COLORADO DENTAL ASSOCIATION CONSTITUTION

ARTICLE I - NAME
The name of this organization shall be COLORADO DENTAL ASSOCIATION, hereinafter referred to as "the Association" or "this Association."

ARTICLE II - OBJECT
The purpose of this Association shall be to promote the dental health of the public in the state of Colorado, to advance the art and science of dentistry, to represent the interest of the members of the dental profession and the public which it serves, and to foster an awareness of the obligations and responsibilities of the dental profession to society.

ARTICLE III - ORGANIZATION

Section 1.
This Association is a non-profit corporation organized under the laws of the state of Colorado. If this Association shall be dissolved at any time, no part of its funds or property shall be distributed to or among its members, but after payment of all indebtedness of the corporation, its surplus funds and properties shall be used for dental education and dental research in such manner as the then governing body of the Association shall determine.

Section 2.
The principal place of business of this Association shall be in metro Denver, Colorado, but other offices may be established and maintained within the state, at such places as the House of Delegates may designate.

Section 3.
The area to be served by the Association is the state of Colorado.

Section 4.
This Association is a constituent society of, and chartered by, the American Dental Association. The Principles of Ethics of the American Dental Association shall be the Principles of Ethics of the Association. The Code of Ethics of a Component Society of this Association, which is not in conflict with the Principles of Ethics of the American Dental Association shall also govern the professional conduct of all members of such Component.
Section 5.
The Component Societies of this Association shall be those dental societies chartered in conformity with Chapter III of the Bylaws of this Association.

ARTICLE IV - GOVERNMENT

Section 1.
The legislative and governing body of this Association shall be the House of Delegates, as provided in Chapter IV of the Bylaws.

Section 2.
This Association shall be administered by a Board of Trustees, as provided in Chapter V of the Bylaws.

ARTICLE V - OFFICERS
The officers of this Association shall be the Immediate Past President, President, President-Elect, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Speaker of the House, Editor and the Executive Director.

ARTICLE VI - SESSIONS
The Annual Session of this Association shall be conducted as provided in Chapter IV of the Bylaws.

ARTICLE VII - AMENDMENTS
This Constitution may be amended by a two-thirds (2/3) affirmative vote of the members of the House of Delegates present on the floor of the House of Delegates provided the proposed amendments have been presented in writing at the previous session of the House of Delegates.
COLORADO DENTAL ASSOCIATION BYLAWS

CHAPTER I - MEMBERSHIP

Section 1. CLASSIFICATION:

Members of this Association shall be classified by the Board of Trustees.

Section 2. QUALIFICATIONS:

A. ACTIVE MEMBER. An Active Member is an individual who is practicing or resides in Colorado, has a D.D.S. or D.M.D. or equivalent dental degree from a CODA accredited dental school (or a Colorado physician who also has a D.D.S. or D.M.D. or equivalent dental degree) and maintains good standing in this Association as defined by the Bylaws.

B. RETIRED MEMBER. A member in good standing who is now retired and is no longer earning income from the performance of service as a member of the faculty of a dental school, as a dental administrator or consultant, or as a practitioner of any activity for which a license to practice dentistry or dental hygiene is required by this state, may be classified as a Retired Member upon application to the Executive Director and upon proof of qualification. To qualify for Retired Membership status, the Active Member shall submit an affidavit attesting to retirement from the Component Society.

C. STUDENT MEMBER.

1. Pre-doctoral Student. A pre-doctoral student of a dental school accredited by the Commission on Dental Accreditation shall be classified as a Student Member of this Association.

2. Graduate Student. Any dentist who is engaged full-time in (1) an advanced training course of not less than one (1) academic year's duration in an accredited school or residency program in areas either recognized by the American Dental Association or accredited by the Commission on Dental Accreditation or (2) a residency program or advanced education program in areas recognized by the American Dental Association and in a program accredited by the Commission on Dental Accreditation may be classified as a Student Member of this Association.

D. OTHER CATEGORIES.

Additional membership categories may be established by the Board of Trustees, except that no powers or duties of governance, including those identified in Chapters IV, V, VI and X, may be assigned to membership categories other than those defined in these Bylaws.

Section 3. DEFINITION OF "IN GOOD STANDING":

A member of the Association who has paid dues for the current year is in good standing, provided that the continuing education requirements and cooperation with the Peer Review bodies and committees on ethics are also met by the member. If a member who is in good standing is under a disciplinary sentence, that member shall be designated as a “member in good standing temporarily under suspension,” until the member’s disciplinary sentence has

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terminated. A Member under disciplinary sentence of suspension shall not (a) be privileged
to hold office, either elective or appointive, including Delegate, or Alternate Delegate, (b) have membership on Councils or Committees of this Association, or (c) vote or otherwise participate in the selection of Association officials. This does not preclude Component Societies from further limiting the privileges of an Active Member under suspension.

A member of this Association who does not meet the continuing education requirements, and/or cooperation with the Peer Review bodies or committees on ethics, as determined by the Association Executive Committee, may be disciplined by censure, probation, suspension or expulsion subject to the provisions of Chapter II of these Bylaws. Dues or other money previously paid to the Association shall not be refunded in the event of expulsion. The requirement of paying current dues does not apply to Retired Life Members of this Association for the purpose of determining their good standing.

Section 4. DUES AND ASSESSMENTS:

A. MEMBER DUES. The dues for each category of membership shall be due January 1 of each year, and the amount shall be established by the House of Delegates.

B. ASSESSMENTS. Special purpose assessments may be levied upon Active Members by the House of Delegates. Non-payment of any assessments shall be treated as delinquent dues. Any action on a special purpose assessment to be considered must be publicized to the entire membership at least fifteen (15) days prior to the meeting of the House of Delegates. Passage shall require at least a two-thirds (2/3) affirmative vote of the Delegates present on the floor of the House of Delegates.

CHAPTER II - JUDICIAL PROCEDURE

The Bylaws of the American Dental Association shall control the judicial procedures for imposing discipline upon a member of this Association.

CHAPTER III - COMPONENT SOCIETIES

Section 1. ORGANIZATION:

A. Component Societies may be organized and chartered, subject to the approval of the House of Delegates.

B. A Component Society shall take its name from the county or geographic area within which it is chartered.

Section 2. POWERS AND DUTIES:

A. A Component Society shall have the power to select its Members of this Association subject to the provisions of this Chapter.

B. It shall have the power to provide for its financial support and to establish a Constitution, Bylaws, Rules and Regulations to govern its members provided such Constitution,
Bylaws, Rules and Regulations do not conflict with, or limit, these Bylaws or the Bylaws of the American Dental Association.

C. It shall have the power to discipline any of its members by censure, probation, suspension or expulsion, subject to the provisions of Chapter II of these Bylaws.

Section 3. MEMBERSHIP:

A. ACTIVE OR RETIRED MEMBERSHIP: The Members of each Component Society, except as otherwise provided in these Bylaws, shall be limited to dentists practicing or residing within the territorial jurisdiction of such Component Society, provided that such dentists are members in good standing in this Association and the American Dental Association. A dentist who has retired from active practice and is engaged in activities furthering the objectives of this Association shall be considered to be practicing dentistry within the meaning of this section.

B. REMOVAL FROM ONE JURISDICTION TO ANOTHER: A member who has changed the location of the member's practice from the jurisdiction of one Component Society to that of another Component Society may maintain Active Membership for the remaining calendar year in the Component Society from which the member changed the member’s practice. Thereafter the member shall become a member of the Component Society with jurisdiction over the location to which the member's practice relocated.

Section 4. OFFICERS:

The officers of a Component Society shall be determined by the Component Society.

Section 5. SESSION:

A Component Society shall hold a business session at least once each calendar year.

Section 6. BYLAWS:

Each Component Society shall adopt and maintain Bylaws in compliance with state law and shall not be in conflict with the Bylaws of this Association and shall not be in conflict with, or limit, the Constitution and Bylaws of the American Dental Association. Each Component Society shall file a copy thereof and any changes which may be made thereafter with the office of this Association.

Section 7. RIGHT OF HEARING AND APPEAL:

Disputes arising between Component Societies may be referred to the Association Board of Trustees for hearing and decision. Appeals from the decisions of the Association Board of Trustees may be taken to the House of Delegates, whose decisions shall be final.

Section 8. PRIVILEGE OF REPRESENTATION:

A. Each Component Society shall be entitled to at least one (1) Delegate to the Association's House of Delegates without regard to the number of members. The remaining number of Delegates, to the limit established in Chapter IV, Section 1, shall be allocated to
As amended by the 2017 House of Delegates

Component Societies proportionally to their number of Active and Retired Members. The Society’s Delegates may be Active or Retired Members of the Society.

B. Each Component Society shall elect from among its Active or Retired Members Alternate Delegates not to exceed the number of Delegates elected by the Component Society.

C. Each Component Society shall elect from among its Active or Retired Members a Trustee.

D. Each Component Society may designate from among its Active or Retired Members an Alternate Trustee.

Section 9. CHARTERED COMPONENT SOCIETIES:

The Secretary of the Association is authorized to issue a charter to each Component Society denoting its name and territorial jurisdiction. The following societies are chartered as Component Societies of this Association and the counties comprising each are as follows:

A. Arkansas Valley Dental Society - Baca, Bent, Crowley, Kiowa, Otero and Prowers.

B. Boulder/Broomfield County Dental Society - Boulder and Broomfield.


D. Intermountain Dental Society - Chaffee, Lake, Park and Teller.

E. Larimer County Dental Society - Larimer.


H. San Juan Basin Dental Society - Archuleta, Dolores, La Plata, Montezuma and San Juan.


J. Southeastern Colorado Dental Society - Custer, Fremont, Huerfano, Las Animas and Pueblo.

K. Weld County Dental Society - Weld.

L. Western Colorado Dental Society - Delta, Eagle, Garfield, Grand, Gunnison, Hinsdale, Jackson, Mesa, Moffat, Montrose, Ouray, Pitkin, Rio Blanco, Routt, San Miguel and Summit.

Members practicing in Grand or Summit counties can choose to belong to the Metropolitan Denver Dental Society or the Western Colorado Dental Society. Members practicing in Elbert County can choose to belong to the Metropolitan Denver Dental Society or the Colorado Springs Dental Society. Members practicing in the city and county of Broomfield can choose to belong to the Boulder/Broomfield County Dental Society or the Metropolitan Denver Dental Society. Any subsequent change in component affiliation must be approved by both the current and proposed Component Societies.

CHAPTER IV - HOUSE OF DELEGATES

Section 1. COMPOSITION:
A. The House of Delegates shall be composed of:
   1. The officially certified Delegates of each Component Society and one (1) Student.
   2. The Speaker of the House shall preside over the House of Delegates. The elected
      officers and Immediate Past President of this Association shall be ex-officio members
      without the right to vote. The Editor shall be an ex-officio member and shall be
      eligible to serve as a voting Delegate from the Editor’s Component Society.

B. The number of Delegates to which each Component Society is entitled shall be based
   upon the number of Active and Retired Members in good standing as of December 31 the
   previous year. Each Component Society shall be entitled to one (1) Delegate for each ten
   (10) members, or portion thereof, up to fifty (50) members; thereafter, one (1) Delegate
   for each additional fifty (50) members or portion thereof, up to two hundred fifty (250);
   thereafter, one (1) Delegate for each additional twenty-five (25) members or portion
   thereof.

Section 2. QUALIFICATIONS:
A. A dentist Delegate must be an Active or Retired Member in good standing of this
   Association, and a member in good standing of the Component Society in which
   the Delegate practices. Should the status of any Delegate change in respect to the preceding
   qualifications, the Delegate position shall be declared vacant.

B. The Student Delegate and the Alternate Student Delegate must be enrolled at the
   University of Colorado School of Dental Medicine, must be Student Members of the
   Association, and must be members of the American Student Dental Association in good
   standing at the time of their elections and during their term as Delegate or Alternate
   Delegate.

Section 3. VACANCY:
A. In the event of a vacancy in the office of a Delegate, the Alternate Delegate shall serve
   until the next meeting of the Delegate’s Component Society, at which time a Delegate
   shall be elected to complete the unexpired term.

B. In the event of a vacancy in the office of Student Delegate, the Alternate Student
   Delegate shall serve until the next annual election of the student body of the University of
   Colorado School of Dental Medicine.

Section 4. NOMINATION AND ELECTION:
A. The Component Delegates and Alternate Delegates shall be nominated and elected by the
   voting members of the Component Society that they shall represent, in a manner
   prescribed by the Component Society, provided such an election is not in conflict with
   these Bylaws. The Component Societies shall notify the Secretary of this Association of
   the names of the Delegates elected to represent the society.

B. The Student Delegate and Alternate Student Delegate shall be elected by a majority of the
   dental students voting. It shall be the duty of the newly elected Delegate to have the
Dean of the dental school notify the Secretary of the Association of the election of the Student Delegate and Alternate Student Delegate.

**Section 5. CERTIFICATION OF DELEGATES AND ALTERNATE DELEGATES:**

A. The Secretary of each Component Society shall file with the Secretary of this Association, at least sixty (60) days prior to the first day of the Annual Session, the names of Delegates and Alternate Delegates designated by their societies. Names of Delegates or Alternate Delegates not submitted at least sixty (60) days prior to the first day of the Annual Session may be presented to the House of Delegates and approved by a three-quarters (3/4) affirmative vote of Delegates present on the floor of the House of Delegates.

B. The Secretary of this Association shall request that the office of the Dean submit the name of the Student Delegate and Alternate Student Delegate at least sixty (60) days prior to the first day of the Annual Session.

C. The Secretary of this Association shall provide each Delegate and Alternate Delegate with credentials.

**Section 6. POWERS:**

A. It shall determine the policies which shall govern this Association when not in conflict with the Constitution and Bylaws of the American Dental Association.

B. It shall have the power to adopt or amend and repeal the Constitution and Bylaws of this Association.

C. It shall have the power to establish the amount of dues to be paid by members.

D. It shall have the power to adopt and amend a Code of Ethics, provided it is in conformity with the Principles of Ethics of the American Dental Association.

E. It may grant, suspend or revoke charters of Component Societies.

F. It shall have the power to approve memorials, resolutions or opinions issued in the name of the Association.

G. It shall have the power to adopt Standing Rules and Procedures.

**Section 7. DUTIES:**

A. It shall have the duty to elect all elective officers of the Association, and the Delegates and Alternate Delegates to the American Dental Association.

B. It shall receive and act upon reports of the Councils, Committees and other bodies of this Association and the House of Delegates.

**Section 8. ANNUAL SESSIONS:**
The House of Delegates shall meet annually on a day or days specified by the Board of Trustees.

Section 9. SPECIAL SESSIONS:
A special session of the House of Delegates shall be called by the President on three-fourths (3/4) affirmative vote of the members of the Board of Trustees or on written request of Delegates representing at least one-third (1/3) of the Component Societies and not less than one-fifth (1/5) of the total number of officially certified Delegates of the House of Delegates. The time and place of a special session shall be determined by the President, provided the time selected shall be not more than forty-five (45) days after the request was received. The business of a special session shall be limited to that stated in the official call except by unanimous consent of all Delegates present on the floor of the House of Delegates.

Section 10. OFFICIAL CALL:
A. ANNUAL SESSION: The Secretary of the Association shall distribute an official notice of the time and place of each Annual Session, and shall send to each member of the House of Delegates an official notice of the time and place of the Annual Session at least thirty (30) days before the opening of such session.

B. SPECIAL SESSION: The Secretary of the Association shall send an official notice of the time and place of each special session, and a statement of the business to be considered, to every officially certified Delegate and Alternate Delegate of the last House of Delegates not less than fifteen (15) days before the opening of such session.

Section 11. QUORUM:
A majority of the voting members of the House of Delegates shall constitute a quorum for the transaction of business at any official meeting.

Section 12. STANDING RULES AND REPORTS:
A. REPORTS: All reports of elective officers, appointive officers, Councils, Committees and Task Forces, except supplemental reports, shall be sent to each Delegate and Alternate Delegate electronically or by mail at least thirty (30) days in advance of the meeting of the House of Delegates. All supplemental reports shall be distributed to each Delegate before such report is considered by the House of Delegates.

B. APPROPRIATION OF FUNDS: Any resolution proposing an appropriation of funds shall be referred to the Board of Trustees. The Trustees shall prepare a report at the same session concerning the availability and source of funds for the purpose specified.

C. No new business shall be introduced into the House of Delegates at the last meeting of a session, unless by unanimous consent of Delegates present on the floor of the House of Delegates.

CHAPTER V - BOARD OF TRUSTEES

Section 1. COMPOSITION:
The Board of Trustees shall be composed of the elected officers, one (1) Trustee elected by each Component Society, the Chair of the New Dentist Committee and the Student Member. The Speaker of the House, the Editor and the Executive Director shall be ex-officio members without the right to vote.

Section 2. QUALIFICATIONS:

A. Trustees must be Active or Retired Members in good standing of this Association and members in good standing of the Component Society which they represent. The elective officers of this Association shall serve as Trustees in their elective capacity, but not as representing any Component Society. Should the status of any Trustee change in respect to one of the elected offices in the Association during the term of office, then that Trustee position shall be declared vacant. Should any Component Society Trustee be elected to one of the Association's offices during their term as Trustee, then that Trustee position shall be declared vacant.

B. A Trustee elected by a Component Society in accordance with Subsection A of this section shall have served or be serving as an officer of that Trustee’s Component Society or shall have served or be serving as a Delegate to the House of Delegates of this Association.

C. Component Societies may also elect Alternate Trustees to serve as their voting representative in the absence of their elected Trustee. When serving in the absence of the Trustee, the Alternate Trustee shall have the same voting privileges as the Trustee.

D. The Student Member from the University of Colorado School of Dental Medicine must be a member in good standing.

Section 3. VACANCY:

In the event of a vacancy in the office of a Trustee, the Alternate Trustee shall assume the duties of the Trustee until the next meeting of the Component Society, the University of Colorado School of Dental Medicine American Student Dental Association Chapter or New Dentist Committee, at which time a Trustee shall be elected to complete the unexpired term.

Section 4. TERM OF OFFICE:

No Trustee shall be elected for more than three (3) consecutive three (3) year terms. If a Trustee has been appointed by that Trustee’s Component to fill an unexpired term and if that unexpired term has more than two (2) years remaining, then that appointee may seek only two (2) more three (3) year terms. If, however, that unexpired term has less than two (2) years remaining, then that appointee may seek three (3) additional three (3) year terms. A Trustee who has served three (3) consecutive three (3) year terms may seek re-election for a position as a Trustee only after sitting out a minimum of one (1) three (3) year term.

The Student Trustee’s term of office shall be one (1) year. The New Dentist Committee Trustee’s term of office shall be one (1) year.

Section 5. NOMINATION AND ELECTION:
A. A Trustee shall be nominated and elected by the voting members of the Component Society in which that dentist practices to represent it in a manner prescribed by the Component Society, provided such an election is not in conflict with these Bylaws. The Component Societies shall notify the Secretary of this Association of the name of the Trustee elected to represent the society.

B. Student Members shall elect one (1) Trustee from their membership. They may also elect one (1) Alternate Student Trustee, from their membership, in good standing, to serve as their representative in the absence of their elected Trustee.

C. The New Dentist Committee Chair shall serve as Trustee for the Committee. The New Dentist Committee may elect one (1) alternate representative from its Committee, in good standing, to serve as its representative in the absence of the Chair.

Section 6. POWERS:

A. The Board of Trustees shall be the managing body of the Association, vested with full power to conduct all business of the Association, subject to the laws of the State of Colorado, the Articles of Incorporation, the Constitution and Bylaws, and the mandates of the House of Delegates of this Association.

B. It shall have the power to establish policies, rules and regulations not inconsistent with these Bylaws or House of Delegates actions to govern its organization and procedures.

C. Except for editorials written or approved by the Editor it shall have full discretionary power to cause any articles in whole or in part to be published in, or to be omitted from, any official publication of the Association.

D. It shall have the power to establish policies when the House of Delegates is not in session and when such policies are essential to the management of the Association, provided however, that all such policies must be reported at the next session of the House of Delegates.

E. It shall have the power to propose to the House of Delegates amendments to the Constitution and Bylaws.

F. It shall approve by a two-thirds (2/3) affirmative vote of the Trustees a budget for carrying on the activities of this Association for the ensuing fiscal year.

G. It shall have the power to authorize utilization of the Reserve Fund monies directly or as collateral for a loan, within budget limitation, for the purpose of avoiding cash flow difficulties in the Operating Fund.

H. It shall have the power to consider appeals from the membership in matters of a disciplinary nature, which have received prior hearing, consideration and action by the Executive Committee, and subject to the requirements of Chapter XII of the Bylaws of the American Dental Association.
I. It shall have the power to establish those Councils, Committees and Task Forces required for the functional operation of the Association.

Section 7. DUTIES:

A. It shall provide for the housing and maintenance of the Association office and any other offices of the Association, maintenance and supervision of all property owned by this Association, and for the supervision of all funds, investments, and expenditures of this Association.

B. The Trustees shall vote on all requests between Annual Sessions for expenditures not included in the budget in excess of an aggregate amount of fifty thousand dollars ($50,000.00).

C. It shall review the audit of all accounts of this Association and determine the frequency of audits, except that an audit must be conducted at least every two years.

D. It shall cause to be bonded by a licensed surety or insurance company for whatever amount is deemed necessary, any elective or appointive officer of this Association entrusted with Association funds.

E. It shall determine the hours, date and place for convening each Annual Session of the House of Delegates.

F. It shall provide for the publication and distribution of all official publications of this Association.

G. It shall recommend to the House of Delegates nominees for Life Membership and Honorary Membership.

H. The Board of Trustees shall convene at the call of the President or at a date and time set by a majority of the voting members of the Board of Trustees.

I. It shall be the responsibility of the Board of Trustees to approve the appointment of the Editor and Executive Director of this Association in accordance with the provisions of Chapter VII, Section 2.

J. It shall be the responsibility of the Board of Trustees to review the Executive Director’s job performance annually and it shall approve the Executive Director’s compensation package for the following fiscal year.

K. It shall have the duty to serve as the Court of Appeals for the decisions of any special committee on judicial affairs.

Section 8. QUORUM:

A majority of the members of the Board of Trustees shall constitute a quorum for the transaction of business at any session.
CHAPTER VI - ELECTIVE OFFICERS

Section 1. COMPOSITION:
The elective officers of this Association shall be a President-Elect, 1st Vice President, 2nd Vice President, Secretary, Treasurer and Speaker of the House of Delegates.

Section 2. ELIGIBILITY:
Any Active or Retired Member in good standing for five (5) years in this Association shall be eligible to serve as an elective officer.

Section 3. NOMINATION:
At a meeting of the House of Delegates, nominations for the offices of President-Elect, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Speaker of the House and candidates for Delegates and Alternate Delegates to the American Dental Association shall be presented. For the purpose of nominations, the state of Colorado shall be divided into four (4) regions consisting of Component Societies as indicated:

A. Metropolitan Denver Region – Metropolitan Denver Dental Society.
B. Northeastern Region – Boulder/Broomfield County Dental Society, Larimer County Dental Society, Northeastern Colorado Dental Society and Weld County Dental Society.
C. Southeastern Region – Arkansas Valley Dental Society, Colorado Springs Dental Society, San Luis Valley Dental Society and Southeastern Colorado Dental Society.
D. Western Region – Intermountain Dental Society, San Juan Basin Dental Society and Western Colorado Dental Society.

The nomination of the 2nd Vice President shall occur in even numbered years from the Northeastern, Southeastern or Western Region of the state, rotated clockwise to establish the sequence of eligible regions. The nomination of this position shall occur in odd numbered years from the Metropolitan Denver Region of the state. Each nominee submitted by the nominating body must practice within or be retired from practice within the region eligible to submit nominees. While not required or assured by election as 2nd Vice President, it is anticipated that individuals elected to the office of 2nd Vice President will progress through the positions of 1st Vice President, President-Elect, President and Immediate Past President in the subsequent years.

The nomination of the Association Treasurer shall occur in even numbered years. The Treasurer shall be elected to a term of two (2) years and may serve up to three (3) terms.

The nomination of the Association Secretary shall occur in odd numbered years. The Secretary shall be elected to a term of two (2) years and may serve up to three (3) terms.

The Board of Trustees shall be responsible for notifying the Component Societies in the appropriate region as to eligibility to present qualified nominees.
Should an eligible region be unable to submit a qualified nominee during its rotational turn
by forty-five (45) days prior to Annual Session, the pool of eligible candidates shall be
expanded to include the next region of Component Societies in the rotation. Should a
qualified nominee fail to be submitted from this expanded pool by thirty (30) days prior to
the Annual Session, the pool of eligible candidates shall again be expanded to include the
next region of Component Societies in the rotation. Should a qualified nominee fail to be
submitted from this expanded pool by twenty (20) days prior to the Annual Session, the pool
of eligible candidates shall be expanded to include the entire Association membership.
During subsequent elections for 2nd Vice President, the pool of candidates shall return to the
original rotation, irrespective of whatever region produced the elected officer the previous
year.

Additional nominations may be made from the floor of the House of Delegates provided such
nominations are accompanied by a letter of acceptance from the nominee and endorsed by
five (5) Delegates.

Section 4. ELECTION:

The elective officers and Delegates and Alternate Delegates to the American Dental
Association shall be elected by the House of Delegates during the Annual Session. If more
than two (2) candidates are nominated for any elective office, and no candidate receives a
majority of all votes cast on the first ballot, then only the two (2) having received the highest
number of votes shall thereafter be considered candidates and a second ballot ordered.

Section 5. TERM OF OFFICE:

The term of office for the Secretary and Treasurer shall be two (2) years. The term of office
of all other officers shall be one (1) year. Each officer shall serve until that officer’s
successor shall be elected or installed.

Section 6. INSTALLATION:

The elective officers shall be installed at the close of each Annual Session. The President-
Elect shall be installed as President at the close of the next Annual Session of the House of
Delegates following that of the election as President-Elect. All newly installed officers shall
take office immediately following the close of business at the last meeting of each Annual
Session.

Section 7. VACANCIES:

In the event the office of President becomes vacant, the President-Elect shall become
President for the unexpired portion of the term and the subsequent term of President. In the
event any other offices, except the Speaker of the House of Delegates, become vacant, the
offices shall remain vacant until the next Annual Session election and the duties of such
offices shall be assumed by the remaining officers. In the event the office of Speaker of the
House of Delegates becomes vacant, the President, with the approval of the Board of
Trustees, shall appoint a Speaker pro-tem.
In the event of a vacancy in any office other than the Speaker of the House, the Speaker of the House shall become a voting member of the Executive Committee and Board of Trustees.

Section 8. DUTIES:

A. PRESIDENT:
   It shall be the duty of the President:
   1. To preside at all meetings of the Executive Committee and the Board of Trustees.
   2. To call meetings of the Executive Committee and the Board of Trustees as may be deemed necessary.
   3. To vote at Executive Committee and Board of Trustee meetings only when a tie-breaking vote is needed, in accordance with the Robert’s Rules of Order.
   4. To fill vacancies and remove appointees as he or she deems appropriate in accordance with these Bylaws.
   5. To appoint Committees and Task Forces not otherwise provided for in these Bylaws.
   6. To serve as Chair of the Executive Committee as provided in Chapter IX of these Bylaws.
   7. To perform such other duties as may be provided in these Bylaws or Association Policies.

B. TREASURER:
   It shall be the duty of the Treasurer to serve as custodian of all monies, securities and deeds belonging to the Association which may come into the Treasurer's possession, and shall hold, invest and disburse same, subject to the direction and procedures as established by the Board of Trustees.

C. SPEAKER OF THE HOUSE:
   It shall be the duty of the Speaker of the House:
   1. To preside at all sessions of the House of Delegates.
   2. To act as parliamentarian for the Board of Trustees.
   3. To prepare, in cooperation with the Executive Committee, the agenda for the House of Delegates, subject to the approval of the House of Delegates.

CHAPTER VII - APPOINTIVE OFFICERS

Section 1. TITLE:
The appointive officers of this Association shall be an Executive Director and an Editor.

Section 2. APPOINTMENTS:
A. Membership in the Association is not a requirement for appointment as Executive Director. A majority vote by the Board of Trustees is required for appointment as Executive Director.

B. Any Active or Retired Member in good standing may be appointed to the office of Editor by a majority vote of the Board of Trustees.

Section 3. TERM OF OFFICE AND SALARY:
The Board of Trustees shall determine the salary and tenure of each appointive officer.

Section 4. DUTIES:

The duties of the appointive officers shall be as follows:

A. EXECUTIVE DIRECTOR: The Executive Director shall be the executive head of the Association office. The Executive Director shall engage all employees except as otherwise provided in these Bylaws. The Executive Director shall serve as an ex-officio member of the House of Delegates, Board of Trustees and the Executive Committee without the right to vote. The Executive Director shall not be eligible to serve as an elective officer, Trustee or Delegate during his tenure as Executive Director. The Executive Director shall be responsible for administration of other entities owned or partially owned by the Association.

B. EDITOR: The Editor shall be Editor-in-Chief of the Journal of the Colorado Dental Association and shall exercise full editorial control over such publications, subject only to policies established by the Board of Trustees. The Editor shall serve as a voting member of the Council on Membership. The Editor shall serve as an ex-officio member of the House of Delegates, the Board of Trustees and the Executive Committee without the right to vote, unless serving as an officially certified Delegate.

CHAPTER VIII – COUNCILS, TASK FORCES AND COMMITTEES

Section 1. CLASSIFICATION AND COMPOSITION:

Councils, Task Forces and Committees of this Association shall be established at the approval of the Board of Trustees.

Section 2. DUTIES AND RESPONSIBILITIES:

A. Councils will submit regular reports to the Board of Trustees and a written annual report to the House of Delegates.

B. Task Forces shall submit regular reports to the Board of Trustees and a written report to the House of Delegates.

C. Committees shall submit a written report to the President prior to the dissolution of the Committee.

Section 3. QUORUM/SUBSTITUTION AND NOTICE:

A majority of the members of a Council, Task Force or Committee must be present to constitute a quorum, or the Chair or Acting Chair may rule that a quorum is present and may conduct the business before the Council, Task Force or Committee with at least three (3) members present, provided all members were properly notified of the meeting not less than seven (7) business days prior to the meeting. In the absence of the Chair and Vice Chair, the member present with the greatest longevity on the Council, Task Force or Committee will assume the position of “Acting Chair” and the business of the Council, Task Force or Committee will proceed.
CHAPTER IX - COMMITTEES

Section 1. EXECUTIVE COMMITTEE:

A. COMPOSITION: The Executive Committee shall be composed of the President, as Chair, Immediate Past President, President-Elect, 1st Vice President, 2nd Vice President, Secretary and Treasurer as voting members. The Executive Director, Editor and Speaker of the House of Delegates shall be members of the Committee without the right to vote.

B. DIRECTION: The activities of the Executive Committee shall be under the direction of the Board of Trustees.

C. DUTIES: The duties of the Committee shall be:

1. To carry out any duties assigned to it by the Board of Trustees.
2. To prepare the agenda for the meeting of the Board of Trustees.
3. To receive and make recommendations on matters referred to it or initiated by it.
4. To cooperate with the Speaker of the House of Delegates in the preparation of the agenda for the meeting of the House of Delegates.
5. To appoint a Speaker of the House of Delegates Pro-Tem in the absence of the duly elected Speaker.
6. To conduct the day-to-day business of this Association in keeping with the policies and directives of the House of Delegates and Board of Trustees.
7. To vote on all requests between Annual Sessions for expenditures not in the budget up to fifty thousand dollars ($50,000.00).

CHAPTER X - DELEGATES TO THE AMERICAN DENTAL ASSOCIATION

Section 1. COMPOSITION/ELECTION:

The Delegates representing this Association to the American Dental Association shall consist of members elected by the Association House of Delegates in accordance with the number assigned by the American Dental Association. The Association House of Delegates may elect an equal number of Alternate Delegates who shall be available to act as Delegates should an elected Delegate be unable to fulfill the position of Delegate. Elections shall be at least one (1) year proceeding the American Dental Association House of Delegates' session. At least one (1) Alternate Delegate to the American Dental Association shall be a new dentist (less than ten (10) years in practice) unless an eligible new dentist candidate does not run for election for the Alternate Delegate position.

Section 2. QUALIFICATIONS/TerMS:

A. A Delegate or Alternate Delegate must be an Active or Retired Member in good standing of this Association.
B. The President shall be a Delegate and shall serve as Chair of the delegation.
C. The President-Elect and 1st Vice President shall serve as a Delegates.
D. The remaining number of Delegates shall:
   1. Be elected for a term of three (3) years.
As amended by the 2017 House of Delegates

2. Be a member in good standing.

3. Have served as an Alternate Delegate in attendance at the American Dental Association House of Delegates a minimum of one (1) year.

4. Have served as a Delegate to the Association House of Delegates a minimum of three (3) years.

E. The remaining Alternate Delegates shall:

1. Be elected for a term of one (1) year.

2. Be a member in good standing.

3. Have served as a Delegate to the Association House of Delegates a minimum of two (2) years or have served as an American Dental Association Delegate or Alternate Delegate in the past.

Section 3. NOMINATIONS:

Candidates for Delegates and Alternate Delegates to the American Dental Association House of Delegates shall be approved by the Board of Trustees. Additional nominations may be made from the floor of the Association House of Delegates provided such nominations are accompanied by a letter of acceptance from the nominee and endorsed by five (5) Delegates of the Association House of Delegates.

Section 4. VACANCIES:

In the event a position of Delegate becomes permanently vacant, the President, with the approval of the Board of Trustees shall appoint one (1) of the Alternate Delegates to the Delegate position for that year’s American Dental Association House of Delegates. If the vacant position has more than one (1) year remaining to complete the term, the Association House of Delegates shall elect a Delegate at the Annual Session subsequent to the date of the vacancy to fulfill the expired term.

In the event a position of Alternate Delegate becomes vacant, the President, with the approval of the Board of Trustees may appoint an Alternate Delegate.

CHAPTER XI - REMOVAL FROM OFFICE

The President can remove from office any Council or Committee or Task Force member with the exception that he or she cannot remove a member of the Executive Committee, nor the Chair of the Council on Finance. These office holders are elected by the House of Delegates and they may only be removed from office by the House of Delegates. Any removal from office made by the President should be done in consultation with the Executive Committee and this action must be approved or reversed at the next meeting of the Board of Trustees.

Only the House of Delegates can remove an elected officer from office. This will require a two-thirds (2/3) majority vote of those Delegates present on the floor of the House of Delegates at any official meeting of the House of Delegates. The House of Delegates can remove from office a Delegate or Alternate Delegate to the American Dental Association by two-thirds (2/3) majority of those Delegates present on the floor of the House of Delegates.

The Board of Trustees can remove from office the Executive Director or the Editor.
Only a Component Society can remove its own Trustee or Alternate Trustee from the Board of Trustees.

CHAPTER XII - RULES OF ORDER

The rules contained in the latest published edition of “Robert’s Rules of Order Newly Revised” shall govern the deliberations of this Association in all cases in which they are applicable and not in conflict with these Bylaws.

CHAPTER XIII - AMENDMENTS

These Bylaws may be amended at any official session of the House of Delegates by a two-thirds (2/3) affirmative vote of those members of the House of Delegates present on the floor of the House of Delegates.

CHAPTER XIV - INITIATIVE PROCEDURE

The general membership of the Association may (a) initiate Association policy and/or (b) rescind any action of the House of Delegates by a vote of the membership. An initiative petition of this nature must be submitted to the Association’s Secretary signed by at least fifteen percent (15%) of the members entitled to vote, and such policy or rescission must not deprive members of rights previously earned. Upon certification of the petition, the Association’s Secretary shall, not later than ninety (90) days from receipt of the petition, distribute to each member eligible to vote a copy of the petition with a ballot and submission protocol. Votes may be collected by paper or electronic ballot or in such other manner as the Board may approve. Ballots received in the Association office more than twenty (20) days from the date of distribution will be void. A two-thirds (2/3) affirmative vote of the entire membership is necessary for passage.

The Secretary of the Association shall supervise the preparation and distribution of the ballots. An independent auditor shall supervise the tabulation of the ballots.

CHAPTER XV - INDEMNIFICATION OF PERSONS IN OFFICIAL POSITIONS WITHIN THE COLORADO DENTAL ASSOCIATION

The Association shall (a) indemnify and hold harmless each person holding an official position within the Association, now or hereafter serving the Association, from and against any and all claims and liabilities to which he or she may be or become subject by reason of now or in the future holding or having previously held an official position within the Association and/or by reason of alleged acts or omissions as aforesaid, and (b) reimburse each person holding an official position within the Association for all legal and other expenses reasonably incurred in connection with defending against any such claims or liabilities, provided, however, that no such person holding an official position shall be indemnified against or be reimbursed for any expenses incurred in defending against any claim or liability arising out of his or her own negligence or willful misconduct. The foregoing rights of persons holding an official position with the Association shall not be exclusive of other rights to which they may be entitled.