

## ORGANIZATION HISTORY

The Society, which draws its membership from the Fifth Congressional District, was originally organized some time prior to 1918. The date is not definitely known, but a meeting was held September 9, 1918, at which Dr. C. B. Johnston presided. For several years following this meeting the Society functioned spasmodically. Evidently the society had troubles which finally overcame it for on August 11, 1924, it was reorganized. Dr. C.B. Johnston was again elected President with Dr. R. L. Wood as Secretary-Treasurer. From the records there were only about ten members in the Society.

The Constitution, Bylaws and Code of Ethics were revised and amended to conform with the new Constitution, Bylaws, and code of Ethics of the Louisiana State Dental Society adopted at the meeting held in Alexandria, Louisiana, on the 15<sup>th</sup> day of March, 1929, and those of the American Dental Association. They were presented to the Society for adoption and were adopted at a regular meeting

On April 21, 1943, the Louisiana Dental Society amended its Charter and Bylaws. It then became necessary that all component organizations adopt Bylaws to conform to the regulations specified in Article XV of the Bylaws of the Louisiana State Dental Society. These changes were made and presented to the Fifth District Dental Association and adopted by them in 1945.

In 1959, a committee was appointed to study and revise the Constitution and Bylaws. At the end of 1959 this Association had grown to sixty members and was very active locally and within the Louisiana Dental Association. The revised Constitution and Bylaws were presented to the membership in 1961, and adopted in that same year.

In 1979, this association had grown to 94 members and the Constitution and Bylaws committee was instructed to revise these documents to conform with the Louisiana Dental Association's and the American Dental Association's Constitution and Bylaws. These revisions were not to be in conflict with recent court rulings and Federal commissions rulings. This revised Constitution and Bylaws was adopted by the membership in 1990.

In 1987 and again in 1998, these Bylaws were reviewed and revised to coincide within the framework of the current guidelines of the ADA & LDA legal entities. These Bylaws shall always defer to the laws of the state and national organization.

By 1998, the Northeast Louisiana Dental Association had achieved the milestone of surpassing a membership of 100 dentists.

# CONSTITUTION

## ARTICLE I NAME

The name of this organization shall be "The Northeast Louisiana Dental Association," a component of the Louisiana Dental Association, which is a constituent of the American Dental Association. The geographical boundaries shall be those specified in the Bylaws of the Louisiana Dental Association.

## ARTICLE II OBJECT

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

## ARTICLE III MEMBERSHIP

The membership shall consist of the various classes as defined in the Bylaws.

## ARTICLE IV OFFICERS

The officers of this association shall consist of a President, President-Elect, Vice President, Secretary, and Treasurer. The Secretary and the Treasurer shall serve for two years or until their successors are elected and installed. The President, the President-Elect, and the Vice President shall serve for one year, or until their successors are elected and installed.

## ARTICLE V BOARD OF GOVERNORS

The Board of Governors of this Association shall consist of the officers, the immediate Past President, the three members elected to serve on the Board of Governors, and this Association's Director to the Louisiana Dental Association's Board of Directors, and shall rank in that order.

## ARTICLE VI MEETINGS

This Association shall hold its annual meetings during the month of January and at least one other meeting during the calendar year, at such time and place as the Board of Governors may agree upon by majority vote; and special or regular meetings as called by the Board of Governors whenever they shall deem it necessary. Notice of the time and place of the annual meeting shall be mailed by the Secretary at least seven days before the meeting shall be mailed by the Secretary at least seven days before the meeting to members in good standing at the last address shown on the records of this Association. The Secretary shall notify members of special meetings and state the object or purpose for which such meeting is called.

## ARTICLE VII BYLAWS

Bylaws shall be provided for the government of this Association and may be amended, altered, or repealed in accordance with the provisions of said Bylaws.

## ARTICLE VIII AMENDMENTS

The Articles of this Constitution may be altered, amended, or repealed in any one of the following ways:

- 1) In accordance with a resolution passed at any duly convened meeting of this Association by an affirmative two-thirds vote of the members present, provided the resolution has been submitted in writing at the previous duly convened meeting.
- 2) In accordance with a written resolution approved by the Board of Governor and mailed to the members of this Association at least seven days prior to the meeting at which time the vote is taken. An affirmative two-thirds vote of the members present is necessary for passage.

3) In accordance with a proposed amendment in writing, signed by at least five members in good standing, presented at the beginning of a duly convened meeting and voted upon at that same meeting with a four-fifths affirmative vote of the members present necessary for passage.

#### ARTICLE IX

The term majority vote shall mean the majority of the members present and voting, unless specified as otherwise.

#### ARTICLE X

The Northeast Louisiana Dental Association may become an incorporated entity when it is not in conflict with the Louisiana Dental Association's respective Constitutions and Bylaws and when the majority of the members present and voting vote to incorporate.

# **BYLAWS**

## **ARTICLE I**

### **ORDER OF BUSINESS**

The following shall be the Order of Business at each meeting of this Association.

1. Calling the Meeting to Order, Roll Call (verbal or silent) for the Board of Governors.
2. Reading Minutes of Previous Meeting.
3. Report of Secretary.
4. Report of Treasurer
5. President's Address.
6. Report of Board of Governors.
7. Report of Director to L.D.A.
8. Report of Committees.
9. Unfinished Business.
10. New Business.
11. Nomination and Election of Officers.
  - (a) Report of Nomination Committee
  - (b) Nominations from Floor
  - (c) Election
12. Installation of Officers.
13. Adjournment.
14. The Order of Business may be changed by a majority of the members present and voting.

## **ARTICLE II**

### **OFFICES AND THEIR DUTIES**

#### **Section 1. OFFICERS OF THE ASSOCIATION**

The Officers of this Association are the President, President-Elect, Vice President, Secretary, and Treasurer.

#### **Section 2. DUTIES OF THE PRESIDENT**

The President shall preside at all meetings of this Association, of the Board of Governors, of the Nomination Committee, and shall perform all the duties usually devolving on a presiding officer. He shall call a special meeting of the Board of Governors at any time during the year at the written request of three members of the Board of Governors or on his own initiative when necessary. The President shall not vote except in case of a tie.

Bylaws – 1

The President shall appoint an elected delegate as the Head of the Northeast Louisiana Dental Association's Delegates. He shall designate an alternate delegate who will replace an absent delegate, or he may delegate that authority to the Head of the delegation.

#### **Section 3. DUTIES OF THE PRESIDENT-ELECT**

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, and submit the same to the Board of Governors for its approval during the month of November. He shall assume the duties of the President and shall act for and in the place of the President in the event of death, resignation, absence of the President, or when the President is unable to act.

#### **Section 4. DUTIES OF THE VICE PRESIDENT**

The Vice President shall perform such duties as the President may direct, and shall serve as a member of the Board of Governors.

#### **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 Board of Governors at each regular meeting of the Association. He shall send to the Secretary of the 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 State Association and/or the American Dental Association; (a) The names of all who become life members, and (b) any action taken by this Association that affects an individual's standing in either organization. He shall send written notice to the membership at their last known address, of the time and place of all meetings, and the objects or purposes of the meetings, at least seven (7) days before the date set. He shall be responsible for keeping the Constitution and Bylaws available at each meeting and he shall keep the same current by having all amendments inserted in the proper place. He shall preside in the absence of the President and President-Elect. He shall keep a copy of all his important correspondence. He shall provide annually by the last day of June to the general membership a list of the members, spouses' names, office and residential addresses, telephone and fax numbers, and e-mail addresses.

The Secretary shall at the January 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.

Bylaws – 2

The Secretary's term of office shall not commence the same year as the Treasurer's term of office.

#### Section 6. DUTIES OF THE TREASURER

The Treasurer shall perform all duties usually 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 and continuing education records. He shall see that the members are notified of the time and place for the payment of all dues or assessments, notify suspended members 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 monies drawn from the Association's treasury. He shall make remittance to the L.D.A. All dues collected for the L.D.A. and A.D.A. within the time limits proscribed by the L.D.A.

He shall keep a copy of all important correspondence. He shall, at the January 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. The Treasurer's term of office shall not commence the same year as the Secretary's term of office.

### ARTICLE III BOARD OF GOVERNORS

#### Section 1.

The Board of Governors of this Association shall consist of the officers, the immediate Past-President, the three members elected to the Board of Governors of this Association, and the member elected to the Board of Directors of the Louisiana Dental Association. The number of elected members shall be maintained at three by the election of one member at each annual session to serve for three years.

#### Section 2. DUTIES OF THE BOARD OF GOVERNORS

The Board shall annually audit the accounts of the Treasurer and submit a report to the Association before accepting said accounts. They shall pass on the expenditures of the monies belonging to this Association. The Board may authorize certain officers, board members, or committees to expend money for specific purposes and the routine expense 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 sovereign state of Louisiana.

Bylaws - 3

Four members of the Board of Governors shall constitute a quorum for the transaction of any and all business. A Board member may designate any active member of this Association in good standing, by written proxy, to represent him at a meeting of the Board of Governors. Meetings of the Board may, at its pleasure, restrict attendance at any of its meetings to its Association for final action. It may authorize or instruct committees, officers or Board members on specific matters and duties.

The Board of Governors shall examine the moral, ethical, and professional standing of all applicants for membership and report to the Association upon same. It shall make recommendations on active, honorary, life,

student, or retired membership for eligible persons subject to approval by the Association. It shall have the authority to rescind an appointment, or temporary appointment to a committee made by the chair.

The Board of Governors shall recommend standards of continuing education for their approval at any duly convened meeting.

The Board of Governors shall act as a tribunal in all matters pertaining to alleged charges of unprofessional conduct, violation of the Code of Ethics, or violation of the Bylaws.

Any member of the Board of Governors who is elected an officer shall resign his post on the Board. He then becomes a member of the Board by virtue of being an officer. Such vacancy shall be filled by presidential appointment until the next annual meeting, at which time a member shall be elected to fulfill the remaining portion of that unexpired term.

#### ARTICLE IV

### **DIRECTOR TO THE LOUISIANA DENTAL ASSOCIATION**

A member shall be elected to serve for a term of two years as this Association's Representative to the Board of Governors of the Louisiana Dental Association.

An Alternate Director shall be elected at the same time to serve for a two-year term. He shall serve in the absence of the Director.

#### ARTICLE V

### **DELEGATE AND ALTERNATE DELEGATES TO THE LOUISIANA DENTAL ASSOCIATION**

#### Section 1 DELEGATES.

Members elected to serve as delegates from this Association to the Louisiana Dental Association's House of Delegates shall serve a term of three years. Each year approximately one third of the delegates shall be elected to replace those whose terms have expired.

Bylaws - 4

#### Section 2. ALTERNATIVE DELEGATES

Three members shall be elected as Alternate Delegates to the Louisiana Dental Association's House of Delegates to serve a term of one year each.

#### ARTICLE VI NOMINATIONS

#### Section 1.

Sixty days prior to the annual meeting the President shall appoint a nominating committee consisting of the three most immediate Past Presidents, and two other members, excluding officers. The President shall act as chairman without a vote, except in the case of a tie.

It shall be the duty of this committee, upon all occasions requiring an election, to nominate a candidate for each office becoming vacant and shall obtain the consent of said candidates to their nominations.

#### Section 2.

At the time of nominations any member in good standing may nominate a candidate for office.

#### ARTICLE VII COMMITTEES

#### Section 1.

The President shall appoint all committees except as otherwise provided.

#### Section 2.

A. The Chairman of each local committee shall be the district representative of the corresponding state committee.

B. The chairman of each committee shall make a report to the general membership in the regular order of business at the annual meeting, and at such other time as the chair may require.

### Section 3.

The following standing committees shall be appointed to serve one year, unless otherwise provided.

Bylaws – 5

- A. Membership Committee
- B. Legislative Committee
- C. Committee on Dental Health & Dental Care Programs
- D. Programs and Arrangements committees
- E. Ethics and Discipline Committee
- F. Hospital Dentistry Committee
- G. Patient Relations Committee
- H. Peer Review Committee
- I. Impaired Dentist Committee

### Section 4. DUTIES OF STANDING COMMITTEES

#### A. MEMBERSHIP COMMITTEE

It shall be the duty of this committee to encourage eligible dentists within this district to make application for membership and to endeavor to secure applications for reinstatement. It shall be the duty of this committee to indoctrinate new members in the activities of this Association.

All application or membership secured by this committee shall be turned over to the Board of Governors for their action. This committee shall maintain a cross index file showing the status of every dentist in the district. The records of this committee shall be turned over to the succeeding 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 members who have died during the year.

This committee shall be responsible for a proper floral display or another memorial from this Association to be sent to the funeral services of a deceased member.

This committee shall make themselves available to the survivors of the deceased member for consultation on the dental aspects of the deceased's estate.

#### B. LEGISLATIVE COMMITTEE

It shall be the duty of this committee to secure the enactment and enforcement of proper laws for the protection of the public and the regulation of the practice of dentistry; and generally, to do any and all things of a legislative nature that are advisable, desirable, or necessary in the interest of the public and the dental profession.

This committee shall collaborate with the Legislative Committee of the Louisiana Dental Association in furtherance of the above objectives. This committee shall oppose any proposed legislation, which is in conflict with the policies of the Louisiana Dental Association.

This committee shall keep the membership informed on current legislative activities and all legal matters pertaining to the dental profession.

Bylaws – 6

#### C. COMMITTEE ON DENTAL HEALTH

The duties of this committee are to cooperate with the Council on Dental Health of the Louisiana Dental Association in all of its activities and with public health officials, and public and private school officials, in the promotion of public health and education throughout this district.

This committee shall stimulate the interest of the members of this 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.

This committee shall be responsible for all publicity in matters pertaining to public dental health and welfare.

#### D. PROGRAMS AND ARRANGEMENTS COMMITTEE

This committee shall provide a suitable place with adequate accommodations in which to hold all meetings. It shall also be the duty of this committee to secure and arrange for the presentation of all clinical and scientific programs.

#### E. ETHICS AND DISCIPLINE COMMITTEE

This committee shall be composed of the three elected members of the Board of Governors. The Chairman shall be the outgoing member.

The duties of this committee shall be:

To keep a constant surveillance of the membership in the area pertaining to unprofessional or unethical conduct or violation of the Principles of Ethics or Constitution or Bylaws.

To receive complaints, accusations, and charges relative to the above.

To investigate the acts, conducts, or statements or any member which would seem to involve the aforementioned misconduct, and attempt to arrive at an amicable settlement of those infractions which are minor or may be of a continuing or repetitive nature.

To investigate, and where warranted, to prefer and present charges against a member or members to the Board of Governors as specified in Article ZII, Section 2.

#### F. HOSPITAL DENTISTRY COMMITTEE

This committee shall be composed of five members of the Association who currently hold hospital staff privileges in one or more hospitals within the territorial confines of the Association and who have been appointed to this committee by the President.

The duties to this Committee shall be:

To assist the hospitals within this district in fulfilling the requirements established by the Joint Commission on Accreditation of Hospitals, and to increase the level of total patient care by assuring high quality hospital dental services.

Bylaws - 7

To assist hospitals in granting hospital staff privileges by making themselves available for consultation on applicants and staff members for said privileges.

To assist the hospitals in formulating recommendations for governing the duties and qualifications of licensed dentists eligible to apply for hospital staff privileges, and these recommendations having been approved by the membership of this Association.

#### G. PATIENT RELATIONS COMMITTEE

This committee shall consist of three members each serving a term of three years. The Board of Governors shall reappoint or replace a member at the expiration of his term.

Members of this committee must have practiced dentistry in the Northeast Louisiana Dental Associations boundaries for a minimum of ten years, at least one member must practice general dentistry.

The committee shall elect its own chairman and secretary. The chairman is responsible for conducting the meeting and the secretary shall keep the minutes. The minutes are the property of the committee and will be accessible only to committee members and the parties directly concerned with the business being conducted.

The purpose of this committee is to make themselves available to patients who have a complaint concerning a dentist and recommended to the patient and/or to the dentist means to adjudicate the dispute short of legal recourse.

Each complaint or dispute shall be produced in writing, stating the specific complaining, signed by the party complaining, and delivered to the chairman of the Patient Relations Committee. The chairman, upon receipt of complaint, shall give written notice to each of the persons involved, setting a place for a hearing concerning the matter, and a time to be held not more than two weeks from the complaint. The committee will meet with the dentist and the complaining party separately. If a compromise cannot be attained, then both the dentist and the complaining party will be summoned before the committee within 14 days of the last separate meeting between the committee and the involved parties. The committees shall function by majority vote and conduct its inquiry or hearing under such rules as it may adopt to reach a fair and equitable decision.

In matters concerning the ethical or legal conduct of a member or members, the decision of the committee may be appealed by the member to the Board of Governors of this Association for its review and decision and the decision of the Board of Governors may be appealed by the member to the membership of this society for its review and decision of all prior decisions. The rights of appeals to the Louisiana Dental Association and the American Dental Association are governed by the constitutions and bylaws of said organizations.

Bylaws - 8



If a complaint is filed against or an inquiry involve a member of the Patient Relations Committee, he shall not be eligible to serve on such Committee during the pending of such complaints and shall be temporarily replaced by a qualified member of the Association appointed by the President.

#### H. PEER REVIEW COMMITTEE

Members of this committee are to serve for a term of five years. One new member is elected each year to fill the place of the outgoing committee member.

Members of this committee must have practiced dentistry in the Fifth District Dental Association boundaries for a minimum of five years. At least two of these members must practice general dentistry.

Duties of this committee are to review matters concerning, but not limited to fees, utilization and quality of care, to act on request from either the third party carrier or the dentist in matters relating to its functions and scope.

Procedure manual is available from the Council on Dental Care Programs of the Louisiana Dental Association.

#### I. IMPAIRED DENTIST COMMITTEE

a. The Committee of no less than three members shall be appointed if needed by the Board of Governors. Their report shall be made in confidence to the Board of Governors.

b. The President shall appoint an active member to represent its membership on the state committee.

### ARTICLE VIII QUORUM

Thirty (30%) percent of the active members of this Association shall represent a quorum.

### ARTICLE XI MEMBERSHIP

#### Section 1.

The membership of this Association shall consist of six classes designated as Active, Life, Honorary, Retired, Student, and Associate members.

#### Section 2. ACTIVE MEMBERSHIP

Active members shall consist of those dentists who are legally and ethically practicing their profession within the geographical boundaries of this Association, and who have fulfilled the requirements for membership, including continuing education requirements, as set forth by the Louisiana Dental Associations and who have been duly elected by the general membership.

Bylaws – 9

Application for Active membership shall be made on application blanks provided by the Secretary, signed by the applicant, and recommended by two active members of this Association, and be accompanied by one year's investigation, and shall then be referred to the membership with the Board's recommendation.

The vote shall be by secret ballot. An affirmative vote of majority of the members present and voting constitutes election.

Explanatory Note: A dentist who has retired from active practice and who is engaged in activities furthering the object of this Association shall be considered to be practicing dentistry within the meaning of this section.

#### Section 3. LIFE MEMBERSHIP

An Active member in good standing who has been an Active or Retired member in good standing for thirty (30) consecutive years or a total of forty (40) years of Active membership in the American Dental Association, and who has been an Active member in good standing for ten (10) years in the Louisiana Dental Association, having attained the age of sixty-five (65) years.

After an affirmative recommendation from the Association, his name shall be submitted to the Louisiana Dental Association for consideration for Life membership. Life members shall have all the rights of Active members, but shall not be required to pay the dues of this Association. An affirmative vote of a majority of the members present and voting shall constitute election to this class of membership.

#### Section 4. HONORARY MEMBERSHIP

Honorary Membership may be conferred upon members of the Association in good standing and on such other persons so designated by the Board of Governors because of valuable contributions to the arts and sciences pertaining to dentistry or their rendition of important services to the dental profession.

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 to

the Association for ballot. An affirmative three-fourths vote of the members present and voting shall be necessary to elect.

Honorary members shall be exempt from all dues and assessments. They shall have all the rights and privileges accorded Active members except they shall not vote or hold office.

#### Section 5. RETIRED MEMBERSHIP

Retired membership may be conferred upon members of this Association in good standing who retire from the practice of dentistry and so request that membership through the Board of Governors. The Board of Governors shall investigate and report on such application to the general

Bylaws – 10

membership. Retired members shall not be required to pay dues to this Association, but maintain good standing with the Louisiana Dental Association and the American Dental Association. They shall be entitled to all the rights of members except they shall not vote or hold office. An affirmative vote of a majority of the members present and voting shall constitute election to this class of membership.

#### Section 6. STUDENT MEMBERSHIP

A Pre-doctoral Sophomore, Junior or Senior student of a dental school located within the geographical boundaries of this Association and that is 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 Education Programs, may become a Student member by being duly elected by the general membership. They shall have all of the rights and privileges accorded Active members except they shall not vote or hold office or be required to pay dues to this Association.

#### Section 7. ASSOCIAT MEMBERSHIP

A person, not eligible for any other type of membership in this Association, who contributes to the advancement of the objectives of this Association and has not met the educational requirements for licensure as a dentist anywhere in the United States and is licensed as a dental hygienist by the Louisiana State Board of Dentistry, upon application to and approval by the appropriate component association, shall be classified as an Associate member of this Association., Associate members shall be eligible to participate in any Louisiana Dental Association sponsored major medical and ancillary insurance coverage, to attend Louisiana Dental Association sponsored continuing education courses at reduced rates comparable to those charged Louisiana Dental Association Active members and to receive a subscription to the LDA quarterly journal.

#### Section 8. 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 met such standards of continuing education as may have been established by these Bylaws and the Louisiana Dental Association, shall be considered a member in good standing.
- (3) The requirement of paying current dues does not apply to retired Life member of this Association for the purpose of determining their good standing.

Bylaws - 11

- (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 was 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 Northeast Louisiana Dental Association a medical certificate attesting to the member’s total disability.

#### Section 9. CONTINUING EDUCATION

To retain membership in the Northeast Louisiana Dental Association each Active member, except as specified below, shall be required to comply with the Louisiana Dental Association’s requirements for continuing education. The exceptions are as follows:

- A. Active members not engaged in dentistry-related occupations.
- B. Active members who are retired or disabled.
- C. Life Members.
- D. Members in he Armed Services.

E. Special Cases.

Section 10. PRIVILEGES

Privileges and classes of membership shall coincide with the Bylaws of the Louisiana Dental Association.

Section 11. JURISDICTION

All matters relating to the jurisdiction of members shall defer to the Bylaws of the Section Louisiana Dental Association.

**ARTICLE X  
ANNUAL DUES**

Section 1.

The annual dues of this Association shall be as voted on by the members of this Association plus the dues of the Louisiana Dental Association and the American Dental Association.

Section 2.

Any former member desiring a reinstatement, who has resigned or who has been dropped for non-payment of dues, penalties, r assessment, or for any reason, must pay the amount of indebtedness at the time he was dropped, to the State Association, and the Association, plus the dues of the current year, and must make application as provided for the Article IX, Section 2.

Section 3.

Any member of this Association engage in active service in the armed forces of the United States shall be relieved of the payment of dues to this Association. This suspension of dues shall not constitute

Bylaws - 12

lapse in membership in any respect, and shall apply only to members in active service during war or national emergency and for the regular prescribed period of service thereafter, not including any period of voluntary service.

Section 4.

A member of this Association, while receiving assistance from the Dental Relief Fund, shall be exempt from the payment of dues and shall be considered to be in good standing during the period of such assistance.

Section 5.

Assessments may be levied by an affirmative vote of three-fourths of the members present and voting at any regular or special meeting, provided that written notice of intention shall have been previously sent to the membership at least two weeks prior to said meeting.

Section 6.

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

Section 7.

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 is a member in good standing at the time total disability was incurred, shall be exempt from the payment of dues or assessments. A totally disabled member, in order to receive entitlement to dues or assessments exemption, shall submit, through his district association to the state association, a medical certificate attesting total disability.

During the period of exemption from dues or assessments, further such certificates shall be presented on request to this Association.

Section 8 LOSS OF MEMBERSHIP AND REINSTATEMENT

A . An active, Life, Retired, or Student member whose dues and/or assessments have not been paid by March 31 of the current year shall cease to be a member of this Association.

B. A former Active member in accordance with Louisiana Dental Association Bylaws may secure reinstatement of Active, Life, Retired, or Student membership on payment of dues and/or assessments of this Association.

**ARTICLE XI  
ANNUAL DUES**

Section 1.

The Principles of Ethics of the American Dental Association is hereby adopted as the Principles of Ethics of this Association.

## Section 2. 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 3. 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 the Association or his District Dental 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 3-A of this Chapter.

Suspension means all 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 conditional.

### 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 Board of Governors of this District Association, which committee shall investigate the charges and report to the Board of Governors of the District Association in writing, together with their recommendation. If the Board of Governors 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 not 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 Board of Governors 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; or 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 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 4. APPEALS FROM DECISION OF DISTRICT ASSOCIATION

An accused member under sentence for 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.

If the accused member does not file an appeal with the Louisiana Dental Association within the thirty (30) days 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.

### ARTICLE XII

#### PARLIAMENTARY PROCEDURES

“Sturgis Standard Code of Parliamentary Procedure” shall govern this Association on all points of parliamentary law not covered by the Constitution or Bylaws. A copy of this book shall be provided by the Secretary at all meetings of this Association or of its Board of Governors.

### ARTICLE XIII

#### AMENDMENTS

The Articles of these Bylaws may be altered, amended, or repealed in any one of the following ways:

- (1) In accordance with a resolution passed at any duly convened meeting of this Association by an affirmative two-thirds vote of the members present and voting, provided the resolution has been submitted in writing at the previous duly convened meeting.
- (2) In accordance with a written resolution approved by the Board of Governors and mailed to the members of this Association at least seven days prior to the meeting at which time the vote is take. An affirmative two-thirds vote of the members present and voting necessary for passage.

Reviewed and updated by the Constitution and Bylaws Committee, August 1998.

E.D. Coates, Jr., Chairman

Robert G. Huffstutter

Mark A. Price

Monte B. Tindall

Converted to digital format 2013 by Lane Eddleman & Justin Tarver

**CODE OF ETHICS**  
Northeast Louisiana Dental Association

In order that the dignity and prestige of the Dental Profession may be upheld, its standards enhanced, and the advancement of Dental Sciences promoted, the following Code of Ethics has been adopted.\*

**Section 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 member has the obligation of keeping his knowledge and skill freshened by continuing education through all of his professional life.

**Section 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.

The dentist's primary duty of serving the public is discharged by giving the highest type of service of which he is capable and by avoiding any conduct which leads to a lowering of esteem of the profession of which he is a member.

He shall not use nor permit the use of his professional letterhead nor his name with title and degree to promote a commercial endeavor, other than his professional practice.

He shall not use or permit the use of his name and title and degree in any manner which may tend to lower the public's esteem of the profession.

**Section 3. GOVERNMENT OF A PROFESSION**

Every profession receives from society the right to regulate itself, to determine and judge its own members. Such regulation is achieved largely through the influence of the professional societies, and every member has the dual obligation of making himself a part of a professional society and of observing its rules of ethics.

**Section 4. LEADERSHIP**

The member has the obligation of providing freely of his skill, knowledge, and experience to society in those fields in which his qualifications entitle him to speak with professional competence. The member should be a leader in his community, especially in all efforts leading to the improvement of the dental health of the public.

**Section 5. EMERGENCY SERVICE**

a. Each member has an obligation to provide continuity of care and to provide a means of emergency care for his patients after normal office hours.

b. If a member is consulted by a patient in an emergency whose regular dentist is unavailable, the member has an obligation to assess the situation and to render appropriate emergency care and then to refer the patient back to his regular dentist.

**Section 6. USE OF AUXILIARY PERSONNEL**

The member has an obligation to protect the health of his patient by not delegating to a person less qualified any service or operation, which is not permitted by law. The member has a further obligation of prescribing and supervising the work of all auxiliary personnel in the interest of rendering best service to the patient.

**Section 7. CONSULTATION**

The member has the obligation of seeking consultation whenever the welfare of the patient will be safeguarded or advanced by having recourse to those who have special skill, knowledge, and experience. A consultant will hold the details of a consultation in confidence and will not undertake treatment without the consent of the attending practitioner.

**Section 8. UNJUST CRITICISM AND EXPERT TESTIMONY**

The member has the obligation of not referring disparagingly to the services of another dentist in the presence of a patient. A lack of knowledge of conditions under which the services were afforded may lead to unjust criticism and to a lessening of the patient's confidence in the dental profession. If there is indisputable evidence of faulty treatment, the welfare of the patient demands that the patient be advised of the situation and then be recommended to another dentist for a second opinion for the best health of the patient. The member also has the obligation of cooperating with appropriate public officials on request by providing expert testimony.

## Section 9. REBATES AND SPLIT FEES

The member shall not accept or tender “rebates” or “split fees.” The terms “rebates” and “split fees” are defined as the division or agreement to split or divide the fees received for dental services with any person for bringing or referring a patient.

## Section 10. SECRET AGENTS AND EXCLUSIVE METHODS

The member has an obligation not to prescribe, dispense or promote the use of drugs or other agents whose complete formulae are not available to the dental profession. He also has the obligation not to prescribe or dispense, except for limited investigative purpose, any therapeutic agent, the value of which is not supported by scientific evidence. The member has the further obligation of not holding out as exclusive, any agent, method, or technique.

## Section 11. PATIENTS AND COPYRIGHTS

The member has an obligation of making the fruits of his discoveries and labor available to all when they are useful in safeguarding or promoting the health of the public. Patients and copyrights may be secured by a member provided that they and the remuneration derived from them are not used to restrict research, practice, or the benefits of the patented or copyrighted material.

## Section 12. ADVERTISING

Advertising can reflect adversely on the dentist who employs it and lower the public esteem of the dental profession. The member has the obligation of advancing his reputation for fidelity, judgment, and skill through his professional services to his patients and to society. Advertising must not lower the public esteem of the Dental Profession and must in no way take or misleading statements or claims.

## Section 13. CARDS, LETTERHEADS AND ANNOUNCEMENTS

A member may properly utilize professional cards, announcements, cards, recall notices to patients of record and letterheads when the style and text are consistent with the dignity of the profession.

Announcement cards may be sent when there is a change in location or an alteration in the character of practice to other dentist, to members of other health professions, and to patients of record.

## Section 14. USE OF PROFESSIONAL TITLES AND DEGREES

A member may use the titles or degrees, doctor, dentist, D.D.S., or D.M.D. in connection with his name on cards, letterheads, office door signs, and announcements. The use of other titles, such as “dental surgeon” or “surgeon dentist,” etc., is unethical. This, however, shall not preclude the use of commonly accepted specialists’ title as provided in Section 17 of the Code of Ethics.

## Section 15. USE OF THE TERMS “CLINIC” AND “GROUP PRACTICE”

The use of the word “clinic” in designating a dental institution shall be confined to those of a public or quasi-public nature established on a not for profit basis for the purpose of providing dental health care.

The use of the term “group practice,” in accordance with the following definition, is recommended as applicable to a dental practice as an alternative to the term “clinic.”

“Group practice” is that type of dental practice in which ethical, licensed dentists, sometimes in association with members of other professions, agree formally between themselves on certain central arrangements designed to advance the economical and efficient conduct of a dental practice in order to render an improved health service to the patient.

## Section 16. CONTRACT PRACTICE

A member may enter into an agreement with individuals and organizations to provide dental health care provided that the agreement does not permit or compel practices which are in violation of the Code of Ethics.

## Section 17. ANNOUNCEMENT OF SPECIALTY PRACTICE

A member who limits his practice to an area of dentistry may include that information in his cards, letterheads, announcements, and directory listings, if the following conditions are met:

1. The indicated area of dentistry must be one for which there is a certifying board approved by the American Dental Association.
2. The dentist’s practice must be limited exclusively to the indicated area of dentistry.

3. The doctor must be a diplomate of a certifying board approved by the American Dental Association for the indicated area of dentistry: or he must be a member of, or be eligible for membership in, a specialty society officially related to a certifying board approved by the American Dental Association for the indicated area of dentistry.

We suggest the use of "Practice limited to (specialty)." The use of the words "specialist," "specializing in," or similar description is in violation of the Code.

#### Section 18. DIRECTORIES

A member may permit the listing of his name in a directory, provided that all dentists in similar circumstances have access to a similar listing. Members' names listed in the classified section of the telephone directory may carry the following additional notation: "Member American Dental Association."

#### Section 19. HEALTH EDUCATION OF THE PUBLIC

A member may properly participate in a program of health education of the public involving such media as the press, radio, television and lecture, provided that such programs are in keeping with the dignity of the profession.

Before a member initiates the publication of a dental health column in a newspaper or other periodical under the auspices of the Association, he must receive the approval of the Board of Governors of the Association.

A member has the right to speak out against the policies espoused by organized dentistry, including the right to make public pronouncements against fluoridation. It is unethical, however, for a member to represent his views as those of the Dental Association or as those of the majority of dentists in the community where in fact his views are opposed to the Association's or to the majority of dentists in the community.

#### Section 20. JUDICIAL PROCEDURE

Violation of any part of this Code will make the offending member subject to possible disciplinary action, which may involve various penalties, up to, and including expulsion from the Association.

Problems involving violation of this Code shall be solved in accordance with Article XII of the Bylaws of the Association.

If a satisfactory decision cannot be reached, the question should be referred, on appeal, to the constituent society, the Judicial Council of the American Dental Association and the House of Delegates of the American Dental Association, as provided in the Bylaws of the American Dental Association.