

Revised June 1994

THE GREATER BATON ROUGE DENTAL ASSOCIATION

CONSTITUTION
AND
BY-LAWS

BY-LAWS

ARTICLE I

Name

The name of this District Society shall be the Greater Baton Rouge Dental Association.

ARTICLE II

Objects and Purposes

The object of this Association shall be to cultivate and promote the art and science of dentistry; to promote public welfare by elevating the standards of dental science, art and literature; to promote among dentists, mutual improvements, social intercourse and fraternalism; to secure the enactment and enforcement of proper laws for the protection and regulation of the practice of dentistry; and, generally, to do any and all things advisable, desirable or necessary in the interest of the dental profession.

ARTICLE III

MEMBERSHIP

Classification and Election

Section 1. MEMBERSHIP - The membership of this Association shall be composed of: Active Members, Life Members, Student Members, Retired Members, and Honorary Members.

Section 2. ACTIVE MEMBERS shall consist of dentists, who are legally and ethically practicing their profession in the following Louisiana Parishes: Tangipahoa, St. Helena, Livingston, Ascension, Iberville, West Baton Rouge, East Baton Rouge, East Feliciana, West Feliciana, and Point Coupee. 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. (Explanatory Note: A dentist who is disabled, according to the provisions of the By-laws, or who has retired from active practice, or who is engaged in activities furthering the object of this Association, shall be considered to be practicing dentistry within the meaning of this section.) Recent dental graduates serving in the armed forces, during a national emergency, will be considered to be engaged in active practice.

Section 3. APPLICATION FOR ACTIVE MEMBERSHIP shall be made to the Association at regular or special meetings on application blanks, provided and furnished by the State Association, signed by the applicant and by two (2) members of the Greater Baton Rouge Dental Association, accompanied by one year's dues, plus five dollars orientation fee to cover the cost of processing the application and orientation materials, and association expenses. The application shall then be referred to the Membership Committee to investigate the applicant and report upon same to the Board. The application shall thereafter be referred to the Board of Governors for investigation, and then shall be referred to the Association with the Board's recommendation for balloting at a subsequent meeting. There shall be no one present, but members of the Greater Baton Rouge Dental Association during the period of discussion of the applicant. The name of said applicant shall be included on the regular notice of the meeting to the membership before being balloted on by the Association. The vote shall be by secret ballot. An affirmative majority of the votes cast constitutes election. After election to membership, the new member shall be oriented in the rights, privileges, and duties of membership by the orientation committee. Any applicant for active membership, who is rejected, cannot again make application until one (1) year has elapsed from the date of such action, unless permitted to reapply by a majority vote of the members present at a general membership meeting.

Section 4. DISABLED STATUS - A member of this Association, who is totally disabled for a period of one (1) year and who is unable to engage in the duties of the dental profession, and who is a member, in good standing, at the time total disability was incurred, shall, upon payment of dues, be permitted to remain in good standing during the period of total disability. A totally disabled member, in order to obtain and maintain the membership status of Disabled, shall submit, through this Association, to the Louisiana Dental Association, a medical certificate attesting total disability. During the period of Disabled Membership status, further such certificates shall be presented on request to this Association. A totally disabled member, as previously defined, shall, during the period of such membership status, be exempt from the continuing education requirements of this Association.

- Section 5. LIFE MEMBERSHIP may be conferred on members who have met the requirements of Life Membership of the American Dental Association.
- Section 6. STUDENT MEMBERSHIP - A pre-doctoral Sophomore, Junior, or Senior student of a dental school accredited by the American Dental Association or any dentist engaged full time in an advanced training course of at least one (1) academic year in an accredited school, or an internship or residency program approved by the Commission on Accreditation of Dental and Dental Auxiliary Educational Programs may become a Student Member, provided application is made through this Association, and approved.
- Section 7. RETIRED MEMBERSHIP may be conferred on members of this Association in good standing who retire from the practice of Dentistry.
- Section 8. PROPOSALS FOR RETIRED MEMBERSHIP shall be presented to the Board of Governors by five members. The Board, after satisfying themselves that such proposed retired member has the requisite qualifications, shall refer the candidate to the Association for ballot. An affirmative three-fourths vote of all ballots cast shall be necessary to elect.
- Section 9. HONORARY MEMBERSHIP may be conferred on persons who, in the opinion of the Board of Governors, have made valuable contributions to the arts and science pertaining to dentistry, or rendered important service to the dental profession.
- Section 10. PROPOSALS FOR HONORARY MEMBERSHIP shall be presented to the Board of Governors by five members. The Board, after satisfying themselves that such proposed honorary member has the qualifications prescribed above, shall refer the Candidate's nomination to the Association for ballot. An affirmative three-fourths vote of ballots cast shall be necessary to elect.
- Section 11. All voting power, privileges 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 12. Honorary members and retired members have the privilege of the floor. No suspended member shall be allowed to vote, attend meetings, or hold office in this Association.

Section 13. 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.

ARTICLE IV

Officers

Section 1. The Officers of this Association shall consist of a President, President-Elect, Secretary, Treasurer and Parliamentarian.

Section 2. DUTIES OF THE PRESIDENT. The President shall preside at all meetings of this Association and of the Board of Governors and shall perform all the duties usually devolving on a presiding officer. He shall be an ex-officio member of all committees and fill all vacancies therein, subject to the approval of the Board of Governors. He shall fill, temporarily, all vacancies to elective office, subject to the approval of the Board, unless an election is ordered by the Board. He shall countersign all checks for money drawn from the Association's treasury. He shall keep a copy of all of his official correspondence to be filed with the Secretary. The President shall not vote except in case of a tie. He shall deliver a written report at the December meeting, reading time of which shall not exceed twenty (20) minutes. He shall serve as delegate in the House of Delegates of the Louisiana Dental Association.

Section 3. DUTIES OF THE PRESIDENT-ELECT. The President-Elect shall assume the duties of the President and shall act for and in the place and stead of the President in the event of death, resignation or absence of the President or his inability to act. He shall serve as a delegate in the House of Delegates of the Louisiana Dental Association.

Section 4. 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 Board of Governors at each regular meeting of the Association. He shall send to the Secretary of State Association, within one month after the election of officers, a list of all officers and members of the Board of Governors, designating the Board members who are directors of the Louisiana Dental Association. He shall notify the Secretary of the State 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 the notices required by Article VIII, Section 3 here of. He shall include on the regular notice of meeting: 1. The names of the applicants for active membership previously submitted to the Board of Governor's to be balloted upon. 2. The names of those proposed for honorary membership. 3. The names of the members of the nominating committee at least twenty days (20) prior to the meeting at which nominations are made. 4. Following the nomination meeting the names of candidates nominated for elective office and by whom proposed. He shall, within ten days, notify members elected to active, life and honorary membership in writing, and shall enclose a copy of the By-laws 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 preside in the absence of the President and President-Elect. He shall keep a copy of all of his official correspondence. The Secretary shall at the December 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 Board of Governors.

Section 5. 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 notice the members of the time and place for the payment of all dues and assessments, notify suspended and those in arrears. He shall collect all money due the Association from members and all other sources, giving receipt for the same. He shall sign all checks for money drawn from the Association from members and all other sources, giving receipt for the same. He shall sign all checks for money drawn from the Association's treasury and present the same to the President for countersignature. He shall make remittances monthly, and finally at least ten 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 a copy of all of his official correspondence. He shall, at the December meeting, or upon the date of his termination of office, 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 Board of Governors.

Section 6. DUTIES OF THE PARLIAMENTARIAN. The Parliamentarian shall familiarize himself with Sturgis Standard Code of Parliamentary Procedure, Revised, the Constitution and By-laws of the Louisiana Dental Association, the American Dental Association and the Greater Baton Rouge Dental Association and all amendments thereto. His principal duty is to advise the President on matters pertaining to parliamentary procedure. He shall also serve as Alternate Director of the Louisiana Dental Association and shall serve in both positions for a period of two (2) years.

He shall be a member of the Board of Governors of the Greater Baton Rouge Dental Association.

Section 7. DUTIES OF THE IMMEDIATE PAST-PRESIDENT. He shall serve on the Board of Governors of this Association and also as a delegate in the House of Delegates of the Louisiana Dental Association.

ARTICLE IV - A

Section 1. Representative to Louisiana Dental Association Board of Directors. The Greater Baton Rouge Dental Association shall be represented on the Board of Directors of the Louisiana Dental Association by a member elected to this position. He shall be elected according to the By-laws in Article VII. The Parliamentarian shall serve as Alternate Director. The director shall serve as a delegate in the House of Delegates of the Louisiana Dental Association.

Section 2. Representative to Louisiana Dental Association House of Delegates. The Greater Baton Rouge Dental Association shall elect from Active and Life members the delegates to represent the corresponding districts at all regular and special sessions of the House of Delegates of the Louisiana Dental Association. The member shall be determined according to the By-laws of the Louisiana Dental Association, Chapter 5, Section 10. The President-elect, the President, the Immediate Past-President and the Director of the Louisiana Dental Association's Board of Directors shall serve as delegates. Activities of the delegates shall be in accordance with the Louisiana Dental Association By-laws, Chapter 5 and Chapter 6. The terms shall be staggered so that one-third of the delegates are

elected annually. Initially, one-third shall be elected for one (1) year, one-third for two (2) years and one-third for three (3) years. The President, President-elect, Immediate Past-President and Director shall serve, each year they hold these offices, as delegates to the Louisiana Dental Association. All other delegates shall serve for three (3) year terms. The President or acting President will appoint alternate delegates as necessary.

ARTICLE V

Board of Governors

Section 1. The Board of Governors of this Association shall consist of the President, President-Elect, Immediate Past-President, Secretary, Treasurer, member elected to the Board of Directors of the Louisiana Dental Association, Parliamentarian (Alternate Director of the Louisiana Dental Association), the members elected to the Board of Governors of this Association, who shall rank in said order on the Board of Governors.

Section 2. DUTIES OF THE BOARD OF GOVERNORS. The Board of Governors shall transact all business of this Association which is not reserved to the members by the By-laws or when specifically instructed on any matter by the membership. The Board of Governors shall pass on all expenditures of money belonging to this 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 annually instruct the budget committee to examine and audit the books of the Secretary and Treasurer and submit a written report of the Association, signed by each committeeman. The Board of Governors shall provide a suitable place with adequate accommodations in which to hold meetings, scientific and clinical programs, etc.; and shall arrange for the presentation and publication of papers for clinics and other scientific and professional matter for the meetings.

THE BOARD OF GOVERNORS SHALL APPOINT AN EDITOR, WHOSE DUTIES SHALL BE:

1. To publish, at intervals designated by the Board, a Newsletter to be mailed to the membership.

2. To coordinate all publicity related to the Greater Baton Rouge Dental Association.
3. To keep the Membership posted on actions of the Board of Governors and on National, State and Local Dental news and developments; and,
4. The Editor shall be responsible only to the Board of Governors.

The Board of Governors shall nominate and elect three members as candidates every five years or when necessary; from which one member shall be appointed by the Governor of Louisiana to serve on the Louisiana State Board of Dentistry, according to the Louisiana Legislative Act No. 314 of 1952.

Five members of the Board of Governors 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, the President shall appoint enough active members of the Association to constitute a quorum, who shall serve until the arrival of the members replaced. A Board member may designate any active member of the Association, by written proxy, to represent him at a meeting of the Board of Governors. The Board shall meet at least ten days prior to each regular meeting of the Association. Special meetings of the Board may be called by the President or at the request of three Board members. The Board of Governors may, at its pleasure, restrict attendance at any of its meetings to its members. The Board of Governors, by a majority vote, may refer any question to the Association for final action. It may authorize or instruct committees or officers or Board members on specific matters and duties.

The Board of Governors shall examine into the moral and professional standing of all applications for membership and report upon the same. It shall confer life membership on all eligible members. It shall approve or disapprove of all nominations to committee and temporary appointment made by the chair. The Board of Governors shall act as a tribunal in all matters pertaining to alleged charges of malpractice, unprofessional conduct, violation of the Code of Ethics, or violation of the By-laws.

ARTICLE VI

Nominating Committee

The Board of Governors shall name a nominating committee, consisting of two Board members and three non-board members, whose duty it shall be, upon all occasions requiring an election, to nominate, in writing, at least one candidate for each office to be balloted on, namely, the officers, members of the Board of Governors, member of the Board of Directors of the Louisiana Dental Association, Parliamentarian who shall also serve as Alternate Director of the

Louisiana Dental Association, and the appropriate number of candidates to the Louisiana Dental Association House of Delegates. The membership shall be advised of the names of the members of the nominating committee at least twenty days prior to the meeting at which nominations are made. Nominations for office may also be made, in writing, when signed by two active members in good standing. Should all nominees for any one office decline, or if none are made, nominations from the floor may be made at the election meeting. All nominations for office shall be handed to the Secretary at or before the regular meeting in November in each year, but no later than 9:00 p.m. on the evening of such meeting. All nominations shall be announced by the Chair just before adjournment of said meeting. Names of nominees and their endorsers shall be included in the next regular notice following the nomination committee.

ARTICLE VII

ELECTION, INSTALLATION AND VACANCIES OF OFFICERS AND BOARD MEMBERS

Section 1. All officers other than the President are to be elected annually at the regular annual meeting and shall serve for one year, or as provided by the By-laws, until their successors are duly elected and installed. The office of President shall automatically be filled by the President-Elect who shall take office at the time of the installation of the other officers as fixed by the By-laws. In the event of the death or resignation of the President-Elect or his inability to act as President, then both a President and a President-Elect shall be elected at the next regular annual meeting.

One member shall be elected annually for a term of two years to serve on the board of Governors of this Association.

One member shall be elected each year for a one year term on the Board of Governors of this Association.

One member shall be elected every two years for a term of two years to serve on the Board of Directors of the Louisiana Dental Association.

One member shall be elected every two years for a term of two years to serve as Parliamentarian and Alternate Director of the Louisiana Dental Association.

The appropriate number of delegates to the Louisiana Dental Association House of Delegates shall be elected annually.

Election shall be by a majority vote.

The Director of the Louisiana Dental Association and the Parliamentarian should be elected on alternating years.

Section 2. Elected officers and members elected to the Board of Governors shall be installed before the January Board Meeting. The member elected to the Board of Directors of the Louisiana Dental Association shall be installed at the Board meeting of the Louisiana Dental Association immediately following the annual meeting of said association.

Section 3. Three members shall be elected by the Board of Governors every five years or when necessary as candidates, from which one member shall be appointed, by the Governor of Louisiana, to serve on the Louisiana State Board of Dentistry, according to the Louisiana Legislative Act No. 314 of 1952.

Section 4. Vacancies occurring in any elective office during the year shall be filled by a temporary appointment by the Chair, unless an election is ordered by the Board of Governors. No member shall hold dual elective office in this Association.

ARTICLE VIII

Meetings of the Association

Section 1. This Association shall hold at least three meetings each year. Changes of date may be authorized by the Board of Governors. The December meeting is hereby designated as the Annual Meeting.

Section 2. Special meetings may be called by the Board of Governors or the President.

Section 3. Written notice shall be sent by the Secretary to the membership at their last know address, of the time and place of all meetings at least seven (7) days before the date for the meeting.

If the meeting is a special one, the notice shall also state the objects or purposes for which the meeting is called.

Section 4. Quorum. Twenty-five members present at a meeting shall constitute a quorum.

ARTICLE IX

Order of Business

- Section 1. 1. Meeting called to order by the President
2. Roll call and collection of dues
3. Reading and disposal of the minutes of the previous meeting
4. Scientific program
5. Communications
6. Unfinished business
7. New Business
 (a) Report of Officers and Board of Governors
 (b) Report of Committees
 (c) Proposal for membership
 (d) Election of members
 (e) Election of Officers and Board members
8. Installation of Officers and Board members
9. Adjournment

Section 2. The order of business may be changed by a majority vote.

Section 3. Sturgis Standard Code of Parliamentary Procedure shall govern this Association on all points of parliamentary law not covered by the By-laws. A copy of said book shall be provided by the Secretary at all meetings of the Board of Governors and the Association.

ARTICLE X

Dues and Assessments

Section 1. The dues of this Association shall be thirty (\$30.00) dollars in addition to the dues and assessments of the Louisiana Dental Association and the American Dental Association.

Section 2. Dentists who become members of this Association in the year of their graduation, shall have no annual dues collected during that year.

Section 3. All dues of the Association are payable in advance of January first of each year.

Section 4. Any member failing to pay assessments, within sixty (60) days of the date same are due, shall be automatically suspended.

- Section 5. Any member who has not paid, by March 31st, the dues for the current year and all assessments levied prior to January 1 of that year shall be automatically dropped from membership, and a fee of \$25 shall be levied for reinstatement.
- Section 6. 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 7. Any member of this Association engaged in active service in the armed forces of the United States shall be relieved of the payment of Greater Baton Rouge Dental Association 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 fulfilling their required tour of duty, not including any period of voluntary extended service.
- Section 8. Honorary members shall be exempt from all dues and assessments.
- Section 9. Retired members shall be exempt from all dues and assessments except those levied by the American Dental Association.
- Section 10. Graduate Student Members shall be exempt from all dues and assessments of the Greater Baton Rouge Dental Association.
- Section 11. Any former member desiring reinstatement, who has resigned or who has been dropped for non-payment of dues or assessments, must pay the amount of indebtedness at the time that he was dropped to the State Association and local association as provided for in Article III, Section 3.
- Section 12. Assessments may be levied by an affirmative vote of two-thirds 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.

ARTICLE XI

Committees

The chairman of each committee shall make a written report to the Board of Governors at the meeting prior to the annual meeting, or whenever requested by the Board.

ARTICLE XII

Code of Ethics

Section 1. The Code of Ethics of the American Dental Association and the additional provisions adopted by the Greater Baton Rouge Dental Association is hereby declared to 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 Board of Governors on a problem of Ethics not specifically covered in the Code of Ethics, may be incorporated into the Code of Ethics by an affirmative two-thirds of the members present at any duly convened meeting of the Greater Baton Rouge Dental Association, provided written notice thereof has been mailed to every member of the Association at least seven (7) days before the date set for the meeting.

ARTICLE XIII

Right to Discipline Members

Section 1. This association reserves the right to punish any of its members who may be convicted of malpractice, unprofessional conduct, violation of the Code of Ethics, or violation of the By-laws.

Section 2. Charges against any member shall be made in writing to the Board of Governors and signed by three members.

Section 3. The Board shall furnish the accused member with a copy of the charges, giving him at least thirty (30) days notice of the time of hearing before the Board, said notice sent to his last known address.

Section 4. The Board shall make a thorough investigation of the evidence and if, in the opinion of the majority of the Board, the charges are substantiated, the case shall be presented to the Association for final action.

Section 5. The accused member shall be given at least ten (10) days notice of the hearing before the Association, said notice being certified mail to this last known address.

Section 6. The Association may, by a two-thirds vote, render any one of the following decisions:

- A. It may exonerate
- B. It may reprimand
- C. It may suspend
- D. It may expel

Section 7. The Secretary of the Association shall immediately notify the Secretary of the Louisiana Dental Association and the American Dental Association of such action when the individual's standing in either organization is involved.

ARTICLE XIV

Appeals

Any member who may feel aggrieved by the action of this Association shall have the right to appeal to the Board of Directors of the Louisiana Dental Association.

ARTICLE XV

Amendments

The By-laws and the Additional Provisions of the Code of Ethics adopted by this Association may be repealed or amended at any duly convened meeting of the Association by an affirmative two-thirds 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 the Association, with the approval of the Board of Governors, at least seven (7) days prior to said meeting.

ARTICLE XVI

To maintain membership, a member must fulfill the minimum Continuing Education Requirements which shall be twenty (20) hours annually beginning January 1, 1972, for current members and for each new member on January 1, following his admission. One who is a specialist in the Dental Profession or one who limits his practice to one certain phase of Dentistry shall be required to attain at least one half (10) hours of the minimum in his specialty.

Exceptions shall be:

1. Active members not engaged in a Dentistry related occupation.
2. Active members who are retired or disabled.
3. Life members.
4. Members in armed services.
5. Special cases.

Continuing Education hours should be recognized as the following:

- A. Courses sponsored by accredited dental schools or colleges on the basis of hourly credits granted by the school.
- B. Scientific sessions or meetings of the American Dental Association, constituent and component associations, on the basis of hours physically attended.

- C. Scientific courses or meetings of the Louisiana Dental Association, or component associations, on the basis of hours physically attended.
- D. Scientific courses or meetings approved by the Greater Baton Rouge Dental Society on the basis of hours physically attended.
- E. Papers, lectures and table clinics as approved meetings on the basis of five hours for each presentation of different subject matter.

Each member shall be required to certify, at the time of the annual payment of dues, the hour credits he attained during the year. Falsification of certification or failure to acquire the minimum hours without satisfactory explanation would be basis for expulsion from active membership of the Greater Baton Rouge Dental Society.

ARTICLE XVII

Duties of Standing Committees

The standing committees of this Association shall be: Budget and Dental Relief, Council on Dental Health, Entertainment and Reception, Ethics, Insurance, Legislative, Membership, Necrology, Scientific Program, Constitution and By-laws, Estate Advisory, Orientation, Grievance and Peer Review.

The following duties of committees are only to serve as a basic guide to the men appointed on standing committees. They are not to be construed to mean that these are the only duties that the committeemen are limited to these regulations. These duties may change and the committees are not restricted by the instructions as herein set forth.

All chairmen and members of committees should thoroughly familiarize themselves with the By-laws of the Dental Association and the Constitution and the By-laws of the Louisiana Dental Association.

It shall be the duty of each chairman to call meetings of his committee as often as necessary, to preside at same, to formulate plans and transact business.

He shall make a written report to the Board of Governors at the meeting prior to the annual meeting or whenever requested by the Board.

No committee shall contract financial obligations in the name of the Association, unless authorized by the Board of Governors. Should the chairman of any committee be unable to perform his duties he shall immediately communicate with the Vice-Chairman who shall temporarily perform such duties.

BUDGET AND DENTAL RELIEF COMMITTEE

1. The Budget Committee shall be composed of the President, President-elect, Secretary, Treasurer and a member at large.
2. It shall be the duty of the Budget Committee to prepare an annual budget showing estimated income and disbursements and present same to the Board for approval at the December Board Meeting.
3. It shall examine and audit the books of the Secretary and Treasurer and submit a written report to the Association, at the December meeting, signed by each member of the Committee.
4. It shall also be the duty of this committee to investigate and recommend to the Board of Governors members of this Association in need of financial aid. When approved by the Board, such information shall be submitted to the Louisiana Dental Association.
5. It shall also be the duty of this committee to assist in collecting money, tin foil, scrap amalgam and stimulate interest in the sale of American Dental Association Christmas seals to augment the relief fund of the American Dental Association and the Louisiana Dental Association.

COUNCIL ON DENTAL HEALTH

The general membership of the Council on Dental Health shall consist of one member of each parish under the jurisdiction of this Association and any additional members who, because of their ability or special interest in the activities of the Council, may be considered helpful. These additional members shall not exceed nine in number. In the event a parish does not have a member within its boundaries, a member from a neighboring parish shall be appointed to represent that parish.

The chairman and members shall be appointed by the President of the Association for a period of one year. Those members appointed to membership on the Executive Committee by the Chairman of the Council shall have their term automatically extended. This extension does not include the Council Chairman, he shall be appointed annually.

Due to the distances of travel involved for members to attend meetings, frequent meetings of the entire Council are impossible. Therefore, the Executive Committee is created to act as an ad interim Committee on all matters. The Executive Committee shall consist of at least three and not over nine members, including its chairman. The members of the Executive Committee, other than the Chairman, shall be appointed for overlapping terms. The Chairman of the Council shall also serve as Chairman of the Executive Committee. The Council shall

have the power to appoint sub-committees, advisors from lay or professional groups and to adopt such regulations for the government of its operations as may be deemed expedient.

The duties of the Council on Dental Health of the Greater Baton Rouge Dental Association shall be:

1. Cooperate with the Council on Dental Health of the Louisiana Dental Association in all of its activities and with the Public Health Officials and Public and Parochial School Officials, in the promotion of public health and education throughout the Sixth Congressional District.
2. To handle newspaper releases of meetings and clinics, and of those appearing on programs of all meetings of the Dental Association.
3. To arrange and supervise all radio programs of the Association.
4. To study and consider all matter and information pertaining to or requiring public contact in regard to public dental health and welfare before releasing same.
5. To stimulate the interest of the members of the Dental association in public dental health activities, and encourage each member to take an active part in all phases of this work in their respective parishes or communities.
6. They shall endeavor to have a dental health program introduced and carried on in each parish coming under the jurisdiction of this Association.

LEGISLATIVE COMMITTEE

It shall be the duty of this committee to study all proposed amendments to the By-laws and report their commendations to the Board of Governors. It should collaborate with the Legislative Committees of the Louisiana Dental Association and the American Dental Association.

MEMBERSHIP COMMITTEE

It shall be the duty of the membership committee, with the aid of the Board of Governors, to investigate the membership application and professional standing of all candidates for membership and report upon same to the Board. The membership committee shall encourage and stimulate membership of all eligible dentists within their jurisdiction, and strive to procure applications from those who have resigned, or who have been dropped for non-payment of dues or assessments. The chairman or a member designated by him, shall introduce newly elected members and administer the Declaration.

NECROLOGY COMMITTEE

It shall be the duty of this committee to prepare and present fitting resolutions of condolence for presentation by the Association and for transmission to the families of those who have died during the year.

SCIENTIFIC PROGRAM COMMITTEE

It shall be the Scientific Program Committee, with the aid of the Board of Governors, to provide a suitable meeting place for all meetings, to secure essayists, clinicians and arrange a suitable program for the meetings from February to February. They shall secure equipment that may be required for the meetings. The Chairman, or a member designated by him, shall introduce essayists and clinicians on the program. This committee shall be composed of not less than three members whose terms shall be staggered. Each member shall serve for a term of three years.

CONSTITUTION AND BY-LAWS COMMITTEE

It shall be the duty of this committee to maintain an authentic, complete and current record of the By-laws of this Association; to suggest, author, or edit any amendments to the By-laws which are deemed necessary; and to bring such amendments to the attention of the membership for approval as provided in these By-laws; to incorporate all approved amendments into the current record herein mentioned; and to furnish the Secretary, for filing, a copy of each amendment approved.

ESTATE ADVISORY COMMITTEE

This committee shall be appointed by the President as each occasion arises.

It shall be the official duty of the Estate Advisory Committee to offer to the widow or survivors of a late member assistance in matters pertaining strictly to the dental office and patients. Immediately upon the death of a member this committee shall contact the widow or survivors in an effort to relieve them of worries concerning the dental office. If those involved are receptive to the committee's plans the dental office should be contacted immediately, to instruct the dental assistant how to answer phone calls and what to do about appointments and unfinished work.

Following these preliminary actions by the committee the following steps should be taken, but with the permission of the widow or survivors of the late member:

1. Take an inventory of the office in company with at least two reliable dental industry representatives.

2. Have the assistant or auditor prepare a statement of the accounts receivable.
3. Make a list of patients with unfinished work and arrange to have it completed.
4. Place a price on the office and practice intact and recommend it to the widow.
5. Should the widow wish to leave the disposal of her interests in the committee's hands, then steps should be taken immediately to advise all supply salesmen in the area and ads should be placed in the local journals or bulletins. This is to be done on the written authority of the widow or responsible survivors.

ORIENTATION COMMITTEE

It shall be the duty of this committee to meet with those candidates who have been approved for membership to inform them of the following: Custom of ethical practice in this area, state and local laws concerning the practice of dentistry, functions and intentions of components or any other organizations within the Greater Baton Rouge Dental Associations, Louisiana Dental Association and American Dental Association and any other information which will aid and assist in the establishment of an ethical practice in the community.