

Component Bylaws

Central Louisiana Dental Association

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CONSTITUTION

ARTICLE I. NAME.

The name of this *organization shall be the Central Louisiana Dental Association.*

ARTICLE II. OBJECTS AND PURPOSE.

The object of this Association shall be to encourage the improvement of and to protect the health of the public and to promote the art and science of dentistry.

BYLAWS

ARTICLE I. MEMBERSHIP

Section 1. Membership in this Association shall consist of five Classes designated as:

1. Active
2. Honorary
3. Life
4. Retired
5. Provisional

Section 2. Application for Active membership shall be made to the secretary ninety (90) days prior to a regular meeting, on application blanks, provided and furnished by the Louisiana Dental Association, signed by applicant and recommended by a member of the Central Louisiana Dental Association, accompanied by a dues payment prorated for the year remaining until the next calendar year according to the Louisiana Dental Association schedule. The application shall thereafter be referred to the membership committee for investigation, and then shall be referred to the Executive Committee for approval. The application shall then be presented to the membership at the next regular business meeting. The vote shall be by secret ballot unless otherwise ordered. Applicants for membership in this Association shall not be present at that portion of the meeting at which their application is presented for balloting. An affirmation majority of the votes cast in writing by secret ballot constitutes election as an active member. All applications for membership in the Central Louisiana Dental Association must be investigated thoroughly and be interviewed in person at the discretion of the Membership Committee prior to being submitted to the Executive Committee for approval. The Secretary of the Association is directed to decide on the specific date, time, and place that interviews of applicants for membership in the Association shall be held, so long as

they are held by November for the December meeting and by April for the May meeting, i.e., two meetings annually, maximum. Applicants will be voted upon by the membership only at the usual business meetings or a business meeting announced to the membership at least twenty (20) days prior to the meeting. Any dentist who makes an application for membership in the Association may attend, at the invitation of the Executive Committee, any meeting during the time his application is being processed. If an application for membership is rejected, a period of one year must pass before the application can be resubmitted for consideration. The membership of the Association can by a majority vote, have an application considered again before one year elapses.

Section 3. Active members shall consist of dentists who are graduates from an Accredited Dental School and licensed by the Louisiana State Board of Dentistry, **and** are legally and ethically practicing dentists in the **Central** District of Louisiana **(whose geographic boundaries are established by the LDA)**, **or** who transfer from another Dental Association, or who are legally and ethically practicing their profession in the **Central** District of Louisiana. This Association being a component of the Louisiana Dental Association, and the State Association being a constituent of the American Dental Association, active membership in this Association makes one a member of the Louisiana Dental Association, and the American Dental Association. Recent dental graduates serving in the armed forces will be considered to be engaged in active practice.

Section 4. Honorary membership may be conferred on such persons who make valuable contributions to the art and science pertaining to dentistry, or render important services to the dental profession. The name of a candidate shall be presented to the Executive Committee by five (5) members.

Section 5. Life membership. A member of this Association who has been an active member of the American Dental Association for a total of thirty-five (35) years, having attained the age of sixty-five (65) years may apply to the LDA Board of Directors for Life membership in this Association. The Louisiana Dental Association at its annual meeting shall act upon the Board of Directors recommendation. Maintenance of membership in this Association and the American Dental Association shall be a requisite for continuance to Life membership. Life members shall enjoy all privileges accorded to active members. In addition, Life membership in the American Dental Association is attained by application to the Board of Trustees of the American Dental Association in a like manner.

Section 6. Retired membership may be conferred on members of this Association in good standing who retire from the practice of dentistry. Retired members shall have all the rights and privileges enjoyed by active members except they shall not be entitled to hold office or vote. No dues are required. However, subscription to the American Dental Associations Journal will be at the retired members expense.

Section 7. All voting power, privilege of holding office and property rights of the membership of this Association shall be vested in active and life members, to the complete exclusion of all other classes and/or types of membership in this Association.

Section 8. Provisional membership. A provisional member shall be a dentist who has received a D.D.S. or D.M.D. degree from a dental school accredited by the Commission on Dental Accreditation of the American Dental Association or shall be a graduate of an unaccredited dental school who has recently been licensed to practice dentistry in Louisiana. Provisional membership shall terminate December 31 of the calendar year in which the application was made.

Section 9. Provisional members in good standing shall be entitled to all the privileges of an active member except that, notwithstanding anything in these Bylaws to the contrary, a provisional member shall have no right to appeal from a denial of active membership in the Association. A provisional member under a disciplinary sentence of suspension shall not be privileged to hold office, either elective or appointive, including delegate and alternate delegate, in such member's component society and this Association, or to vote or otherwise participate in the selection of officials of such member's component society and this Association.

Section 10. Honorary members shall have the privilege of the floor.

Section 11. No suspended member shall be allowed to vote or hold office in this Association.

Section 12. Any member may resign from this Association by so notifying the Secretary, in writing, provided his dues and assessments are paid for the year during which his resignation is received.

Section 13. Definition of "In Good Standing". Any member of this Association not under final sentence of suspension or expulsion, and

1. Whose dues for the current year have been paid, or who is exempt from payment of dues by these Bylaws, and
2. Who has completed the annual twenty (20) hours of continuing education as mandated by the Louisiana State Board of Dentistry, shall be considered a member in good standing.
3. The requirement of paying current dues does not apply to retired life members of this Association for the purpose of determining their good standing.
4. A member of this Association who is totally disabled for a period of one year and who is unable to engage in the duties of the dental profession and who was a member in good standing at the time total disability incurred, shall be exempt from the payment of dues and shall be in good standing during the period of total disability. A totally disabled member, in order to receive entitlement to dues exemption, shall submit to the Board of this Association a signed medical certificate attesting total disability and a completed American Dental Association Waiver of Dues Form. During the period of exemption from dues, further such certificates shall be presented upon request to this Association.

ARTICLE II. OFFICERS

Section 1. The officers of this Association shall consist of a President, **President-elect**, Secretary, Treasurer, and a Board member to the Louisiana Dental Association Board of Directors.

Section 2. Duties of the President. The President shall preside at all meetings of this Association and of the Executive Committee and shall perform all the duties usually devolving on a presiding officer. He shall be an ex-officio member of all committees. He shall appoint all standing and special committees, except elected committees and fill all vacancies therein, subject to the approval of the Executive Committee. He shall keep a copy of all official correspondence to be filed with the Secretary. The President shall not vote except in case of a tie. The President shall also appoint committee and council chairpersons, one member at large to the Executive Committee, and **an** LDS Board Member.

Section 3. Duties of the President-Elect. The President-Elect shall become an ex-officio member of all committees. He shall familiarize himself with the workings of the entire organization and shall formulate plans for the succeeding year. He shall name members to all standing and special committees except elected committees, and submit the same to the Executive Committee for its approval at the December meeting, and his appointees, if approved by the Board, shall assume their duties when the new President is installed. He shall assume the duties of the President and shall act for him and in his place in the event of the death, resignation, or absence of the President, or his inability to act.

Section 5. Duties of the Secretary. In addition to those hereafter stated, the secretary shall perform all duties usually devolving on such an officer. He shall make a short report of the deliberations of the Executive Committee at each regular meeting of the Association. He shall send to the Secretary of the Louisiana Dental Association within one month after the election of officers, a list of all officers and representatives to standing committees of the Louisiana Dental Association and the Board member elected to the Louisiana Dental Association Board of Directors. He shall notify the Secretary of the Louisiana Dental Association and/or the American Dental Association: (a) the names of all who become life members; (b) of any action taken by this Association that affects an individual's standing in either organization. He shall send notices required by these Bylaws. He shall include on the regular notice of meetings: (a) the names of all applicants for active membership previously submitted to the Executive Committee to be balloted upon; (b) the names of those proposed for honorary membership; (c) the names of the members of the nominating committee at least twenty (20) days prior to the meeting at

which nominations are made; (d) following the nomination meeting, the names of the candidates nominated for elective office and elected committees and by whom proposed. He shall, within ten (10) days, notify members elected to active, life, retired, and honorary membership, in writing, and shall enclose a copy of the Bylaws to such active and honorary members. He shall notify applicants failing of election to membership. He shall notify the chairman and all committees of their appointment within a reasonable time. He shall notify the membership of any change in Directory listing with regard to dentists who limit their practice to one of the specialties of dentistry providing they fulfill the requirements of section 5C of the ADA Principles of Ethics and Code of Professional Conduct, or of dentists who cease to limit their practice to one of the specialties of dentistry. He shall preside in the absence of the President, President-Elect, and Vice-President. He shall keep a copy of all the official correspondence. The Secretary shall at the February meeting, or upon the date of his termination of office, present a written, signed report of all records and other property of the Association in his possession. He shall have them orderly arranged and turn them over to his successor or to the Executive Committee.

Section 6. Duties of the Treasurer. The Treasurer shall perform all duties usually devolving on such an officer. He shall keep a cash book and a ledger so as to constitute a current account with all members subject to dues or assessments. He shall, in cooperation with the LDA, notify the members of the time and place for the payment of all dues or assessments, notify those suspended and those in arrears. He shall, in cooperation with the LDA, collect all money due the Association from members and all other sources, giving a receipt for same. He shall sign all checks for money drawn from the Associations treasury. He shall make remittances monthly, and finally, at least ten (10) days prior to the date of the annual meeting of the Louisiana Dental Association, to the Secretary of the State Association of all dues collected from each member by check, cash, or money order. He shall keep **three (3)** copies of all official correspondence. He shall, two (2) weeks prior to the December meeting, submit to the Executive Committee, all financial records of the Association together with a current financial report. The Executive Committee shall audit these records and then submit in writing to the Association at the December business meeting a financial report with its recommendations. Upon termination of his office, the Treasurer shall present a written, signed financial report. He shall have all records and other property of the Association in his possession orderly arranged, and turn them over to his successor or to the Executive Committee.

Section 7. Board member to the Louisiana Dental Association Board of Directors. It shall be the duty of the representative on the Board of Directors of the Louisiana Dental Association to make a report to this Associations Executive Committee and/or the Central Louisiana Dental Association's members of all business occurring. This report shall be submitted at the earliest opportunity following each meeting of the Board of Directors of the Louisiana Dental Association. As a representative at the state level of the members of this Association, the Board member shall concur with the Executive Committee concerning all-important issues, which will affect this Association. The Executive Committee of this Association may direct the representative to the Louisiana Dental

Association Board of Directors concerning any issue, which it deems appropriate. An alternate Board member to the Louisiana Dental Association Board of Directors shall also be elected, who shall serve in the capacity of the Board of Directors member should he be unable to attend a meeting. In the event that neither of these representatives cannot attend, the Executive Committee may appoint a substitute to attend the meeting. Neither the alternate nor the substitute member shall be prohibited from being a delegate to the LDA House of Delegates.

ARTICLE III. Executive Committee

Section 1. The Executive Committee of the Central Louisiana Dental Association shall consist of all officers, including the member elected to the Louisiana Dental Association Board of Directors, and two at-large members designated from the membership, one of which shall be the immediate past President, the other shall be appointed by the President.

Section 2. Duties of the Executive Committee. The Executive Committee shall transact all business of this Association which is not reserved to the members by the Bylaws or when specifically instructed on any matter by the membership. The Executive Committee shall pass on all expenditures of money belonging to the Central Louisiana Dental Association. It may authorize certain officers, board members, or committees to expend money for specific purposes and the routine expenses of the Association. The Board shall have full control of all trust funds. Investment of trust funds shall only be made in such securities as are acceptable to trust estates and savings banks under the laws of the State of Louisiana. The Board shall select a suitable place with adequate accommodations in which to hold meetings of the Association. Four members of the Board shall constitute a quorum for the transaction of any and all business. If, at the opening of any meeting, there is not a quorum present, then no business may be transacted and the meeting must be rescheduled. A Board member may designate any active member of this Association, by written proxy, to represent him at a meeting of the Board. The Board shall meet at least ten (10) days prior to each regular meeting of the Association. Special meetings of the Board shall be called by the President or at the request of three (3) Board members. The Board may, at its pleasure, restrict attendance at any of its meetings to its members. The Board, by majority vote, may refer any question to the Association for final action. It may authorize or instruct committees, officers, or Board members on specific matters and duties. The Board shall examine into the moral and professional standing of all applicants for membership and report upon the same. It shall confer Life membership on all eligible members upon application. It shall approve or disapprove of all nominations to committees and temporary appointments made by the chair. The Board shall act as a tribunal in all matters pertaining to alleged charges of malpractice, unprofessional conduct, and violation of the ADA Principles of Ethics and Code of Professional conduct and may refer these matters to the Peer Review Committee for investigation. The Board shall investigate any alleged violation of the Bylaws. It shall study and render a decision on any problem of ethics brought to its attention that is not specifically covered in the ADA Principles of Ethics. The final official act of the outgoing

Executive Committee shall be to review the minutes of all meetings held during their administration for the purpose of determining any changes or additions to the Bylaws of the Central Louisiana Dental Association, which may be necessary.

ARTICLE IV. NOMINATIONS

Section 1. Nominating Committee. The Executive Committee shall act as a nominating committee, whose duty it shall be, upon all occasions requiring an election, to nominate in writing, officers, members of the Executive Committee, committee chairmen, and member of the Board of Directors of the Louisiana Dental Association, who shall have consented to be candidates. The membership shall be advised of the names of the members nominated prior to the meeting at which elections will be held. Nominations for office may also be made from the floor at said meeting.

Section 2. Delegate to the American Dental Association House of Delegates. Nominations for delegate and alternate delegate to the American Dental Association House of Delegates from Area six (6) of the Louisiana Dental Association shall be made by the Executive Committee of this Association and shall be elected by a majority vote of the membership. These nominations shall then be submitted to the Nominating Committee of the Louisiana Dental Association.

Section 3. Delegates to the Louisiana Dental Association House of Delegates. Ninety (90) days prior to the annual meeting of the Louisiana Dental Association, the President of the Central Louisiana Dental Association shall present to the Executive Committee, for its consideration, the names of members of this Association for any vacancies in the positions of delegates and alternate delegates to the Louisiana Dental Association House of Delegates. Members of the Executive Committee may make other nominations in session. In the event of more than one nomination for a single delegate position, the Chair will call for a ballot.

ARTICLE V. ELECTION AND INSTALLATION OF OFFICERS, BOARD MEMBERS AND ADA DELEGATES

Section 1. All officers are to be elected annually at the regular November meeting and shall serve for one year or until their successors are duly elected and installed.

Section 2. One member shall be elected to be installed for a term of three (3) years to serve on the Board of Directors of the LDA. **The** alternate director shall be the current president **or his/her designated representative.**

Section 3. One member shall be elected to be installed for a term of three (3)

years and an alternate for a term of one (1) year to serve as the Central Delegate to the American Dental Association House of Delegates

Section 4. All elections shall be by majority vote.

Section 5. Elected officers and delegates shall be installed at the December meeting.

Section 6. The member and alternate member elected to the LDA Board of Directors will not officially take office until the installation of the LDA officers at the March House of Delegates meeting.

Section 7. Vacancies occurring in any elected office during the year shall be filled as a temporary appointment by the President, unless the Executive Committee orders an election.

Section 8. No member shall hold dual office in this Association.

ARTICLE VI. MEETINGS

Section 1. The Association shall meet on the third Tuesday of every month except for the month of June, July, and August. During these summer months the President shall conduct all business with meeting by the Executive Committee as deemed necessary by the President.

Section 2. Meetings shall be composed of the general membership of this Association and invited guests. Voting shall be restricted to active and life members of the Association.

Section 3. Quorum: Twelve (12) members must be present at a meeting to constitute a quorum.

Section 4. Special Meetings: Special meetings of this Association may be called by the Executive Committee or the President.

Section 5: Order of Business:

1. Meeting called to order by the President.
2. Recognition of Guests.
3. Reading and approval of the minutes of the previous meeting.
4. Communications.
5. Proposals for membership.
6. Election of members.
7. Reports of officers, Executive Committee, and Committees.

8. Unfinished business.
9. New business.
10. Continuing education program
11. Election of Officers and Board Members - November meeting
12. Installation of Officers and Board Members December meeting.
13. Adjournment

Section 6. The order of business may be changed by the membership by a majority vote.

Section 7. Sturgis Standard Code of Parliamentary Procedure shall govern this Association on all points of parliamentary law not covered by these Bylaws. A copy of said book shall be provided by the Secretary at all meetings of the Executive Committee and of the Association.

Section 8. Powers and Duties: The membership consisting of a quorum at a scheduled business meeting:

1. Shall have the power to enact, amend or repeal the Bylaws or Articles of these Bylaws as required
2. Shall have the power to adopt and amend the "Principles of Ethics" for governing the professional conduct of the members of this association
3. Shall have the power to elect Life, Honorary and Retired members of this Association
4. Shall have the power to approve all memorials, resolutions or opinions in the name of the Central Louisiana Dental Association
5. Shall elect those officers as are provided for in the Bylaws
6. May instruct the Executive Committee on any specific matter

ARTICLE VIII. DUES AND ASSESSMENTS

Section 1. The dues for active members of the Central Louisiana Dental Association shall be fifty (50) dollars per year unless otherwise specified in these Bylaws. All dues of the Association are payable in advance on January first (1) of each year. The dues of the Central Louisiana Dental Association, in addition to the dues of the Louisiana Dental Association, shall vary by category of membership status as set by the Executive Committee of the Central Louisiana Dental Association and approved by the general membership.

Section 2. On a one time basis, the dentist, when awarded a D.D.S. or D.M.D.

degree, shall be exempt from the payment of active member dues and assessments for the remaining period of that year and the following first full calendar year, and shall pay 25% of active member dues and assessments for the second full calendar year following the year in which the degree was awarded, 50% of active member dues and assessments in the third year, 75% in the fourth year, and 100% in the fifth and thereafter.

Section 3. Any member who has not paid, prior to March thirty-first (31) the dues and all assessments for the current year shall be automatically dropped from membership, and shall be assessed a ten (10) dollar reinstatement fee.

Section 4. Life members shall be exempt from all dues other than those that may be levied by the Louisiana Dental Association and the American Dental Association.

Section 5. Any member of this Association engaged in active service in the armed forces of the United States shall be relieved of payment of dues, and upon returning to private practice shall be relieved of the payment of dues or assessments for the remaining period of the year in which he resumed private practice. This suspension of dues shall not constitute a lapse in membership in any respect, and shall only apply to those members in active service during war or national emergency and for the regular prescribed period of service thereafter, not including any period of voluntary extended service.

Section 6. Honorary members shall be exempt from all dues and assessments.

Section 7. Provisional Members. The dues and/or special assessments of provisional members shall be the same as the dues and/or special assessments according to the membership classification, as defined in Article I of these Bylaws, for which the provisional member has applied.

Section 8. Any former member desiring reinstatement, who has been dropped for nonpayment of dues or assessments, must pay the amount of indebtedness, at the time that the member was dropped, to the Central Louisiana Dental Association, the Louisiana Dental Association, and the American Dental Association, plus the dues of the current year, and must make application as provided for in these Bylaws.

Section 9. Assessments may be levied by an affirmative vote of two thirds (2/3) of the members present at any regular or special meeting, provided that a notice of intention shall have been previously sent to the members prior to said meeting.

Section 10. New applications for active membership whose applications have been received by the Secretary after July first (1), if approved, shall be accepted at the rate of one half (1/2) that year's regular dues.

Section 11. Financial Hardship. Those members who have suffered a significant financial hardship that prohibits them from payment of their full dues may be excused from the payment of seventy five percent (75%) or all of the current years dues. A completed and signed ADA Waiver of Dues Form must be filed with the secretary, who

shall certify the reason for the waiver. The form will then be presented to the Executive Committee for approval before being sent forward to the Louisiana Dental Association. If approved, the waiver will apply only to the current year's dues and must be resubmitted for each year the member wishes to apply for a waiver.

ARTICLE IX. CLINICS AND LECTURES

Section 1. Accreditation. The Central Louisiana Dental Association shall obtain and then maintain accreditation for continuing education purposes through the Louisiana Dental Association and/or Academy of General Dentistry. It shall be the responsibility of the Secretary to complete and file the appropriate accreditation forms prior to the termination date of accredited status. As an accredited Association, the members may receive continuing education credit for clinics and/or lectures, approved by this Association, in order to maintain membership as specified in these Bylaws.

Section 2. No person shall be allowed to give a clinic or lecture for continuing education under the auspices of this Association, unless he is a member of some reputable scientific society, or a person of known scientific ability.

Section 3. Unless otherwise authorized by the Executive Committee, admission to clinics and lectures sponsored by this Association shall be limited to licensed dentists, members, invited guests, and those who have made application for membership.

Section 4. No solicitors or vendors shall be permitted in the professional clinic and/or lecture room at any meeting of this Association where the nature of the presence of such persons might be construed as an endorsement or advertisement of apparatus or service to dentists in which the clinician may have a financial interest, nor shall any article be offered for sale or solicitation to purchase be permitted, except by special permission of the Executive Committee.

Section 5. Any dental group, society, or study club may apply to the Central Louisiana Dental Association for approval of continuing education credit for clinics and/or lectures by submitting a list of courses and instructors to the Executive Committee prior to the date of said courses. If the Board approves a course for *continuing education* credit, it shall assign a specific amount of credit for said course. A list of attendees of these courses shall be maintained for a period of four (4) years by the Secretary of this Association as specified by the Louisiana State Board of Dentistry.

ARTICLE X. CODE OF ETHICS

Section 1. The ADA Principles of Ethics and Code of Professional Conduct and the additional provisions adopted by the Central Louisiana Dental Association is hereby declared to be the Measure of Conduct and Responsibility of the members of this

Association in the practice of their profession.

Section 2. Any decision rendered by the Executive Committee on a problem of ethics, as provided for in these Bylaws, not specifically covered in the Principles of Ethics, may be incorporated into the Principles of Ethics by an affirmative two-thirds (2/3) of the members present at any duly convened meeting, provided written notice thereof has been mailed to every member of the Association at least twenty (20) days before the date set for the meeting.

Section 3. The Dentist as a Member of a Profession. 1. Education Beyond the Usual Level- The right of a dentist to professional status rests in the knowledge, skill and experience with which he serves his patients and society. Every dentist has the obligation of keeping his knowledge and skill freshened by continuing education through all of his professional life. The dentist has the obligation to uphold the requirements of the Louisiana Dental Association and the American Dental Association on Continuing Education. 2. Service to the Public- The dentist has a right to win, for himself, those things which give him and his family the ability to take their proper place in the community which he serves, but there is no alternative for the professional man, in that he must place first his service to the public rather than gain to himself. 3. Government of a Profession- Every profession owes society the responsibility to regulate itself. Such regulation is achieved largely through the influence of the professional societies, and every dentist has the dual obligation of making himself a part of a professional society and of observing its rules of ethics. 4. Leadership- The dentist has the obligation of providing freely of his skills, knowledge and experience to society in those fields in which his qualifications entitle him to speak with professional competence. The dentist should be a leader in his community, especially in all efforts leading to the improvement of the dental health of the public. 5. Emergency Service- Dentists shall be obliged to make reasonable arrangements for the emergency care of their patients of record. Dentists shall be obliged when consulted in an emergency by patients not of record to make reasonable arrangements for emergency care. If treatment is provided, the dentist, upon completion of such treatment is obliged to return the patient to their regular dentist unless the patient expressly reveals a different preference. 6. Use of Auxiliary Personnel- Dentists shall be obliged to protect the health of their patients by only assigning to qualified auxiliaries those duties, which can be legally delegated. Dentists shall be further obliged to prescribe and supervise the work of all auxiliary personnel working under their direction and control. 7. Consultation and Referral- Dentists shall be obliged to seek consultation, if possible, whenever the welfare of patients will be safeguarded or advanced by utilizing those who have special skills, knowledge and experience. When patients visit or are referred to specialists or consulting dentists for consultation:

A. The specialists or consulting dentists upon completion of their care shall return the patient, unless the patient expressly reveals a different preference, to the referring dentist, or if none, to the dentist of record for future care.

B. The specialists shall be obliged when there is no referring dentist and upon completion of their treatment to inform patients when there is a need for further dental care. 8. Justifiable Criticism and Expert Testimony- Dentists shall be obliged to report to the appropriate reviewing agency instances of gross and/or continual faulty treatment by

other dentists. If there is evidence of such treatment, the patient should be informed. Dentists shall be obliged to refrain from commenting disparagingly without justification about the services of other dentists. Dentists may provide expert testimony when that testimony is essential to a just and fair disposition of a judicial or administrative action. 9. Rebate and Split Fees- Dentists shall not accept or tender "rebates" or "split fees" 10. Devices and Therapeutic Methods- Except for formal investigative studies, dentists shall be obliged to prescribe, dispense or promote only those devices, drugs and other agents whose complete formula are available to the dental profession. Dentists shall have the further obligation of not holding out as exclusive any device, agent, method or technique. 11. Professional Announcement- In order to properly serve the public, dentists should represent themselves in a manner that contributes to the esteem of the profession. Dentists should not misrepresent their training and competence in any way that would be false or misleading in any material respect.

A. Advertising- although any dentist may advertise, no dentist shall advertise or solicit patients in any form of communication in a manner that is false or misleading in any material respect.

B. Name of Practice- Since the name under which a dentist conducts his practice may be a factor in the selection process of the patient, the use of a trade name or an assumed name that is false or misleading in any material respect is unethical. Use of the name of a dentist no longer actively associated with the practice may be continued for a period not to exceed one (1) year.

C. Announcement of Specialization and Limitation of Practice This section and section F are designed to help the public make an informed selection between the practitioner who has completed an accredited program beyond the dental degree and a practitioner who has not completed such a program. The special areas of dental practice approved by the American Dental Association and the designation for ethical specialty announcement and limitation of practice are: dental public health, endodontics, oral pathology, oral and maxillofacial surgery, orthodontics, pedodontics, periodontics, and prosthodontics. Dentists who choose to announce specialization should use "specialist in" and shall limit their practice exclusively to the announced special area (s) of dental practice, provided at the time of the announcement such dentists have met in each approved specialty for which they announce the existing educational requirements and standards set forth by the American Dental Association. Dentists who use their eligibility to announce as specialists to make the public believe that qualified specialists are rendering specialty services rendered in the dental office when such is not the case are engaged in unethical conduct. The burden of responsibility is on specialists to avoid any inference that general practitioners who are associated with specialists are qualified to announce themselves as specialists.

D. General Standards- the following are included within the standards of the American Dental Association for determining what dentists have the education experience and other appropriate requirements for announcing specialization and limitation of practice:

1. The special area(s) of dental practice and an appropriate certifying board must be approved by the American Dental Association.

2. Dentists who announce as specialists must have successfully completed an educational program accredited by the Commission on Dental Accreditation, two or more years in length, as specified by the Council on Dental Education or be diplomats of a

nationally recognized certifying board.

3. The practice carried on by dentists who announce, as specialists shall be limited exclusively to the special area(s) of dental practice announced by the dentist.

E. Standards for Multiple-Specialty Announcements-Educational criteria for announcement by dentists in additional recognized specialty areas are the successful completion of an educational program accredited by the Commission on Dental Accreditation in each area for which the dentist wishes to announce. Dentists who completed their advanced education in programs listed by the Council on Dental Education prior to the initiation of the accreditation process in 1967 and who are currently ethically announcing as specialists in a recognized area may announce in additional areas provided they are educationally qualified or are certified diplomats in each area for which they wish to announce. Documentation of successful completion of the educational programs) must be submitted to the appropriate constituent society. The documentation must assure that the duration of the program(s) is a minimum of two years except for oral and maxillofacial surgery, which must have been a minimum of three years in duration.

F. General Practitioner Announcement of Services- General dentists who wish to announce the services available in their practices are permitted to announce the availability of those services so long as they avoid any communications that express or imply specialization. General dentists shall also state that general dentists are providing the services. No dentist shall announce available services in any way that would be false or misleading in any material respect. The phrase "practice limited to" shall be avoided.

ARTICLE XI. RIGHT TO DISCIPLINE MEMBERS

Section 1. This Association reserves the right to discipline any of its members who may be convicted of malpractice, unprofessional conduct, violation of the Principles of Ethics, or violation of the Bylaws. There will be close coordination with the appropriate Body within the Louisiana Dental Association from the inception or filing of any written complaint. This will be done in accordance with the Bylaws of the Louisiana Dental Association under Chapter X, XI, and XII inclusively. These are as follows: CHAPTER X PRINCIPLES OF ETHICS Section 10: The Principles of Ethics of the American Dental Association is hereby adopted as the Principles of Ethics of this Association. CHAPTER XI JUDICIAL PROCEDURE, CHARGES & APPEALS Section 10: Professional Conduct of Members: The Professional conduct of a member of this Association shall be governed by the Principles of Ethics of the American Dental Association, the Code of Ethics of the District Association within whose jurisdiction he practices, or conducts or participates in other professional dental activities. Section 20: Discipline of Members by District Association: A. Conduct Subject to Discipline: A member may be disciplined by his District Association for (1) having been found guilty of a felony, (2) having been found guilty of violating the Dental Practice Act of Louisiana, or (3) violating the Bylaws of this Association or his District Association, the Principles of Ethics of the American Dental Association or the Code of Ethics of the District Association of which he is a member or within whose jurisdiction he practices, or conducts or participates in other professional dental activities. B. Disciplinary Penalties: A member may be placed under a sentence of

censure, or suspension, or may be expelled from membership for any of the offenses enumerated in Section 20-A of this Chapter. Suspension means membership privileges, except continued entitlement to coverage under insurance programs, are lost during the suspension period. Suspension shall be unconditional and for a specific period at the termination of which full membership privileges are automatically restored. A subsequent violation shall require a new disciplinary procedure before additional discipline may be imposed. Expulsion is an absolute discipline and may not be imposed conditionally. C. Disciplinary Proceedings: Before a disciplinary penalty is invoked against a member, the following procedure shall be followed by the District Association wherein the charges are preferred: 1. Charges: Any person may bring a charge against a member of this Association by filing with the Secretary of the District Association of which he is a member, a written statement of the charges signed by the complainant. The Secretary shall refer this statement to a committee appointed by the Executive Committee of this District Association, which committee shall investigate the charges and report to the Executive Committee of the District Association in writing, together with their recommendations. If the Executive Committee considers the report of the committee and such evidence as it may wish to consider sufficient to require disciplinary action, it shall call a special meeting of the members of the District Association to consider the charges. 2. Notice: The Board shall notify the accused member, in writing, of the charges brought against him and of the time and place of the hearing, such notice to be sent by registered mail, addressed to his last known address and mailed no less than twenty-one (21) days prior to the date set for the hearing. An accused member, upon his request, shall be granted one postponement for a period not to exceed thirty (30) days. The written charges shall include an official certified copy of the alleged conviction or determination of guilt, or specification of the Bylaws or ethical provisions alleged to constitute such violation. 3. Hearing: The Executive Committee shall appoint a member of the District Association to present the evidence at the special meeting of the membership. The accused member has the right to be heard at the special meeting and to present such evidence as he may desire and to be represented by legal counsel. When the District Association hearing the charges does not provide for the hearing, the accused member, at his own expense, shall be entitled to arrange for the services of a court Reporter to transcribe the hearing. 4. Decision: The District Association, after hearing the evidence, may render any one of the following decisions: a) It may censure b) It may suspend c) It may expel d) It may exonerate A majority vote of those present and voting at the meeting is required to censure, suspend, or expel. If the District Association fails to act on the evidence submitted or fails to censure, suspend, or expel the accused member, he shall stand exonerated. Every decision which shall result in censure, *suspension*, or expulsion shall be reduced to writing and shall specify the charges made against the member, the facts which substantiate any or all of the charges, the verdict rendered, the penalty imposed, and a notice shall be mailed to the accused member so informing him together with his right to appeal. Within ten (10) days of the date on which the decision is rendered, the secretary of the District Association shall send a copy thereof by registered mail to the last known address of each of the following parties: The accused member, the Secretary-Treasurer of the Louisiana Dental Association, the Chairman of the Judicial Council of the American Dental Association, and the Executive Director of the American Dental Association. Section 30: Appeals from Decision of District Association: An

accused member under sentence of censure, suspension or expulsion, shall have a right to appeal from a decision of his District Association to the Board of Directors of the Louisiana Dental Association by filing an appeal in affidavit form with the Secretary-Treasurer of the Louisiana Dental Association within thirty (30) days after such sentence has been rendered. Every party to an appeal shall be entitled to submit a brief in support of his or its position. The accused member initiating the appeal shall submit his brief to the Secretary-Treasurer of the Louisiana Dental Association within forty-five (45) days from the date upon which the decision appealed from was rendered. If the accused member does not file an appeal with the Louisiana Dental Association within the thirty (30) day period allowed, the Secretary-Treasurer of the Louisiana Dental Association shall notify all parties of the failure to file an appeal, and the sentence shall take effect as of the date of the notice.

Section 40: Appeal Proceedings by Board of Directors of Louisiana Dental Association:

A. Hearing of Appeals: An accused member shall be entitled to a hearing by the Board of Directors of the Louisiana Dental Association provided that such appeal satisfied the requirements of Section 30 of this Chapter, and shall be permitted to be represented by legal counsel. A party need not appear for his appeal to be heard by an appeal late agency.

B. Notice of Filing of Appeal: The Secretary-Treasurer of the Louisiana Dental Association, upon receipt of notice of appeal, shall immediately request the District Association which preferred charges to furnish to the Board of Directors which has received the appeal and to the accused member, a transcript of, or an officially certified copy of the minutes of the hearing accorded the accused member. The transcript or minutes shall be accompanied by certified copies of any affidavits or other documents submitted as evidence to support the charges against the accused member or submitted by the accused member as a part of his defense. Failure of the District Association to furnish the transcript or minutes and certified copies of affidavits and documents within the thirty (30) days of request shall result in dismissal of the charges by the Board of Directors.

C. Notice of Hearing: The Board of Directors of the Louisiana Dental Association upon receipt of an appeal shall notify the District Association concerned and the accused member of the time and place of the hearing, such notice to be sent by registered mail to the last known address of the parties to the appeal and mailed not less than thirty (30) days prior to the date set for the hearing. Granting of continuances shall be at the option of the Board of Directors hearing the appeal.

D. Appeals Jurisdiction: The Board of Directors shall be required to review the decision appealed from to determine whether the evidence before the District Association, which preferred charges against the accused member, supports the decision of the District Association or warrants the penalty imposed. The Board of Directors shall not be required to consider additional evidence unless there is a clear showing that either party to the appeal will be unreasonably harmed by failure to consider the additional evidence. The accused member may elect to rely on the record and/or on an oral presentation and not file a brief.

E. Decisions on Appeal: Every decision on appeal shall be reduced to writing and shall state clearly the conclusion of the Board of Directors and the reason for reaching that conclusion. The Board of Directors shall have the discretion to: (1) uphold the decision of the District Association which preferred charges against the accused member; (2) reverse the decision of the District Association which preferred charges and thereby exonerate the accused member; (3) deny an appeal which fails to satisfy the requirements of Section 30 of this Chapter; (4) refer the case back to the

District Association which referred charges for new proceedings, if the rights of the accused member under all applicable laws were not accorded him; or (5) to uphold the decision of the District Association which preferred charges against the accused and reduce the penalty imposed. Within ten (10) days of the date on which a decision on appeal is rendered a copy thereof shall be sent by registered mail to the last known address of each of the following parties: the accused member, the Secretary of the District Association of which he is a member, the chairman of the Judicial Council of the American Dental Association and the Executive Director of the American Dental Association. Section 50: Appeals from Decisions of the Board of Directors of the Louisiana Dental Association: Such an accused member or the District Association concerned shall have the right to appeal from a decision of the Board of Directors of the Louisiana Dental Association to the American Dental Association in accordance with the Bylaws of the American Dental Association. Section 60: Final Appellate Action: No disciplinary penalty may be invoked against a member until final appellate action has been taken or until the time within which appellate action may be taken has elapsed and no appeal has been taken. Section 70: Anything in this Chapter to the contrary notwithstanding, all proceedings shall be in conformity with the Bylaws of the American Dental Association as presently constituted or as may be amended. CHAPTER XII INDEMNIFICATION section 10: The Association shall indemnify and hold harmless each elective officer and any representative acting responsibly under the direction of the Board of Directors now or hereafter serving the Association from and against any and all claims and liabilities to which he may be or become subject by reason of his now or hereafter being or having heretofore been an elective officer and responsible representative of the Association for all legal and other expenses reasonably incurred by him in connection with defending against any such claims or liabilities; provided, however, that no elective officer or responsible representative shall be indemnified against or be reimbursed for any claim or liability arising out of his own negligence or willful misconduct. The foregoing rights of elective officers or responsible representatives shall not be exclusive of other lawful rights to which they may be entitled.

ARTICLE XII. AMENDMENTS

Section 1. The Bylaws and the Additional Provisions of the Principles of Ethics and Code of Professional Conduct of the American Dental Association adopted by this Association may be repealed or amended at any duly convened meeting of this Association by an affirmative two-thirds (2/3) vote of the members present, provided the resolution to repeal or amend has been submitted in writing at a previous meeting, or written notice thereof mailed to the members of this Association, with the approval of Executive Committee, at least twenty (20) days prior to said meeting.

ARTICLE XIII. COMMITTEES

Section 1. Elected Committees. Elected committees shall be any committee of such purpose and character as to require the election of its existence by the membership of the Central Louisiana Dental Association to carry out or perform definite duties in accord with the wishes of the majority of the members of the Association. The chairperson of an elected committee shall be appointed by the President and approved by a simple majority vote by the Executive Committee. The duties of an elected committee shall be to execute a specific function designated by the Association. All elected committee chairpersons shall be empowered to select their own members for the committee in order for its proper function. If a vacancy of a Chairperson of an elected committee occurs, the President of the Association shall appoint a member, subject to the approval of the Executive Committee, to serve the un-expired term. A member of an elected committee can be elected to an elective office of the Central Louisiana Dental Association and serve both at the same time. A Chairperson of an elected committee cannot succeed himself, and cannot be re-elected on the same elected committee within one (1) year following the elected term. A three-fourths (3/4) vote of the membership of the Association present at a regular meeting shall be necessary to abolish an elected committee. The chair of each elected committee shall make a verbal report as needed to the membership at any scheduled business meeting of this Association.

Section 2. Standing Committees and Councils

A. The standing committees and councils of Central Louisiana Dental Association shall be:

1. Council on Government Affairs
2. Peer Review committee
3. Council Communications
4. Council on Dental Education
5. Council on Insurance
6. Committee on the New Dentist
7. Council on Membership and Dental Practice
8. Dentist Well-Being Advisory Committee
9. Distinguished Service Award Committee
10. Council on Dental Benefits

B. The Chairperson of a standing committee shall be nominated and elected annually as designated by these Bylaws. The Chair should thoroughly familiarize himself with the Bylaws of the Central Louisiana Dental Association and the Louisiana Dental Association. It shall be the duty of each Chair to call meetings of his committee as often as necessary, to preside at same, to formulate plans and transact business. The Chairperson shall represent this Association at all state level meetings of his committee. He shall make a report to the Executive Committee and/or the members of this Association following each state level meeting of his committee. As a representative at the state level of the members of this Association, the Chairperson shall concur with the Executive Committee concerning all-important issues, which may affect this Association. He shall make a written report to the Executive Committee at its final annual meeting or whenever requested by the Board. No committee shall contract financial obligations in the name of

this Association unless authorized by the Executive Committee. Should the Chairperson of any committee be unable to perform his duties, he shall immediately communicate with the President of this Association, who shall temporarily appoint a member, with approval from the Executive Committee, to perform such duties.

C. The following duties of some of the standing committees are only to serve as a basic guide to the members appointed as Chairpersons. They are not to be construed to mean that these are the only duties and that the committee members are limited to these duties. These responsibilities may change and the committees are not restricted by the instructions as herein set forth:

I. Council on Communications: It shall be the duty of this council to identify, review and recommend programs to educate the public about oral health, patient communications and materials for use in the dental office.

II. Peer Review Committee: It shall be the duty of this committee to make a thorough investigation of all charges, preferred against any member, which have been referred to the committee by the Executive Committee or the Louisiana Dental Association, and to present to the Board their recommendations. It shall also be the duty of this committee to keep an authentic, complete and current record of all amendments to the Additional Provisions of the Code of Ethics of the American Dental Association as approved by this Association; to suggest, author, or edit any amendments of these Additional Provisions which are deemed necessary, and to bring such amendments to the attention of the membership for approval as provided in the Bylaws; to incorporate all approved amendments into the current record herein mentioned; and to furnish the Secretary for filing a copy of each amendment approved.

III. Council on Insurance: It shall be the duty of this committee to advise the members in regard to Group Hospitalization, Dental Liability and all other forms of insurance. It shall investigate all insurance policies and report its findings to Executive Committee.

IV. Council on Government Affairs: It shall be the duty of the Legislative Committee of the Central Louisiana Dental Association to familiarize themselves with the laws of the State of Louisiana governing the practice of Dentistry in the State of Louisiana; to study these laws and determine whether any infringement has been incurred against them, and to make recommendations to the Executive Committee of the Central Louisiana Dental Association.

V. Council on membership and Dental Practice: It shall be the duty of the Membership Committee, with the aid of the Executive Committee, to investigate the moral and professional standing of all candidates for membership and report upon same to the membership for action. The membership committee shall encourage and stimulate membership of all eligible dentists within its jurisdiction, and strive to procure applications from those who have resigned, or who have been dropped for non-payment of dues or assessments. It shall also be the duty of this committee to make arrangements for the indoctrination meeting of new members as prescribed for in the Bylaws of the Louisiana

Dental Association. The chairperson, or a member designated by him, shall introduce newly elected members and administer the Declaration.