

CONSTITUTION
(Last Amended December 6, 2024)

ARTICLE I - NAME

The name of this organization shall be the South Carolina Dental Association, a constituent of the American Dental Association, hereinafter referred to as "this Association" or "the Association".

ARTICLE II - OBJECT

The object of this Association shall be to optimize public health by advancing the art and science of dentistry.

ARTICLE III - ORGANIZATION

Section 1

Incorporation and Dissolution: This association is a non-profit corporation organized under the laws of the State of South Carolina. If this corporation shall be dissolved at any time, no part of its funds or property shall be distributed to, or among, its members. After payment of all indebtedness of the corporation, its surplus funds and properties shall be used for dental education and dental research in such manner as the then governing body of the Association may determine.

Section 2

Constituent Society: This Association herein constitutes itself a constituent society of the American Dental Association as provided for in the Constitution and Bylaws of that organization.

Section 3

Component Societies: This Association shall be composed of component societies organized in conformity with Chapter II of the Bylaws of the Association and Chapter II of the Bylaws of the American Dental Association.

Section 4

Membership: The membership of this Association shall be composed of dentists and other persons whose qualifications and classifications are established in Chapter 1 of the Bylaws.

ARTICLE IV - GOVERNMENT

Section 1

Legislative Body: The legislative and governing body of this Association shall be a House of Delegates as provided in Chapter III of the Bylaws.

Section 2

Managing Body: The managing body of this Association shall be a Board of Governors as provided in Chapter IV of the Bylaws.

- A. This Association shall maintain a Central Office and shall have employed an

Executive Director of the Association, who shall be under the direction of the Board of Governors.

ARTICLE V - OFFICERS

Section 1

Elective Officers: The officers of this Association shall be a President, a President-Elect, a Vice-President, and a Secretary-Treasurer, each elected in conformity with Chapter V of the Bylaws; in addition, there shall also be elected an Editor-in-Chief and a Historian.

Section 2

Appointive Officers: The appointive officers of this Association shall be a General Chairman, a Commercial Chairman and a Legislative Chair; each shall be appointed by the President-Elect as provided in Chapter V of the Bylaws.

ARTICLE VI - SESSIONS

Section 1

Scientific Sessions: Scientific sessions of this Association shall be conducted by the members of the Association as defined in Chapter IX of the Bylaws.

Section 2

Business Meetings:

- A. House of Delegates: Business meetings of the House of Delegates shall be conducted as provided in Chapter III of the Bylaws.
- B. Board of Governors: Business meetings of the Board of Governors shall be conducted as provided in Chapter IV of the Bylaws.
- C. Association: Membership meetings of the Association shall be conducted as provided in Chapter IX of the Bylaws.

ARTICLE VII - CODE OF ETHICS

The Principles of Ethics and Code of Professional Conduct of the American Dental Association and the South Carolina Dental Association shall be the Code of Ethics of this Association.

ARTICLE VIII – AMENDMENTS

This Constitution may be amended, altered, adopted or rescinded as follows:

- A. Through a two-thirds (2/3) affirmative vote of the members present and voting at a Membership Meeting of this Association provided that the proposed amendments, alterations, or revisions are sent in writing, or by a publication of this Association to the membership or by mailing a notice of posting of the proposals in the members only section of the official SCDA website and postmarked at least thirty days in advance of that meeting. Upon receipt of the mailing, a member may request a hard copy of the materials be mailed from the SCDA, or
- B. By a unanimous vote of the members of this Association present and voting at a membership meeting, provided that it received a unanimous vote to be considered after being presented in writing at the time of the introduction by a member in good standing.

BYLAWS

CHAPTER I - MEMBERSHIP

Section 1 - Classification:

The members of this Association shall be classified as follows: Active Members, Life Members, Disabled/Financial Hardship Members, Honorary Members, and Retired Members

Section 2 - Qualifications:

- A. Active Member: A licensed dentist, residing or practicing in this State, who is a member in good standing of a component of this Association, or another constituent and the American Dental Association, may be classified as an active member. (See Special Continuing Education Requirements.)
- B. Life Member: An active/retired dentist who has been a member in good standing of this Association and the American Dental Association for thirty (30) consecutive years, or a total of forty (40) years of active membership, and has attained the age of sixty-five (65) years may apply to the House of Delegates for life membership. Maintenance of membership in good standing in his/her component society shall be requisite for continuance of life membership in this Association.
- A dentist who has held twenty-five (25) years of membership in the National Dental Association and who has subsequently held at least ten (10) years of membership in this Association, after complying with other requirements of life membership in this Association, may be classified as a life member of this Association.
 - The American Dental Association will give notification to members who are eligible for life membership. Life membership shall be effective the calendar year following the year in which the requirements were fulfilled.
 - A retired life member is one who through submission of requisite affidavit demonstrates that he/she no longer earns income from the performance of service requiring licensures by the State Board of Dentistry as a dentist or dental hygienist.
- C. Disabled/Financial Hardship Member: A dentist who is an active member in good standing of this Association, if through illness or disaster is financially unable to pay his/her dues, may be elected to either a disabled or financial hardship membership category. The dentist being considered for a disabled/financial hardship waiver shall furnish all information necessary to the Membership Manager of the SCDA. The SCDA Membership Manager will communicate with the appropriate District Officer to investigate the waiver and ascertain his/her eligibility for this category of membership. At the completion of the investigation by the District, the dentist being considered for disabled/financial hardship membership shall be considered by the Board of Governors.
- D. Honorary Member: A dentist who is an active member in good standing of this Association who has made a significant contribution to dentistry or a reputable practitioner of dentistry from another state, or a research worker not actively engaged in the practice of dentistry but whose research is of such scientific nature as to further the art and science of dentistry, or an educator who has improved the methods of dental education, or any person who makes a significant contribution to dentistry, may be elected to honorary membership by a majority vote of the members present at a House of Delegates Meeting. Nominations for honorary membership shall be made to the Board of Governors at least 30 days prior to the House of Delegates at which it will be considered.

- E. Retired Member: An active member in good standing who is now a retired member of his/her component society, and no longer earning income from the performance of service as a member of the faculty of a dental school, as a dental administrator or consultant, or a practitioner of any activity for which a license to practice dentistry or dental hygiene is required by the state, may be classified as a retired member. To qualify for retired membership status, the active member shall submit an affidavit attesting to his/her retirement to the Membership Manager of the SCDA.

Section 3 - Election:

- A. Election as an Active Member: All applications for membership in this Association shall be made on the American Dental Association Membership form and forwarded to the SCDA Membership Manager. The application shall be investigated by the SCDA Membership Manager and forwarded to the appropriate districts' executive committee for consideration. Once the applicant has been accepted into membership by the ADA, the SCDA and the local District Component, the new member shall be eligible for all SCDA benefits immediately. The SCDA Membership Manager shall provide a list of those accepted into membership to the District President and President Elect prior to each District meeting.
1. Should a dentist who is a member of the SCDA and therefore a member of a component society move so that due to district boundaries he/she must change his/her membership to another district component, that dentist may remain a member of the original component until the end of the calendar year, at which time his/her membership shall end. Membership in the new district component shall be obtained by contacting the SCDA Membership Manager and making them aware of the transfer.
- B. Election as a Life Member: As stated in Chapter I, Section 2B of these Bylaws.
- C. Election as Disabled/Financial Hardship Member: As stated in Chapter I, Section 2C of these Bylaws.
- D. Election as an Honorary Member: As stated in Chapter I, Section 2D of these Bylaws.
- E. Election as a Retired Member: As stated in Chapter I, Section 2E of these Bylaws.

Section 4 - In Good Standing:

A member of this Association who is not under final sentence of expulsion and whose dues for the current calendar year have been paid shall be considered in good standing. A member of this Association while receiving assistance from the relief fund of this Association shall be exempt from the payment of dues and shall be considered to be in good standing during the period of such assistance. Any member whose dues for the current year have not been received by March 31st of that year shall cease to be a member of the Association. Applications for reinstatement shall be as in Section 3 of this Chapter and shall be processed as though the candidate were applying for original membership.

Section 5 - Privileges:

- A. Active Member:
1. An active member in good standing shall be entitled to attend any annual

session, education session or membership meeting of this Association upon proper registration, shall be entitled to all services as are provided by the Association, and shall have the privilege of participating and voting at any membership meeting.

2. An active member in good standing shall be eligible for election as a delegate or an alternate delegate to the House of Delegates of this Association or the American Dental Association, and for the election or appointment of any office, committee, or board, or similar position in the association, except as otherwise hereinafter provided.
 3. An active member in good standing shall be entitled to attend the scientific and social sessions of a district other than his/her own at a reasonable cost to be established by each district upon proper registration.
- B. Life Member: A life member in good standing shall be entitled to all the privileges of an active member.
- C. Disabled/Financial Hardship Member: A disabled/financial hardship member in good standing shall be entitled to all privileges of an active member.
- D. Honorary Member: An honorary member in good standing shall be entitled to attend any annual session, educational seminar or membership meeting upon proper registration of this Association, but shall not be allowed the privileges of holding office in the Association, participating or voting at any membership meeting of this Association.
- E. Retired Member: A retired member shall be entitled to all the privileges of an active member.

Section 6 - Professional Conduct of Members:

The professional conduct of every member of this Association shall be governed by the Principles of Ethics and Code of Professional Conduct of the American Dental Association.

Section 7 - Discipline of Members:

- A. Conduct Subject to Discipline: A member may be disciplined by his/her component society of this Association for either:
- (1) being found guilty of a felony,
 - (2) being found guilty of violating the dental laws and/or regulations of South Carolina,
 - (3) violating the Bylaws of this Association,
 - (4) violating the Bylaws and/or Principles of Ethics and Code of Professional Conduct of the American Dental Association, or
 - (5) violating the Bylaws of the component of which the dentist is a member.
- B. Disciplinary Penalties: A member may be placed under a sentence of censure, probation, suspension, or expulsion for any of the offenses enumerated in Section 7A of this Chapter.
- C. Disciplinary Proceedings: Disciplinary proceedings shall be invoked in accordance to the latest revisions of the Bylaws of the American Dental Association and the ADA Procedures for Member Disciplinary Hearings and Appeals and the Issuance of Reminders of Obligation.

Section 8 - Resignation of Membership:

A member in good standing of this Association against whom disciplinary proceedings have not been invoked, upon written application to the Secretary, may resign his/her membership.

CHAPTER II - COMPONENT SOCIETIES

Section 1 - Organization:

- A. Any District Dental Society of the South Carolina Dental Association having attained a membership of 300 or more may, upon a majority vote of the membership of that District, petition the South Carolina Dental Association for permission to divide its District into two relatively equal halves; thereby forming one additional District Dental Society. If the majority of the dentists in any county decide to change their District affiliation, they may petition the South Carolina Dental Association for a change. If a change is approved, an original member of the county may retain individual membership in the old district.
- B. Each component society shall be a complete and separate organization composed of members in good standing of this Association and the American Dental Association who practice in that district. Each component society shall adopt and maintain a constitution and bylaws which shall not be in conflict with the Constitution and Bylaws of this Association or the American Dental Association and shall file a copy thereof and any changes which may be made thereafter with the Central Office.

Section 2 - Names

The name of the component societies shall be the Central, Coastal, Pee Dee, and Piedmont Dental Societies of the South Carolina Dental Association.

- A. Central District: This district shall be composed of the following counties: Aiken, Chester, Edgefield, Fairfield, Lancaster, Lexington, McCormick, Newberry, Richland, Saluda, and York.
- B. Coastal District: This district shall be composed of the following counties: Allendale, Bamberg, Barnwell, Beaufort, Berkeley, Calhoun, Colleton, Charleston, Dorchester, Hampton, Jasper and Orangeburg.
- C. Pee Dee District: This district shall be composed of the following counties: Chesterfield, Clarendon, Darlington, Dillon, Florence, Georgetown, Horry, Kershaw, Lee, Marion, Marlboro, Sumter, and Williamsburg.
- D. Piedmont District: This district shall be composed of the following counties: Abbeville, Anderson, Cherokee, Greenville, Greenwood, Laurens, Oconee, Pickens, Spartanburg and Union.

Section 3 - Powers and Duties:

- A. A component society shall have the power to elect its members as provided in Chapter I, Section 3 of these Bylaws. Having been elected the dentist will become a member after paying dues to the tripartite entities of this Association.
- B. It shall have the power to make laws, rules and regulations, not in conflict with the Bylaws of this Association; to adopt a Code of Ethics and Professional Conduct, not in conflict with the Principles of Ethics and Code of Professional Conduct of this

- Association or of those of the American Dental Association; to govern the professional conduct of its members; and to provide for its financial support.
- C. It shall have the power to discipline any of its' members subject to the Bylaws of the American Dental Association dealing with the ADA Procedures for Member Disciplinary Hearings and Appeals and the Issuance of Reminders of Obligation. It shall receive and investigate all charges of Ethics violations in a timely manner and determine the appropriate disciplinary action.
 - D. Each component society at its fall meeting shall elect all officers and all committees, committee members, delegates, and alternate delegates. This information shall be forwarded to the SCDA office by the component president not later than November 15th of each year. These elected officers shall assume office January 1st following their election.

Section 4 – Officers:

The officers of a component society shall be a President, a President-Elect, a Vice-President, a Secretary-Treasurer, and such others as may be prescribed in its constitution and bylaws.

Section 5 – Duties of Officers:

- A. President: The President of each component society shall be a delegate to the House of Delegates of this Association and a member of the Board of Governors. He/She shall attend all SCDA Board of Governor's meetings and perform such duties as may be directed by its Bylaws.
- B. President-Elect: The President-Elect of each component society shall assist the President and Vice-President in carrying out their duties when requested, and preside at meetings in the absence of the President. The President Elect shall attend all SCDA Board of Governor's meeting as an ex-officio member without vote.
- C. Vice-President: The Vice-President of each component society shall assist the President in carrying out his/her duties when called upon, to preside at meetings in the absence of the President and the President-Elect, and to perform such other duties as may be directed by its Bylaws.
- D. Secretary-Treasurer: The Secretary-Treasurer of each society shall disburse the funds of the component society to meet the normal indebtedness incurred in the operation of the society's business. They should provide appropriate financial reports biannually and as requested to the SCDA Central office in a timely manner. He/she shall perform such other duties as may normally be the duties of the Secretary-Treasurer, and as may be directed by its Bylaws.
- E. Vacancies: Vacancies shall be filled at the component level in a manner comparable to vacancies at the state level.

Section 6 – Committee, Committee Members, Delegates and Alternate Delegates:

- A. Committees:
 - 1. Membership Committee: The Membership Committee of each component society shall be composed of three (3) members. One member shall be elected each year with a term of office of three (3) years. It shall be the duty of the Membership Committee to review applications for membership in this Association being vetted by the SCDA Membership Manager. It shall assist the SCDA Membership

Manager in maintaining a current list of names and contact information of all dentists practicing in that District. One member of the Committee shall serve as a member of the Membership Committee of this Association.

2. Nominating Committee: Each component society shall be represented by three (3) members on the Nominating Committee of this Association.
- B. Delegates and Alternate Delegates to the House of Delegates: Each component society shall have the privilege of representation in the House of Delegates of this Association by the President and one (1) delegate for each fifteen (15) members, or fraction thereof, “fraction thereof” defined as meaning one (1). Each component society may select the same number of alternate delegates as delegates. Each component society shall have the privilege of determining the alternate delegates who shall be substituted for an absent delegate of that component society.

CHAPTER III --- HOUSE OF DELEGATES

Section 1 – Composition:

- A. The House of Delegates shall be composed of the elected officers of this Association, this Association’s Delegates to the American Dental Association House of Delegates, the President and one (1) delegate for each fifteen (15) members, or fraction thereof, of each component society, “fraction thereof” meaning one (1). All members of the House of Delegates shall have the voting privileges.
- B. All Past Presidents of this Association shall be voting members of the House of Delegates with all the rights and privileges of the House.
- C. The South Carolina Dental Association may elect a dental student as a representative from the College of Dental Medicine at the Medical University of South Carolina to serve as a delegate to the House of Delegates of the South Carolina Dental Association. The South Carolina Dental Association suggests the merit of the student representative being a senior in good standing academically. It shall be the responsibility of the Student Dental Association to notify the Executive Director of the South Carolina Dental Association of the duly elected representative at least sixty (60) days prior to the scheduled meeting of the South Carolina House of Delegates, at which such representative will serve. The elected representative shall have all the privileges of a delegate. The student delegate shall be seated with the Coastal District Delegation.
- D. Delegate Emeritus – The House may by unanimous vote elect a SCDA member who through leadership, wisdom and dedication to the association has much to add to the deliberations of the House of Delegates. This shall be a lifetime position and the person chosen shall have all the rights and privileges of the House, including a vote.

Section 2 – Certification of Delegates and Alternate Delegates:

The President of each component society shall file with the SCDA office by November 15th of each year the names of delegates and alternates to the House of Delegates. The SCDA office shall notify in writing each delegate and alternate of the time and place of the House of Delegates meetings.

Section 3 – Powers:

- A. The House of Delegates shall meet to conduct the business of the Association. If it so desires, it may sit with closed doors or may meet in Executive Sessions.
1. Closed Door Sessions: Closed door or closed sessions shall be interpreted to mean that the House of Delegates may sit in session at which any guest(s) shall be limited to members in good standing of the South Carolina Dental Association and its' Executive Director.
 2. Executive Session: Executive Session shall be interpreted to mean that the House of Delegates may sit in session at which no one but duly designated delegates, alternate delegates, Speaker of the House and the Executive Director shall be present. All other persons shall be excluded, and all discussions at such sessions shall be privileged. At Executive Sessions, the House may summon persons for the purpose of obtaining information. The Executive Director may be excluded when issues of the Executive Director's employment are being discussed.
- B. The House of Delegates shall have the power to:
1. Determine the policies which shall govern this Association in all its activities,
 2. Provide direction to the Board of Governors,
 3. Elect and Install the Officers of the Association,
 4. Establish the dues of the Association,
 5. Adopt the annual budget,
 6. Discuss and vote upon proposed amendments of the Bylaws,
 7. Redistrict component societies, which may be enacted by a two-thirds (2/3) affirmative vote of the members present at a House of Delegates meeting.
 8. Elect life members of this Association and recommend for election, honorary members and retired members as provided in Chapter 1, Section 2,
 9. Create special committees of the Association,
 10. Elect a Delegate Emeritus by unanimous vote, and
 11. Elect a Speaker who shall be elected annually at the Fall-Winter Session of the House of Delegates.

Section 4 – Officers

- A. Speaker and Secretary: The officers of the House shall be the Speaker of the House of Delegates and the Secretary of the House of Delegates. The Executive Director of this Association shall serve as Secretary of the House of Delegates. In the absence of the Speaker, the office shall be filled by the President. In the absence of the Secretary of the House of Delegates the Speaker shall appoint a Secretary of the House of Delegates pro tem.

B. Duties:

1. Speaker: The Speaker shall preside at all meetings of the House of Delegates, and determine the order of business for all meetings, appoint tellers to assist in determining the result of any action taken by vote and perform such other duties that custom and parliamentary usage require. The decision of the Speaker shall be final unless an appeal from such decision shall be made by a member of the House, in which case final decision shall be by majority vote.
2. Secretary: The Secretary of the House of Delegates shall serve as the recording officer of the House of Delegates and the custodian of its records, and shall cause a record of the proceedings of the House to be published as the official transactions of the House.

Section 5—Meetings:

The House of Delegates shall convene once a year. The meeting shall be held in the fall or winter each year with the date to be set by the President. Additional meetings can be held if necessary during the course of the year. If deemed necessary by the President, the meeting(s) may be held by electronic means due to extraordinary reasons.

Section 6 - Special Meetings:

A special meeting of the House of Delegates shall be called by the President to consider such business as shall be mentioned in the call, on three-fourths (3/4) affirmative vote of the members of the Board of Governors present voting in a regular or special meeting, or on the written request of one-fifth (1/5) of the official delegates who comprised the most recent meeting of the House of Delegates. The time and place of any special meeting of the House of Delegates shall be determined by the President; however, the time shall not be less than fourteen (14) days nor more than forty-five (45) days after the request was received or the vote was taken.

Section 7 - Quorum:

One-fourth (1/4) of the number of the elected district delegates shall constitute a quorum for the transaction of business.

CHAPTER IV - BOARD OF GOVERNORS

Section 1 - Composition:

The Board of Governors shall be composed of the following members: The President, the President-Elect, the Vice-President, the Secretary-Treasurer, and the Immediate Past President of this Association, and the President of each component society. In addition, the Speaker of the House of Delegates, the Chairman of the Delegation to the House of Delegates of the ADA, the President-Elect of each component society, a member of the College of Dental Medicine faculty that is also a member of the SCDA, and the ASDA representative from the College of Dental Medicine shall serve as ex-officio members of the Board without vote.

Section 2 - Powers:

1. The Board of Governors shall be:
 - a. The Managing body of this Association,
 - b. Subject to the laws of the State of South Carolina,

- c. Subject to the Constitution and Bylaws of this Association, and
- d. Subject to Direction from the House of Delegates.

If it so desires, it may sit with Closed Door Sessions or may meet in Executive Sessions.

- a. Closed Door Sessions: Closed Door or Closed Sessions shall be interpreted to mean that the Board of Governors may sit in session at which any guest(s) shall be limited to members in good standing of the South Carolina Dental Association and its' Executive Director.
 - b. Executive Session: Executive Session shall be interpreted to mean that the Board of Governors may sit in session at which no one but the President, President-Elect, Vice-President, Secretary-Treasurer, Immediate Past President of this Association, the President and President-Elects of each Component Society, Speaker of the House, and the Executive Director shall be present. All other persons shall be excluded, and all discussions at such sessions shall be privileged. At Executive Sessions, the Board of Governors may summon persons for the purpose of obtaining information. The Executive Director may be excluded when issues of the Executive Director's employment are being discussed.
- 2. It shall have the power to establish rules and regulations not inconsistent with these Bylaws to govern its organization, procedure, and conduct.
 - 3. The Board shall develop an administrative Operations Manual, which will be reviewed annually to be in compliance with non-profit regulatory guidelines, and may establish an executive board consisting of the President, President-Elect, Vice President and Secretary-Treasurer to serve as an advisory committee to the Board of Governors.
 - 4. It shall have the power to direct the President to call a special session of the House of Delegates as provided in Chapter III, Section 5 of the Bylaws.
 - 5. It shall have the power to create strategies that affect the SCDA membership and the business of this Association.
 - 6. It shall have the power to appoint an Executive Director for the Association to perform such duties and to serve for such period as may be determined by the Board.

Section 3 - Duties:

- A. To recommend each year for approval by the House of Delegates a budget for the Association for the next fiscal year. The mechanics for development shall be documented in the Operations Manual.
- B. To confirm the appointment by the President of the chairman of any Standing or Special Committees as may be directed by these Bylaws and to elect members of these committees.
- C. To ensure that the staff shall be bonded.
- D. To perform such other duties as may be provided in these Bylaws.

Section 4 – Meetings:

- A. Regular Meetings: There shall be at least four regular meetings of the Board of Governors and additional meetings as necessary.

Section 5 - Quorum:

A majority of voting members of the Board of Governors shall constitute a quorum for the transaction of business at any session.

Section 6 – Attendance:

The Board of Governors meets to discuss and vote upon important issues facing the Association and its' members. Any Board of Governors member who misses 2 consecutive meetings (in person or via conference call) may be subject to removal.

CHAPTER V – OFFICERS

Section 1 - Election of Officers:

- A. President-Elect: The President-Elect shall succeed to the office of President without other election provided, he/she is a voting member in good standing at that time.
- B. Vice-President: The Vice-President shall succeed to the office of President-Elect without other election provided, he/she is a voting member in good standing at that time.
- C. Secretary-Treasurer: The Secretary-Treasurer of this Association shall be elected from the component societies in the following order: Coastal, Piedmont, Central, Pee Dee. Such persons shall practice in the district in which such person is nominated. The component society, from which the Secretary-Treasurer is to be elected, shall by election at its Fall-Winter Meeting nominate a member for this office. The nomination shall be presented to the Association at its annual membership meeting by the Nominating Committee for election. Should any nominee fail to receive a majority vote of the members present, the component society by caucus shall select another nominee for election by the Association. This procedure shall be followed until a nominee is elected. The Secretary-Treasurer shall succeed to the Vice-President without further election at the next annual membership meeting of the Association following the election as Secretary-Treasurer, provided, however, such person is a voting member in good standing at that time.
- D. Editor-in-Chief and Historian: These officers shall be nominated to the Association by the Nominating Committee. Additional nominations for these offices may be made from the floor. Election shall be by the Association.

Section 2 – Election Procedure:

When one is to be elected, and more than one has been nominated, the majority of the ballots cast shall elect. In the event no candidate receives a majority of the votes cast on the first ballot, the two (2) candidates receiving the greatest number of votes shall be balloted upon again.

Section 3 - Appointive Officers:

The appointive officers of this Association shall be a General Chairman, a Commercial Chairman and a Legislative Chairman. Prior to the meeting of the Nominating Committee, the President-Elect shall furnish the Vice-President the names of the persons he/she has appointed to the offices of General Chairman, Commercial Chairman and Legislative Chairman. At the annual membership meeting, the Nominating Committee shall announce these appointments to the members of the Association.

Section 4 - Tenure of Office:

The elective and appointive officers shall serve for a term of one (1) year or until the successors are elected or appointed and installed.

Section 5 - Installation:

The elective and appointive officers shall be installed at the annual membership meeting of the Association. Officers shall assume office January 1 following their installation.

Section 6 - Removal from Office for Cause:

Any elected or appointed officer or committee member (elected or appointed) who shall fail to perform the prescribed duties of his/her position, or who shall perform in such a manner as to bring discredit or embarrassment to the Association, shall be subject to reprimand by the Board of Governors. Should his/her actions continue unsatisfactory, the Board of Governors may remove the offending office holder or committee member by a two-thirds vote of its members present and voting. The vacancy so created shall be filled by a majority vote of the Board of Governors. Such appointment is to be effective until the next membership meeting of the Association. The appointee shall meet the prerequisites outlined in these Bylaws for the office or position to which he/she is being appointed.

Section 7 - Vacancies:

- A. In the event the office of the President, President-Elect or Vice-President becomes vacant, the next officer in rotation shall fill the unexpired portion of the term and for his/her own term of office. In the event the office of Secretary-Treasurer becomes vacant, the affected District shall appoint an individual from that district who shall serve the remainder of the term. Should the office of Editor-in-Chief, Chairman of Legislative Committee, or Chairman of the Membership Committee become vacant, the Board of Governors, by a majority vote, shall fill the vacancy for the unexpired term. In the event the offices of General Chairman or Commercial Chairman become vacant, the President by appointment shall fill the vacancy for the unexpired term.
- B. Provision for filling of Vacancies Not Previously Covered by Bylaws: The filling of any vacancy of office or committee chairmanship caused by death or resignation and for which there is not a specific provision for a successor in these Bylaws shall be filled by appointment by the Board of Governors. A majority vote of the Board of Governors shall determine the appointee, who shall meet all the requirements of the position being filled, as outlined in these Bylaws. Such term of office shall last until the next membership meeting of the Association.

Section 8 - Duties of Officers:

- A. President: The duties of the President shall be to:
 - 1. Preside at all meetings of this Association and the Board of Governors, and to have the authority to appoint or engage a parliamentarian.
 - 2. Call special meetings of this Association, the House of Delegates, and the Board of Governors as provided in these Bylaws.
 - 3. Be ex-officio, a member of all standing and special committees.
 - 4. Appoint all officers or committees not otherwise provided for.
 - 5. Attend at least one meeting of each component society during the term of office.
 - 6. Perform such other duties as usually appertain to the office.

7. Serve as first alternate delegate to the House of Delegates of the American Dental Association.
- B. President-Elect: The duties of the President-Elect shall be to:
1. Attend all meetings of the Association and of the House of Delegates.
 2. Assist the President in the discharge of his/her duties when called upon.
 3. Preside at meetings of the Association or Board of Governors when appropriate.
 4. Serve as a member of the Board of Governors.
 5. Serve as second alternate delegate to the House of Delegates of the American Dental Association.
- C. Vice-President: The duties of the Vice-President shall be to:
1. Attend all meetings of this Association and of the House of Delegates.
 2. Assist the president and the President-Elect in the discharge of their duties when called upon.
 3. Be a member of the Board of Governors and preside at the meetings of the Nominating Committee.
 4. Serve as the third alternate delegate to the House of Delegates of the American Dental Association.
- D. Secretary-Treasurer: The duties of the Secretary-Treasurer shall be to:
1. Verify that records of the Association, the House of Delegates, and the Board of Governors are kept in a proper manner.
 2. Serve as a member of the Board of Governors.
 3. Perform such other duties as may be provided by these Bylaws.
- E. Editor-in-Chief: The duties of the Editor-in-Chief shall be to:
1. Serve as an ex-officio member of the Board of Governors without vote.
 2. Publish or cause to be published such periodicals as approved by the Board of Governors.
- F. Historian: The duties of the Historian shall be to:
1. Maintain an accurate account and necessary records of the activities of the Association through the year.
 2. Publish from time to time as directed by the House of Delegates supplements to the "History of the South Carolina Dental Association."
 3. Be Chairman of the Necrology Committee.
- G. Immediate Past President: The duties of the Immediate Past President shall be to:
1. Serve as a member of the Board of Governors with vote.
 2. Serve as the fourth alternate delegate to the House of Delegates of the American Dental Association.
- H. Legislative Chair: The duties of the Legislative Chair shall be to:
1. Work closely with the SCDA Board of Governors, the SCDA Executive Director, the SCDA DenPAC Board and the SCDA Lobbyist(s).
 2. Stay updated on all legislative issues affecting the Association.
 3. Provide an annual report to the House of Delegates.
 4. Provide updated reports to the SCDA Board of Governors.
 5. Attend Legislative hearings and events when needed.
 6. Testify at Legislative Committee meetings when needed.
- I. General Chairman: The General Chairman, working closely with the President of the Association by whom he/she was appointed, shall be responsible for the planning of the

annual session of the Association. Together they may appoint such subcommittees as they deem necessary to produce the best possible annual session. The General Chairman, however, shall be responsible for coordinating scientific, social and exhibit programs--- the latter in conjunction with the Commercial Chairman. The General Chairman shall publicize and cause to be publicized the planned program and events in such manner as to create the greatest interest among the membership of the Association. The General Chairman shall be responsible for the comfort of the clinicians, seeing that travel, housing and entertainment are provided when needed or called for. The General Chairman shall provide the actual physical facilities for the meeting and shall furnish such other assistance as is required or delegated by the President.

- J. Commercial Chairman: The Commercial Chairman shall procure and have charge of all Commercial exhibits at the annual session of this Association.

CHAPTER VI – COMMITTEES

Section 1 - Committee Composition and Terms

Committees shall consist of an equal number of members from each district, unless otherwise specified in these Bylaws. Appointment shall be for a four-year term unless otherwise specified in these Bylaws. The Association Board of Governors shall make all committee appointments upon the recommendation of the incoming President Elect. Committee chairmen shall be named by the incoming President, with approval of the Board. The chairmen shall come from the composition of the committee, unless otherwise specified hereinafter. Upon request of the committee chairman, the Board may appoint additional committee members for a one-year term. All committee members shall serve at the pleasure of the SCDA Board of Governors.

Committees not composed according to this section must be authorized in some other section of these Bylaws. Task Forces may be named by the President, with approval of the Board of Governors. They shall have a single or limited charge/purpose and be established for a specific period of time, not to exceed 12 months. At the time of completion of the Task Force's specific term, the Board will review the activities of the Task Force. It will be disbanded if the charge/purpose has been fulfilled. If not, the incoming President will have the option to reappoint the existing Task Force for another term or select new members for the Task Force to fulfill the charge/purpose, subject to approval of the SCDA Board of Governors.

Section 2 – Committees on Annual Session and Elections

A. Annual Convention Committee

1. This committee shall consist of four members: the General Chairman, who shall serve as overall chairman; the Program Chairman; the Commercial Chairman; and the Social Chairman -- each of whom is named by the President-Elect to serve during his/her tenure. The President-Elect may add additional members as he/she deems necessary.
2. Duties: The Annual Convention Committee shall be responsible for the annual session of the Association.

B. Nominating Committee

1. This Committee shall be composed of the Vice President, as presiding officer, and three members elected by each district society of this Association. Each district

- society shall elect one new member each year, with a term of office of three years.
2. Duties: Its duties shall be to convene during the annual session of the Association a time determined by the President to nominate candidates for offices of Secretary-Treasurer, Editor-in-Chief, Historian and the ADA Delegate positions that may be open. In addition, it shall record the nominations for President, President-Elect, and Vice President and the appointment of the General Chairman and Commercial Chairman. At the annual membership meeting, the Nominating Committee shall present these nominations and appointments to the members of the Association for action.

Section 3 - Committees on Ethics, Bylaws and Judicial Affairs

A. Ethics Committee

1. Composition: This committee shall consist of eight members, two from each district, appointed as described in Section 1. Members may not be currently serving on a district ethics committee.
2. Duties: The committee shall hear all cases of alleged violations of professional conduct as referred by the component district societies so as to maintain professional standards within the meaning of the SCDA Principles of Ethics and Code of Professional Conduct and the South Carolina Code of Laws (currently Section 40-71-10). The ADA's Council on Ethics, Bylaws and Judicial Affairs "Guidelines for Disciplinary Hearings" shall be used in all investigations and hearings. A copy of its findings and decisions shall be forwarded to the Board of Governors as information. Any appeal of decisions of this committee shall be to the ADA Council on Ethics, Bylaws and Judicial Affairs, in accordance with ADA Bylaws.

B. Constitution and Bylaws Committee

1. Composition: This committee shall consist of eight members appointed as described in Section 1.
2. Duties: This committee shall examine the articles of the Constitution and Bylaws and recommend changes where deemed appropriate. It shall also assist the Board of Governors in the appropriate wording of any recommended changes coming from the Board. This committee shall consider all proposed amendments and report its recommendations to the House of Delegates. It shall act as a reference on the Constitution and Bylaws during meetings of the House of Delegates and General Membership meetings of the Association.

Section 4 - Committee on Mediation

A. Mediation Committee

1. Composition: This committee shall consist of sixteen members appointed as described in Section 1. There shall be no district mediation committee.
2. Duties: This committee shall provide for a system to attempt to resolve disagreements between member dentists/patients/third parties. The method used will be "Mediation" as provided for under the American Dental Association's "*Guidelines for Mediation*".

Section 5 – Committee on Necrology

A. Necrology Committee

1. Composition: This committee shall consist of the four district secretaries, plus a chairman who is the Historian.
2. Duties: The chairman shall keep a record of all deceased members of this Association and furnish the Editor-in-Chief obituaries of deceased members for publication. The chairman shall also make an annual report to the House of Delegates/General Membership meeting.

Section 6 - Committees on Membership and Membership Services

A. Membership Committee

1. Composition: This committee shall consist of eight members plus a chairman, who is a SCDA statewide officer, appointed by the President. The members will be the Presidents-Elect of each district and the Membership Chairmen of each district.
2. Duties:
 - A. This Committee shall formulate plans for maintaining and increasing the membership of the Association and present these plans to the Board of Governors.
 - B. This Committee shall formulate a procedural manual, subject to the approval of the SCDA House of Delegates, for recruitment and retention of members of the Association. It shall see that the procedures in the manual are followed by those within the Association involved in recruitment and retention.

Section 7 – Committees on Community Water Fluoridation

A. Community Water Fluoridation Committee

1. Composition: This committee shall consist of a minimum of eight members, two from each district as described in Section 1. Attendance at an ADA community water fluoridation and advocacy training is suggested for committee membership.
2. Duties: This committee shall serve as a resource on community water fluoridation for dentists and South Carolina communities. Members will offer training and technical assistance advocating for community water fluoridation and will provide an SCDA water fluoridation spokesperson when needed. This committee will also help coordinate other community resources to promote community water fluoridation.

Section 8—Committee on The New Dentist

A. Committee on The New Dentist

1. Composition: This committee shall consist of two members from each district, plus one ASDA member representing MUSC.
2. Duties: The focus of the Committee on New Dentists is the integration of dentists fewer than ten years out of dental school into organized dentistry. The committee shall provide the Board of Governors and Membership Committee with insight into the perspectives, trends, interests, and needs of new dentists. It is the duty of this committee to identify any special needs of new dentists and propose practical

and feasible solutions and activities which will enable the South Carolina Dental Association to assist new dentists in making the transition into active membership.

Section 9—Committee on Diversity

A. Committee on Diversity

1. Composition: This committee shall consist of eight members, two from each district as described in Section 1.
2. Duties: The SCDA Diversity Committee shall work with high schools, universities, and any other agencies which guide career choices to encourage members of under represented populations to choose a future in dentistry. The committee shall work with the Public Relations Task Force and SCDA staff to encourage volunteerism among the minority member dentists and encourage the involvement of minorities in the governance of the SCDA. The committee shall work with MUSC to encourage minority student admission into the dental school and help put together cultural competency programs that shall be used to promote diversity appreciation.

Section 10: Committee on Medicaid Dental Program

A. Committee on Medicaid Dental Program

1. Composition: This committee shall consist of a minimum of eight members, two from each district, appointed as described in Section 1.
2. Duties: This committee shall work with officials from the State Department of Health and Human Services who administer the dental Medicaid program. It shall make recommendations that would benefit the overall quality of the program as well as work with other agencies and individuals if necessary to accomplish this mission.

Section 11: Committee on Investments, Finances and Audits

A. Committee on Investments, Finances and Audits

1. 1. Composition: This committee shall consist of a minimum of nine members to include the current President and President-Elect of the SCDA, the Chair and one other member from SCDA Member Benefits Group and the Chair of the SCDA Foundation. The other four members selected shall represent one from each of the four districts.
2. Duties: This committee shall meet at least quarterly either in person or by conference call or equivalent with the current investment group to review all investments for the SCDA, SCDA Member Benefits Group and the SCDA Foundation. This committee shall be responsible for review of all monthly financial statements for the SCDA, SCDA Member Benefits Group and the SCDA Foundation. This committee will report its findings and recommendations to the SCDA Board of Governors, SCDA Member Benefits Group and the SCDA Foundation. This committee shall also hear and review the SCDA budget prior to it being presented to the Board and House of Delegates as required by the new nonprofit guidelines. Upon approval of the budget, a representative of this group will present the budget to both the SCDA Board and the SCDA House of Delegates for consideration.

CHAPTER VII - SPECIAL COMMITTEES

Section 1

Special committees of this Association may be created at any meeting of the House of Delegates, or, when the House is not in session, by vote of the Board of Governors, for the purpose of performing any duties not otherwise assigned to these Bylaws. Such special committees may serve until adjournment sine die of the next annual meeting of the House of Delegates. The authority for appointing the members of a special committee shall be set forth in the resolution creating such committee

Section 2 - Privilege

Chairman and members of special committees who are not members of the House of Delegates shall have the right to present their reports in person to the House of Delegates and to participate in the debates thereon but shall not have the right to vote.

CHAPTER VIII - HOUSE OF DELEGATES OF THE AMERICAN DENTAL ASSOCIATION

House of Delegates of the American Dental Association: This Association shall be represented in the House of Delegates of the American Dental Association in accordance with the formula of Section 100, Chapter II of the Bylaws of that Association.

Section 1 - Election:

- A. The South Carolina Dental Association delegation to the ADA House of Delegates shall be composed of one delegate from each Component Society and additional at large delegates in such numbers to complete the ADA allocation. Delegates representing the Component Societies shall be presented in nomination by the Nominating Committee at the Membership Meeting of the Association. Additional nominations may be made from the floor. At large delegates shall be nominated from the floor at the Membership Meeting of the Association. Nominees who receive the majority vote of members present and voting shall be elected. The term of office shall be four years.
- B. Alternate Delegates to the House of Delegates of the ADA shall be the President, the President-Elect, the Vice-President, and the Immediate Past President. At-large alternate delegates may be elected in such numbers as to fill the ADA allocation. At-large alternate delegates shall be nominated from the floor at the General Membership Meeting of the Association. Nominees who receive the majority vote of members present and voting shall be elected.
- C. The current SCDA Secretary-Treasurer shall serve as the Secretary to the SCDA Delegation. This position shall have all the rights and benefits as an Alternate Delegate of the South Carolina Dental Association.

Section 2 - Eligibility:

To be eligible for election as a delegate or alternate delegate, a member shall be a voting member of this Association and shall be in active practice at the time of election and during the entire term of office.

Section 3 - Term of Office:

- A. Delegates - The delegate shall serve a term of office of four years, unless elected to fill the unexpired term of a delegate. Delegates are limited to three continuous terms of office. Years filling an unexpired term of office shall not be counted as years in service. Delegates elected to office before the 1994 General Business Meeting shall be eligible for election to three additional continuous terms of office. Should the number of delegates to represent this Association be diminished, the term of the At-Large Delegate serving the least number of years shall be terminated. Should the delegate allocation diminish to less than four, the terms of all delegates shall terminate. The Nominating Committee shall present to the next General Membership Meeting of this Association the names of nominees for the number of delegates allocated. The terms shall be staggered so as to provide the greatest continuity within the delegation. Additional nominations may be made from the floor for any vacancies.
- B. Alternate Delegates - Each alternate delegate shall serve a term of one year. Should the number of delegates be diminished, the alternate delegates shall be diminished by a like number in reverse order of rank.

Section 4 - Duties:

- A. Delegates: Each delegate shall make every effort to represent this Association at all meetings of the House of Delegates of the American Dental Association. When attending and not instructed, he/she shall act on what he/she believes to be the best interest of the Association.
- B. Alternate Delegates: An alternate delegate shall make every effort to attend all meetings and shall substitute for absent delegates in the order of rank; first, second, third, fourth, etc. alternate delegate. Should an alternate delegate not be able to serve for any reason, the ADA delegation (delegates and alternates) may select a person to serve as alternate for that special occasion.
- C. Delegates to Caucus: Delegates and alternate delegates shall meet immediately following the House of Delegates meeting held in the fall/winter in order to elect a chairman of the delegation. The Chairman so elected shall serve as an ex-officio member of the Board of Governors without vote. Delegates and alternates shall also meet within a three-week period prior to the annual meeting of the American Dental Association to review and discuss resolutions and Reports of Officers and Councils. The caucus meeting shall be called by Chairman of the Delegation.

During the American Dental Association meeting, the Chairman of the delegations shall call caucus meetings as needed to insure informed and concerned representation for the State Association.

Section 5 - Certification:

The Central Office shall annually certify to the Secretary of the American Dental Association the voting members of the Association duly elected as delegates and alternate delegates to the House of Delegates. The Secretary of the American Dental Association shall cause to be sent to each delegate and alternate delegate a copy of the time and place of the annual session, together with his/her official credentials.

CHAPTER IX – MEETINGS

Section 1 - Annual Session:

The Annual Session shall preferably be held in the spring of each year.

Section 2 - Annual Membership Meeting:

The Annual Membership Meeting shall be held in conjunction with the Fall-Winter House of Delegates meeting.

Section 3 – Special Membership Meeting:

A special membership meeting of the Association shall be called by the President to consider only such business as shall be mentioned in the call, on three-fourths (3/4) affirmative vote of the members of the Board of Governors present and voting in a regular or special meeting, or on the written request of one-fifth (1/5) of the official delegates who comprised the last House of Delegates. The time and place of any special membership meeting of the Association shall be determined by the President; however, the time selected shall not be more than forty-five (45) days after the date the vote was taken or the request received.

Section 4 - Quorum:

Ten (10) percent of the fully privileged members of the Association shall constitute a quorum for the transaction of business at any membership meeting. Should a quorum not be present, the House of Delegates shall be empowered to conduct the business of the Association as outlined in Chapter III, Section 3.A.

Section 5 - Order of Business:

The President shall determine the order of business for each meeting.

Section 6 - Admittance and Participation:

- A. Scientific Seminars and Exhibits: All members in good standing of this Association and the ADA shall be admitted to all scientific seminars and exhibits of the Association upon proper registration. Members in good standing of allied professions and associations, clinicians, speakers, and invited guests may be admitted to attend all scientific seminars and exhibits upon proper registration and at the invitation of the Association.
- B. Membership Meetings: Admittance at any membership meeting shall be open for any SCDA member in good standing. The Association majority vote may restrict admittance to voting members in good standing of the Association.

CHAPTER X – FINANCES

Section 1 - Dues:

The dues of this Association shall be established by vote of the General Membership upon recommendation of the Board of Governors or House of Delegates and shall be payable annually in advance to the South Carolina Dental Association. Membership is effective from January 1 through December 31. Dues of the component society and the annual dues of the ADA shall be collected by the Central Office of this Association at the time when dues of this Association are collected. It remains the responsibility of each member to pay dues promptly even if not personally contacted by the billing office.

For the portion of the dues designated as South Carolina Dental Association dues, a late payment penalty of \$100.00 will be assessed for payment after the last day of February.

- A. Active member: Pays full dues as established above.
- B. Life Members:
 - 1. Active Life Members - Regardless of a member's previous classification of membership, the dues of life members who have not fulfilled the qualifications of Chapter 1, Section B of these Bylaws with regard to income related to dentistry shall be fifty percent (50%) of the component society and the State dues of active members due January 1 of each year. ADA will require Active Life members to pay (100%) active annual dues per their Bylaws.
 - 2. Retired Life Members - Life members who have fulfilled the qualifications of Chapter 1, Section B of these Bylaws with regard to income related to dentistry shall be exempt from payment of dues.
- C. New Members: A new member who has just graduated from a school of dentistry or accredited residency program shall be exempt from the payment of dues for the remainder of that year. Dues for the first year after graduation shall be (0.00). Dues for the second year after graduation shall be one half (1/2) the annual State dues. Thereafter the new member shall pay full (100%) active annual dues. Any other new member shall pay the full annual dues except when he/she becomes a member after July 1, in which case the dues will be prorated according to the number of months remaining in the calendar year. If a new member has paid dues in another State for the year in which he/she becomes a member of the South Carolina Association, he/she will pay no additional State or District dues for that calendar year.
- D. Former Active Members: A former active member of this Association upon being re-elected to active membership shall be required to pay the full year's dues.
- E. In Service: An active member in good standing of this Association upon entry into full time military service shall be exempt from the payment of dues during the period of military service and shall be considered a member in good standing during such service.
- F. Retired Member: The dues of retired members shall be 25% of the full dues due January 1 of each year.
- H. Disabled/Financial Hardship Member:
 - 1. Disabled Members – Members with disabilities may apply for a wavier of dues as stated in Chapter 1, Section 2C. That wavier may be for one year or for the duration of the dentist membership.
 - 2. Financial Hardship – Members with financial hardships who have suffered a significant financial hardship that prohibits them from payment of their full dues may be excused from payment as stated in Chapter 1, Section 2C. That wavier may be for one year or the duration of the dentist financial hardship.

Section 2 – Fiscal Year:

The fiscal year of this Association shall begin on January 1 of each calendar year and end on December 31 of the same year.

Section 3 - General Fund:

The General Fund shall consist of all monies received other than those specifically allocated to other funds by these Bylaws. This fund shall be used for defraying all expenses incurred by this

Association not otherwise provided for in these Bylaws.

Section 4 - Salaries, Stipends, and Reimbursements:

- A. Expenses: All officers and committee chairmen shall be reimbursed for such expenses as may be necessary for the proper conduct of their offices.
- B. Stipends & Reimbursements: The President and the Editor-in-Chief shall receive stipends. Delegates or alternate delegates to the American Dental Association House of Delegates who attend and serve in all required capacities shall receive reimbursement for expenses outlined in section 4, Part B, number 3.
 - 1. President: The president shall receive a stipend in such budgeted amount as approved the House of Delegates each year. Half this stipend shall be payable in July and half shall be payable at the end of the calendar year.
 - 2. Editor-in-Chief: The Editor-in-Chief shall receive a stipend in such budgeted amount as approved by the House of Delegates which shall be payable at the end of the calendar year.
 - 3. Official Delegates: Delegates to the ADA will be reimbursed for travel to the 16th District Caucus and ADA meetings. They will be reimbursed for the actual cost of lodging, including tax, ground transportation according to current policy and provided a per diem for food cost as set annually by the Board of Governors. The Board of Governors will determine the reimbursement for alternate delegates according to the location, cost and need for representation.
 - 4. ADA Council/Committee Members: South Carolina dentists who are not an official delegate or alternate to the ADA, but serve on an ADA Council/Committee will be reimbursed for travel to the 16th District Caucus. They will be reimbursed for the actual cost of lodging, including tax, ground transportation according to current policy and provided a per diem for food cost as set annually by the Board of Governors.
- C. Executive Director: The Executive Director shall receive such salary as approved by the House of Delegates upon the recommendation of the Board of Governors.

CHAPTER XI - AUTOMATIC EXPULSION

A person who is not a voting member of this Association who shall endeavor to influence the election of officers, or to influence the policies of the Association shall be forever barred from attending the meetings.

CHAPTER XII - INDEMNIFICATION

The Association follows the indemnification provisions set forth in the SCDA Operations Manual.

CHAPTER XIII – AMENDMENTS

Section 1 - These Bylaws may be amended, altered, adopted or rescinded by one of the following methods:

- A. Through a two-thirds (2/3) affirmative vote of the members present and voting at Membership Meeting of this Association provided that the proposed amendments, alterations, or revisions are sent in writing, or by a publication of this Association to the membership or by mailing a notice of posting of the proposals in the members only section of the official SCDA website and postmarked at least thirty days in advance of that meeting. Upon receipt of the mailing, a member may request a hard copy of the materials be mailed from the SCDA.
- B. By a unanimous vote of the members of this Association present and voting at a membership meeting, provided that it received a unanimous vote to be considered after being presented in writing at the time of the introduction by a member in good standing.

CHAPTER XIV - RULES OF ORDER

Section 1 - All matters of business and order not provided for in these Bylaws shall be governed by the "AIP Standard Code" (American Institute of Parliamentarians Standard Code of Parliamentary Procedure.)

CONTINUING EDUCATION REQUIREMENTS FOR SOUTH CAROLINA DENTAL ASSOCIATION MEMBERSHIP

- A. Members of the South Carolina Dental Association must complete a minimum of 15 hours of continuing education each year and/or at least 45 hours every three years in order to maintain their membership in the Association. Retired life, retired or disabled members are exempt from continuing education requirements.
- B. When you sign the affidavit on your membership renewal form each year, you are certifying that you have acquired 15 hours of continuing education credits within the 12-month period ending December 31 of your previous year of membership or 45 hours in the three year period ending December 31 of your previous year of membership.
- C. If, after three years, the continuing education requirements have not been met, membership will not be renewed. If a renewal check has been received by the SCDA, the check will be returned to the applicant via registered mail, along with the following information:

The South Carolina Dental Association is returning your check for dues for 20?? membership since our records indicate that you have not met the continuing education requirements for continued membership. If extenuating circumstances exist, you may appeal to the South Carolina Dental Association central office within 30 days.