediatric Dentistry. District  
1268 trustees shall be elected by mail or electronic ballot as  
1269 described in Chapter XII, Section 5, District Trustee Elections.

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1270 Section 2. **NOMINATIONS:** The nominations shall be read to  
1271 the General Assembly at its annual session and the floor then  
1272 shall be opened for additional nominations for each office, ex-  
1273 cept for members of the Board of Trustees from specific trustee  
1274 districts. Each nomination from the floor shall be accompanied  
1275 by a signed acceptance from the nominee and written en-  
1276 dorsement signed by ten (10) Active or Life members. Addi-  
1277 tionally, individuals nominated from the floor for Director of  
1278 the American Board must meet the eligibility criteria for Direc-  
1279 tor as listed in the current Administrative Policy and Procedure  
1280 Manual of the Academy.

1281 Section 3. **TELLERS:** The President shall appoint the requisite  
1282 number of tellers, one (1) of whom the President shall desig-  
1283 nate as the chair. The chair shall supervise the distribution and  
1284 collection of the ballots, certify the results, and report the out-  
1285 come to the Secretary-Treasurer, who shall transmit the results  
1286 to the General Assembly prior to the adjournment of its annual  
1287 session.

1288 Section 4. **VOTING:**

1289 A. Each Active and Life member shall be entitled to one (1)  
1290 vote, in person, for each vacancy in the offices of: President-  
1291 Elect, Vice-President, Secretary-Treasurer, at-large members of  
1292 the Board of Trustees, the Affiliate Trustee, and Directors of the  
1293 American Board of Pediatric Dentistry.

1294 B. All elective offices, except for members of the Board of  
1295 Trustees from trustee districts who shall be elected as described  
1296 in Chapter XII, Section 5, shall require for election a combined  
1297 simple majority of mail ballots and the votes of those members  
1298 present, entitled to vote and voting. In the event the initial balloting  
1299 does not result in a simple majority, the two (2) nominees receiving  
1300 the highest number of votes shall be in a run-off election to  
1301 establish a simple majority. In case the balloting does not result in a  
1302 clear-cut second choice, numerically, and there is a tie involving the  
1303 second and third place nominees, a run-off election shall be  
1304 held involving such second and third place nominees to estab-  
1305 lish second place. A run-off election then shall be held be-  
1306 tween the established first and second place nominees  
1307 to determine the election to first place by a simple majority.

1308 C. Each Active and Life member unable to attend the annual  
1309 session of the Academy may request from the Headquarters  
1310 Office an absentee ballot for the purpose of voting on the initial  
1311 ballot for the published slate of officers, at-large member of the  
1312 Board of Trustees, and members of the Board of Directors of  
1313 the American Board of Pediatric Dentistry. The member shall  
1314 request in writing a ballot at least forty-five (45) days prior to  
1315 the start of the annual session. The ballot must be returned to  
1316 the Headquarters Office, postmarked at least fifteen (15) days  
1317 prior to the start of the annual session. If the member subse-  
1318 quently attends the annual session of the Academy the previ-  
1319 ously submitted ballot will be withdrawn.

1320 Section 5. **DISTRICT TRUSTEE ELECTIONS:** Nominations  
1321 for District Trustee may originate from a recognized State Unit  
1322 or from individuals in the district. District Trustees will be  
1323 elected by members of the District as described in the current  
1324 AAPD Administrative Policy and Procedure Manual. The in-  
1325 cumbent District Trustee is responsible for the overall coordi-  
1326 nation of the election process with the support of the Head-  
1327 quarters Office. A mail or electronic ballot will be conducted  
1328 by the Headquarters Office to each voting member in the  
1329 district with the results conforming to Chapter XII, Section 4, B,  
1330 of these Bylaws.

1331 **CHAPTER XIII. AMERICAN BOARD OF PEDIATRIC**  
1332 **DENTISTRY**

1333 Section 1. **SPONSORSHIP:** The American Academy of Pedi-  
1334 atric Dentistry shall be the sponsoring organization of the  
1335 American Board of Pediatric Dentistry.

1336 Section 2. **DIRECTORS:**

1337 A. **ELECTION.** Directors of the American Board of Pediatric  
1338 Dentistry shall be nominated and elected by the General As-  
1339 sembly, as described in Chapter V, Section 17.H, and Chapter  
1340 XII.

1341 B. **RECALL.** Any Director of the American Board of Pediatric  
1342 Dentistry may be recalled as provided for in the Administrative  
1343 Policy and Procedure Manual of the Academy, (Section 12-  
1344 American Board of Pediatric Dentistry) incorporated herein by  
1345 reference.

1346 **CHAPTER XIV. CODE OF PROFESSIONAL**  
1347 **CONDUCT AND JUDICIAL PROCEDURES**

1348 Section 1. **CODE OF PROFESSIONAL CONDUCT:** The *Prin-*  
1349 *ciples of Ethics* of the American Dental Association and the *Ad-*  
1350 *visory Opinions* appended thereto shall govern the professional  
1351 conduct of all members of the Academy, except in those in-  
1352 stances requiring a variance in interpretation of a "Principle" or  
1353 "Advisory Opinion" which is deemed essential to the govern-  
1354 ance of the Academy. Such variances shall be published with  
1355 the Bylaws of the Academy.

1356 Section 2. **PLEDGE:** Every member of this Academy shall  
1357 pledge to adhere to the Code of Professional Conduct of the  
1358 Academy.

1359 Section 3. **DISCIPLINE:** This Academy shall have the right to  
1360 discipline any of its members who may be adjudged guilty of  
1361 unprofessional conduct or violation of its Code of Professional  
1362 Conduct or its Bylaws, and may impose the following:

1363 A. **CENSURE:** Upon conviction of a charge which constitutes a  
1364 violation of a provision of the Bylaws, the Principles of Ethics of  
1365 the American Dental Association, or the accepted rules of



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1366 moral conduct, a member may, at the discretion of the Creden-  
1367 tials and Ethics Committee, be censured. Such censure shall be  
1368 entered in the member's record and shall remain in force until  
1369 such time that the member submits satisfactory evidence of the  
1370 institution of acceptable corrective measures, providing such  
1371 correction shall occur within a period of three (3) months fol-  
1372 lowing conviction.

1373 **B. SUSPENSION:** Failure to institute acceptable corrective  
1374 measures within the stipulated period of time associated with  
1375 censure may, at the discretion of the Credentials and Ethics  
1376 Committee, result in the suspension of all the member's rights  
1377 and privileges associated with Academy membership. Such  
1378 suspension shall remain in force for no longer than six (6)  
1379 months; its termination shall be at the discretion of the Cre-  
1380 dentials and Ethics Committee pending submission of satisfac-  
1381 tory evidence of corrective measures. Failure to submit such  
1382 evidence shall result in expulsion.

1383 **C. EXPULSION:** A member shall be expelled for failure to com-  
1384 ply with the Bylaws provision relative to the payment of dues  
1385 and assessments; and for such other specifically stipulated vio-  
1386 lations as are deemed of sufficient gravity by the Credentials  
1387 and Ethics Committee to warrant expulsion, provided the  
1388 member has elected to exhaust all avenues of appeal, or after  
1389 due notice, fails to do so.

1390 Section 4. **JUDICIAL PROCEDURE:**

1391 **A. ADVISEMENT:** In the event that the Academy has been ad-  
1392 vised, directly or indirectly, that a member of the Academy has  
1393 been found guilty, by a member's component or constituent  
1394 dental society or a duly authorized licensing agency, of unethi-  
1395 cal conduct in practice or in other professional relationships, or  
1396 is accused of such conduct, in writing, by an Academy coun-  
1397 cil/committee or a member, it shall be the duty of the Creden-  
1398 tials and Ethics Committee to obtain a certified copy of the al-  
1399 leged conviction and the charges associated with it. In the case  
1400 of action initiated by an Academy committee or member, the  
1401 Credentials and Ethics Committee shall obtain, in writing, a  
1402 detailed specification of the alleged violation(s).

1403 Having obtained the foregoing information, the committee  
1404 shall determine whether, in its opinion, justification exists for  
1405 instituting a formal hearing to properly dispose of the matter.  
1406 However, a hearing shall not be required if the committee's action is  
1407 based on a decision made by a state or provincial dental licensing  
1408 board that results in the suspension or termination of the dental  
1409 license of an Active, Life, or Affiliate member. In such case, the  
1410 decision shall go directly to the Board of Trustees for review as  
1411 described in paragraph E.

1412 **B. HEARING:** Hearings shall be held at the location of, and  
1413 immediately prior to, the ad interim or annual meeting of the  
1414 Board of Trustees. The accused member shall be entitled to a  
1415 hearing before the Credentials and Ethics Committee at a time

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1416 set by the committee, at which the accused member will be  
1417 given the opportunity to present a defense to all charges  
1418 brought against the member. All proceedings shall be recorded  
1419 and preserved.

1420 **C. NOTICE:** The accused member shall be notified, in writing,  
1421 of the charges brought against the member and of the time and  
1422 place of the hearing. Such notice shall be sent by registered  
1423 mail, addressed to the member's last known address, not later  
1424 than thirty (30) days prior to the date set for the hearing.

1425 **D. CHARGES:** The written charges shall include a certified  
1426 copy of the alleged conviction or determination of guilt, if any,  
1427 specification of the Bylaw(s) or ethical provision(s) alleged to  
1428 have been violated, as the case may be, and a description of the  
1429 conduct alleged to constitute each violation.

1430 **E. DECISION:** The decision, following the hearing (if applicable),  
1431 shall be subject to the review and approval of the Board of  
1432 Trustees. Every decision, whether for acquittal, censure,  
1433 suspension, or expulsion, shall be presented in writing and shall  
1434 specify the charges made against the member, the facts presented  
1435 in substantiation or refutation of the charges, the verdict rendered,  
1436 and the penalty, if any, imposed. Following the review and  
1437 approval by the Board of Trustees, notice of the decision shall  
1438 be sent by registered mail to the accused member no later than  
1439 ten (10) days subsequent to the Board's action. Such notice  
1440 shall also inform the accused member of the right of appeal.

1441 **F. APPEAL:** The member may appeal the decision of the com-  
1442 mittee and the Board of Trustees by filing a statement of par-  
1443 ticulars with the Chief Executive Officer no later than sixty (60)  
1444 days after the date of the mailing of the decision, accompanied  
1445 by a request for a hearing before the Appeals Board.

1446 **G. APPEALS BOARD:** The Appeals Board shall be composed of  
1447 three (3) past Presidents who are not on the Board of Trustees.  
1448 All decisions shall be stayed pending appeal. All notice and  
1449 hearing requirements shall be applicable to appeals to the Ap-  
1450 peals Board. The Appeals Board shall hold its hearing at the  
1451 next annual session following receipt of notice of appeal. The  
1452 decision of the Appeals Board following the appeal hearing  
1453 shall be final.

1454 Section 5. **HOLD HARMLESS:** Every member of this Acad-  
1455 emy does waive the right to hold the Academy, its trustees,  
1456 officers, members, and/or employees responsible for any dam-  
1457 age, pecuniary or otherwise, which may result from conviction  
1458 and discipline associated with disciplinary proceedings against  
1459 said member.

1460 **CHAPTER XV. PROHIBITION OF THE USE OF THE**  
1461 **PROPERTY OF THE ACADEMY FOR PRIVATE PROFIT**  
1462 No member of this Corporation shall profit monetarily by rea-  
1463 son of membership in the Academy. This prohibition shall not  
1464 be construed to keep a member from receiving reasonable com-

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1465 pension for services actually rendered for the Academy.

### 1466 **CHAPTER XVI. OFFICIAL ACADEMY PUBLICATIONS**

1467 Pediatric Dentistry—The Journal of the American Academy of  
1469 Pediatric Dentistry shall be the official scientific journal of the  
1460 Academy. The Journal of Dentistry for Children shall be the  
1470 official clinical journal of the AAPD. The Academy Magazine  
1471 Pediatric Dentistry Today shall also be an official publication of  
1472 the Academy.

### 1473 **CHAPTER XVII. RULES OF ORDER**

1474 The current edition of the American Institute of Parliamentarians  
1475 Standard Code of Parliamentary Procedure shall govern the  
1476 procedures of the Academy in all situations not otherwise provided  
1477 for in these Bylaws or the adopted policies or administrative  
1478 procedures of the Academy.

### 1479 **CHAPTER XVIII. AMENDMENT OF BYLAWS**

1480 Amendments to these Bylaws may be proposed by any council,  
1481 committee, District Organization, State Unit, or Active or Life  
1482 member, provided that the proposed amendment has been  
1483 submitted in writing to the Constitution and Bylaws  
1484 Committee and the Chief Executive Officer no later than forty-five  
1485 (45) days prior to the next winter meeting of the Board of Trus-  
1486 tees. Amendments to these Bylaws may be proposed by the  
1487 Board of Trustees provided that the proposed amendment has  
1488 been submitted to the Constitution and Bylaws Committee for  
1489 proper formulation and wording at least ninety (90) days prior  
1490 to the date of the session of the General Assembly where such  
1491 action is to be considered.

1492 These Bylaws may be repealed or amended by a two-thirds  
1493 (2/3) vote of the members present, entitled to vote and voting  
1494 at any regular session of the General Assembly or at any spe-  
1495 cial session called for such purpose, provided that, as a condi-  
1496 tion precedent to the presentation of any such amendment, the  
1497 Constitution and Bylaws Committee shall have properly for-  
1498 mulated and worded said amendment and a copy thereof shall  
1499 have been provided in writing through print or electronic form to  
1500 each of the members of the General Assembly no later than sixty  
1501 (60) days prior to such action. Minor revisions that do not change  
1502 the basic subject matter or intent of a proposed amendment as  
1503 mailed to the members can be made upon recommendation by the  
1504 Constitution and Bylaws Committee Reference Committee of the  
1505 General Assembly. A majority vote of the General Assembly will be  
1506 required to accept the changes, but a two-thirds (2/3) vote will be  
1507 required by the General Assembly to approve the main motion/  
1508 bylaws amendment. Bylaws may be amended or repealed without  
1509 prior notification at any regular session of the members of the  
1510 General Assembly, or at any special session called for this pur-  
1511 pose, by the unanimous vote of the members present, entitled  
1512 to vote and voting.

### 1513 **CHAPTER XIX. ADOPTION**

1514 These Bylaws as herewith stated, or as hereafter amended,  
1515 shall have effect immediately upon adoption, unless otherwise

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1516 stipulated; all prior conflicting laws, parts of laws, or resolu-  
1517 tions shall thereupon be null and shall stand repealed.