



**American Academy of the History of Dentistry
Constitution and Bylaws**

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CONSTITUTION

ARTICLE I — NAME

The name of this organization shall be the American Academy of the History of Dentistry, hereinafter referred to as the Academy.

ARTICLE II — OBJECTIVES

The objectives of this Academy are to stimulate interest, study, and research in the evolution and development of the dental profession, encourage and promote the teaching of dental history, distribute information pertaining to its history, cultural and ethical development and to promote amongst and between the profession and society mutual improvement, social intercourse and good will.

ARTICLE III — ORGANIZATION

Section 1 Organization: This Academy is a non-profit organization. Should it be dissolved at any time, no part of its funds or property shall be distributed to, or among its members. After payment of all indebtedness of the Academy, its surplus funds and properties shall be conveyed to an academic program supporting scholarly research in dental history. The designated program shall be selected by a two-thirds vote of the Board of Directors.

Section 2 Central Office: The central office of this Academy shall be that of the Secretary-Treasurer or such other locations as determined by the Board of Directors.

Section 3 Membership: The membership of this Academy shall consist of individuals whose qualifications and classifications shall be as established in *Chapter I of the Bylaws*.

Section 4 Affiliated Dental History Organizations: Affiliated dental history organizations shall be those organizations chartered as such in conformity with *Chapter II of the Bylaws*.

ARTICLE IV – GOVERNMENT

Section 1 Legislative Body: The legislative and governing body of this Academy shall be the members of the Academy, as provided in *Chapter VI of the Bylaws*.

Section 2 Administrative Body: The Administrative Body of this Academy shall be the Board of Directors' as provided in *Chapter V of the Bylaws*.

ARTICLE V — OFFICERS

Section 1 Elected Officers The elected officers of this Academy shall be a President, a President-elect, a Vice President, a Secretary-Treasurer, and an Editor, each of whom shall be elected by the members of the Academy as provided in *Chapter III of the Bylaws*.

Section 2 Appointed Officers The appointed officers of this Academy shall be an Executive Director and an Archivist, each of whom will be appointed by the Board of Directors as provided in *Chapter IV of the Bylaws*.

ARTICLE VI — ANNUAL MEETING

There shall be an Annual Meeting of the Academy conducted in accordance with *Chapter VI of the Bylaws*.

ARTICLE VII — AMENDMENTS

This Constitution may be amended by a three-fourths vote of the members present and voting at an Annual Meeting of the Academy provided the proposed amendment shall have been submitted in writing to the President or the Secretary-Treasurer at least ninety days prior to the Annual Meeting and the membership of the Academy notified of the proposed amendment no less than sixty (60) days before the Meeting.

BYLAWS

CHAPTER I - MEMBERSHIP

Section 1 CLASSIFICATION: The members of this Academy shall be classified as follows:

Active members Student members
Honorary members Associate members

Section 2 QUALIFICATIONS

A—ACTIVE MEMBERS: An Active Member of this Academy shall be an individual who is a member of this Academy and shall show through research, special interest, publications, or through an expressed resolute interest in the history of dentistry and have a positive concern for the advancement of the knowledge of dental history. Application for active membership shall be made on the Academy's "Application for Membership" form and shall be approved by the Committee on Membership, the Board of Directors and by a majority vote of the members of the Academy present and voting at an Annual Meeting.

B--STUDENT MEMBERS: A Student Member shall be an individual who is a full-time dental student (including full-time postdoctoral students and residents of hospital and other training programs). Applications for student membership shall be made in the same manner as for active members.

C--HONORARY MEMBERS: An Honorary Member shall be an individual who has made outstanding historical contributions to the art and science of dentistry, or has made historical contributions in the fields of science, health, literature, philanthropy, ethics or public administration. Honorary membership shall be instituted on the basis of a written nomination signed by two members in good standing of the Academy and submitted to the Chairperson of the Committee on Nominations, who shall prepare complete information on the nominee and submit it to the Board of Directors for approval. The names of approved nominees shall be submitted to the Chairperson of the Committee on Nominations for election by a majority vote of the members of the Academy present and voting at the Annual Meeting.

D—ASSOCIATE MEMBERS: Associate membership may be granted to organizations, societies, libraries, or agencies, which have made substantial contribution to the advancement and understanding of dental history, or have engaged in allied activities. Application for Associate Members shall be instituted on the basis of a written nomination signed by two members of the Academy in good standing, and submitted to the Chairperson of the Committee on Nominations, who shall prepare complete information on the nominee and be approved by the Board of Directors. The names of the approved nominees shall be submitted for election by a majority vote of the members of the Academy present and voting at the Annual Meeting.

Section 3 DEFINITION OF "IN GOOD STANDING": A member of this Academy whose dues for the current year have been paid shall be in good standing.

Section 4 PRIVILEGES:

A-ACTIVE MEMBER.

a An Active Member in good standing shall receive the *Journal of the History of Dentistry*, the subscription price of which shall be included in the annual dues. An Active Member shall be entitled to vote on all issues brought before the membership and may receive an engrossed certificate of membership upon payment of a certificate fee.

b An Active Member in good standing shall be eligible for election or appointment to any office or committee of this Academy as provided for in these *Bylaws*.

B—STUDENT MEMBER: A Student Member in good standing shall receive the *Journal of the History of Dentistry*, the subscription price of which shall be included in the annual dues. Student Members are not eligible to hold elective office and they shall not have the privilege of a vote. However, they may receive an engrossed certificate of membership upon payment of a certificate fee.

C—ASSOCIATE MEMBERS: An Associate Member in good standing shall receive the *Journal of the History of Dentistry*, the subscription price of which shall be included in the annual dues. Associate members are not eligible to hold elective office and they shall not have the privilege of a vote. However, they may receive an engrossed certificate of membership upon payment of a certificate fee.

D-HONORARY MEMBERS: An Honorary Member shall receive the *Journal of the History of Dentistry* and a certificate of honorary membership, but is not eligible to hold elective office and shall not have the privilege of a vote.

Section 5 DUES: Membership dues shall be determined by the Board of Directors and approved by a majority vote of the voting members at an Annual Meeting. The membership shall be informed in writing of any

proposed change in dues at least sixty (60) days before the Annual Meeting as provided in *Chapter XI, Section 2 of these Bylaws.*

A--ACTIVE STUDENT AND ASSOCIATE MEMBERS. The dues of Active, Student and Associate Members shall be due January 1 of each year and shall be paid to the Secretary-Treasurer.

B-HONORARY MEMBERS. Honorary Members shall be exempt from payment of dues.

Section 6 ASSESSMENTS: Assessments for a specific purpose as determined by the Board of Directors may be imposed on the members of the Academy after notification in writing at least thirty (30) days prior to the Annual Meeting and shall be approved by two-thirds of the members present and voting at an Annual Meeting of the Academy.

Section 7 LOSS OF MEMBERSHIP AND REINSTATEMENT:

A—DUES DELINQUENCY. An Active, Student or Associate Member whose dues have not been paid by April 1 of the current year shall cease to be a member of this Academy.

B—REINSTATEMENT. A former member, whose membership was forfeited for non-payment of dues, shall be eligible for reinstatement of membership upon payment of all delinquent dues as determined by the Board of Directors.

C---SEPARATION FOR JUST CAUSE. The Board of Directors may declare any membership null and void for just cause.

Section 8 EXEMPT DUES FOR MEMBERS: The Board of Directors may waive the dues of any member.

CHAPTER II -AFFILIATED ORGANIZATIONS

Section 1 ORGANIZATION: Affiliated dental history groups may be organized and chartered, subject to the approval of the Board of Directors and by a majority of the members present and voting at an Annual Meeting of the Academy. The name, powers, duties, membership, privileges, officers and meetings shall be included in the affiliate's Bylaws and shall be submitted to the Board of Directors for approval before recognition.

CHAPTER III - ELECTIVE OFFICERS

Section 1 — TITLE: The elective officers of this Academy shall be President, President-elect, Vice President, Secretary-Treasurer, and Editor, as provided in *Article V of the Constitution.*

Section 2 — ELIGIBILITY: Only Active Members in good standing of this Academy shall be eligible to serve as an elective officer.

Section 3 — NOMINATIONS: Nominations for the office of President-elect, Vice President, Secretary-Treasurer, and Editor shall be submitted by the Chairperson of the Nominating Committee at the Annual Meeting. Additional nominations may be made from the floor by any Active Member in good standing.

Section 4 — ELECTIONS: The officers shall be elected by a majority vote of the Active Members in good standing present and voting at the Annual Meeting of the Academy.

Section 5 — TERM OF OFFICE: The officers shall serve for a term of one (1) year, or until successors are elected and installed.

Section 6 — INSTALLATION: The officers shall be installed at the close of the Annual Meeting at which they were elected.

Section 7 — VACANCIES: If at any time between Annual Meetings of the Academy a vacancy occurs in an elective office, the Board of Directors shall designate a successor to serve in the vacant position until the next Annual Meeting of the Academy unless otherwise provided for in these *Bylaws.*

Section 8 — DUTIES:

A-PRESIDENT. It shall be the duty of the President:

- a. To serve as the official representative of this Academy for the purpose of advancing the objectives and policies of this Academy.
- b. To preside at all meetings of the Academy and to perform all duties associated with the office.
- c. To serve as Chairperson and *ex officio* member of the Board of Directors, without the right to vote, except in the case of a tie vote of the Board. To serve as *ex officio* member of all committees of the Academy without the right to vote.
- d. To appoint the members of all standing committees of the Academy within thirty (30) days after his or her installation in office.
- e. To submit an Annual Report to the membership at the Annual Meeting.
- f. To perform such other duties as may be required in these *Bylaws*.

B-PRESIDENT-ELECT. It shall be the duty of the President-elect:

- a. To assist the President as requested.
- b. To serve as a member of the Board of Directors.
- c. To serve as Program Chairperson of the Annual Meeting and as Chairperson of the Committee on Finance.
- d. To perform the duties of the President in the absence of the President.
- e. To succeed to the office of President at the next Annual Meeting of the Academy following election as President-elect.
- f. To succeed immediately to the office of President in the event of a vacancy, not only for the unexpired term but also for the succeeding year.

C-VICE-PRESIDENT. It shall be the duty of the Vice-President:

- a. To assist the President as requested.
- b. To perform the duties of the President in the absence of the President and the President-elect.
- c. To serve as a member of the Board of Directors.
- d. To succeed to the office of President in the event of a vacancy in both the office of President and President-elect.

D—SECRETARY TREASURER. It shall be the duty of the Secretary-Treasurer:

- a. To serve as Secretary and a member of the Board of Directors.
- b. To record notes of the proceedings of all meetings of the Academy, prepare and certify the correctness of the minutes.
- c. To maintain an accurate list of the members of the Academy.
 - d. To preserve all records, reports and official documents of the Academy by submitting them to the Archivist for safe keeping.
- e. To prepare and send required notices of meetings of the Academy.
- f. To authenticate official documents of the Academy by signature.
- g. To carry on the official correspondence of the organization as directed by the President or the Board of Directors.
- h. To serve as Treasurer and to collect, maintain and disperse the funds of the Academy. To deposit all Academy funds in a bank or other depository approved by the Board of Directors. Expenditures of Academy funds shall be by instrument bearing the signature of the President, President-elect, and/or Secretary-Treasurer, as directed by the Board of Directors.
 - i. To maintain an accurate record of all financial activities of the Academy.
 - j. To collect all dues and other funds owed the Academy.
 - k. To submit a full report on the finances of the Academy at the Board of Directors meetings and to the membership at the Annual Meeting.
 1. To transfer all records, funds and related materials to his or her successor upon completion of his or her term of office.

E—EDITOR. It shall be the duty of the Editor:

- a. To serve as Editor of the *Journal of the History of Dentistry*
- b. To prepare and edit reports and papers for publication.
- c. To perform as publisher of the *Journal of the History of Dentistry*
- d. To serve as a member of the Board of Director.
- e. To serve as Editor of the Academy's Official Website

Chapter IV- Appointed Officers

Section 1 Title: The appointed officers of the Academy shall be an Executive Director and an Archivist.

Section 2 Appointment: Board of Directors shall appoint The Executive director and the Archivist.

Section 3 Terms of Office: the Board of Directors shall set the terms and conditions of service.

Section 4 Duties:

A. Executive Director. It shall be the duty of the Executive Director:

- a. To serve as chief executive officer for the Academy and as such have responsibility for the implementation and coordination of the Academy's programs under and in concert with the Board of directors.
- b. Manage and direct the activities of the Academy as prescribed by the Board of directors and be responsible to the Board.
- c. Have such and other duties and responsibilities as delegated from time to time by the Board of Directors.
- d. To carry on general correspondence of the Academy.
- e. To serve as a member of the Board of Directors.

B. Archivist. It shall be the duties of the Archivist:

- a. To maintain a file of the minutes of Academy meetings, copies of the journal and other publication of the Academy, and preserve them in a secure place.
- b. To be the custodian of all historical documents and objects in the possession of the Academy, and to retain them pending disposition by the Board of Directors.
- c. To maintain such materials in electronic media for access by the membership.

CHAPTER V -BOARD OF DIRECTORS

Section 1 COMPOSITION: The Board of Directors shall consist of the President, the President-elect, the Vice-President, the Secretary-Treasurer, the Editor, the Executive Director, two Active Member elected at-Large, and the two immediate Past Presidents of the Academy. These individuals shall constitute the voting membership of the Board of Directors except that the President of the Academy shall be a member without the right to vote, unless otherwise provided for in these *Bylaws*.

Section 2 TERM OF OFFICE: The term of office of members of the Board of Directors shall be one year which coincides with the term of office of the elected position they hold in the Academy. The 2 Active Members, elected at-Large, shall serve for a period of two years.

Section 3 NOMINATION & ELECTION: All [elected] officers of the Academy serve as members of the Board of Directors having been nominated and elected as officers of the Academy. The Active Members-at-Large shall be nominated and elected to the Board in the same manner as the officers of the Academy as provided in *Chapter III, Sections 3 and 4 of these Bylaws*.

Section 4 POWERS:

A—The Board of Directors shall be the administrative body of the Academy. It shall have the power to conduct all business of the Academy not inconsistent with the *Bylaws* of this Academy.

B—It shall have the power to establish rules and regulations consistent with these *Bylaws* to govern its organization and procedures in conformity with mandates of the membership.

C—It shall have the power to call a special meeting of the Academy in accordance with *Section 6 of this Chapter of the Bylaws*.

D—It shall have full discretionary power to cause to be published in, or omitted from, any official publication of the Academy, any article or item, in whole or in part, except an editorial written or approved by the Editor.

E—It shall have the power to remove a committee chairperson or any committee member for just cause.

F—It shall have the power to approve or reject Active, Student, Honorary and Associate Members submitted to it by the membership.

G—It shall have the power to appoint members to special committees and convey to such committees the authority to perform any duty that the Board of Directors may lawfully delegate.

H—It shall have the power to approve the establishment of affiliated dental history organizations.

I—It shall have the power to appoint a successor to serve the unexpired term of a vacancy occurring in an elective office unless otherwise provided for in these *Bylaws*.

Section 5 DUTIES: It shall be the duty of the Board of Directors:

A—To consider such matters of policy and procedure as may be brought to its attention, and recommend courses of action for consideration by the membership of the Academy.

B—To determine the date and place for convening meetings of the Academy and to provide for the management and general arrangements for each Annual Meeting of the Academy in conjunction with the provisions contained in *Chapter VI, Section 10 of these Bylaws*.

C—To cause to be bonded all officers entrusted with Academy funds in accordance with Academy needs.

D—To provide guidelines and directives to govern the Treasurer's custody, investment and disbursement of Academy funds.

E—To see that the Finance Committee arranges for all accounts of the Academy to be audited at least once a year and to see that they prepare a budget for carrying on the activities of the Academy for each ensuing fiscal year.

F—To approve all appointments of members and chairpersons to committees of the Academy as provided in these *Bylaws*.

G—To receive and review all the reports of the officers and committees of the Academy and to evaluate and make recommendations concerning all such reports to the membership at the Annual Meeting.

H—To review for approval or rejection all applications for membership as submitted by the chairperson of the Committee on Membership.

I—To appoint special committees in accordance with *Chapter VIII of these Bylaws*.

J—To approve or reject proposed affiliate dental history organizations.

Section 6 MEETINGS:

A—REGULAR MEETINGS. The Board of Directors shall meet prior to and following the Annual Meeting of the Academy at a time and place to be determined by the President. Meetings of the Board of Directors shall be open to all members of the Academy, and members shall be heard on matters under consideration.

B-SPECIAL MEETINGS. Special meetings of the Board of Directors may be called at any time, either by the President or by a majority of the voting members of the Board, provided notice is given to ALL members of the Board in advance of the meeting.

SPECIAL MEETINGS VIA TELEPHONE OR ELECTRONIC MEDIA. The members of the Board of Directors may participate in and act at a meeting of the Board of Directors called by the President on matters of the Academy requiring immediate attention through the use of conference telephone or other communications equipment. Notice of such meetings must be provided to each member in advance of the meeting and only such business as requiring the immediate attention of the Board shall be discussed. Such conferences are considered as meetings, which shall be recorded and made a part of the actions of the Board of Directors.

Section 7 QUORUM: A majority of the voting members of the Board of Directors shall constitute a quorum.

Section 8 OFFICERS OF THE BOARD:

A--CHAIRPERSON AND SECRETARY. The Chairperson of the Board of Directors shall be the President of the Academy and the Secretary-Treasurer of the Academy shall be the Secretary.

In the absence of the President, the office of Chairperson shall be filled by the President-elect or the Vice-President in that order and, in their absence, a voting member of the committee shall be elected Chairperson pro tem.

In the absence of the Secretary, the Chairperson shall appoint a Secretary pro tem.

B--DUTIES.

- a. **CHAIRPERSON.** The Chairperson shall preside at all meetings of the Board of Directors. The Chairperson shall vote only in the case of a tie vote.
- b. **SECRETARY.** The Secretary shall serve as the recording officer of the Board of Directors and as the custodian of its records.

CHAPTER VI - ANNUAL MEETING

Section 1 ANNUAL MEETING: The Academy shall meet annually to establish policy and conduct the business of the Academy.

Section 2 OFFICIAL CALL: The Secretary-Treasurer shall cause to be published an official program of the agenda, time and place of each Annual Meeting, and shall send it to each member of the Academy at least thirty days before the meeting.

Section 3 QUORUM: Eighteen voting members in good standing present at the Annual Meeting of the Academy shall constitute a quorum for conducting the business of the Academy.

Section 4 OFFICERS FOR THE ANNUAL MEETING:

A—**PRESIDING OFFICER AND SECRETARY.** The President or President-elect of the Academy shall be the presiding officer and the Secretary-Treasurer shall be the Secretary for the Annual Meeting. In the absence of the President and the President-elect, the presiding officer shall be the Vice-President. In the absence of the Secretary, the President shall appoint a Secretary pro tem.

B-DUTIES.

a. **PRESIDING OFFICER.** The presiding officer may revise the published order of business for the meeting subject to the approval of the membership. He or she shall, as needed, appoint tellers to assist in determining the result of any action taken by vote and perform such other duties, as custom and parliamentary usage require. The decision of the presiding officer shall be final unless an appeal from such a decision shall be made by a majority, in which case a final decision shall be by majority vote.

b. **SECRETARY** The Secretary for the Annual Meeting shall serve as the recording officer of the meeting and the custodian of its records.

Section 5 ORDER OF BUSINESS: The order of business shall be as presented in the official program or as revised by the presiding officer and adopted by the membership at the Annual Meeting.

Section 6 RULES OF ORDER

A- STANDING RULES AND REPORTS.

- a. **REPORTS.** All reports of officers and committees shall have been submitted to the Board of Directors for approval before their submission to the membership at the Annual Meeting.
- b. **APPROVAL OF THE ANNUAL BUDGET.** The proposed annual budget of the Academy shall be submitted to the voting members for approval at the Annual Meeting.

B— **ADDITIONAL RULES.** The rules contained in the current edition of Sturgis Standard Code of Parliamentary Procedures shall govern the deliberations of the Annual Meeting in all cases where they are applicable and not in conflict with the *Standing Rules of the Academy* or these *Bylaws*.

Section 7 ELECTION PROCEDURE: Elective officers of the Academy and the two Members-at-Large to the Board of Directors shall be elected by the voting members of the Academy at the Annual Meeting. If a contest exists between a number of candidates for an elective office or for the at-large positions on the Board of Directors, voting shall then be by closed ballot. If there is only one candidate for an executive office, such candidate may be declared elected by the presiding officer. If there are only two candidates for the members-at-large positions on the Board of Directors, such candidates may be declared elected by the presiding officer.

Section 8 PRESENTATION OF PAPERS AND TOURS: The reading of historical papers and the organizing of tours are established to foster the viewing, presentation and discussion of subjects pertaining to the history of dentistry.

Section 9 TIME AND PLACE: The presentation of papers shall be held in conjunction with the Annual Meeting of the Academy. A tour of dentally related sites in the area of the Annual Meeting may be scheduled, depending on their availability.

Section 10 MANAGEMENT AND GENERAL ARRANGEMENTS: The President-elect with the approval of the Board shall provide the management of, and make arrangements for presentation of papers and tours unless otherwise provided in these Bylaws.

Section 11 EXHIBITS: Materials of historical interest to dentistry may be exhibited at the Annual Meeting under the direction of the Board of Directors and in accordance with regulations determined by that body.

Section 12 ADMISSION: Admission to the meeting of the American Academy of the History of Dentistry shall be open to any individual displaying interest in the history of dentistry. The Board of Directors, at its discretion and with cause, reserves the right to refuse admittance to any individual.

CHAPTER VII - COMMITTEES

Section 1 NAME: There shall be a standing committee of this Academy for each of the following functions:

- Awards
- Constitution and Bylaws
- Education and Ethics
- Finance
- Membership
- Nominations
- Publications

Section 2 COMPOSITIONS AND ELIGIBILITY:

A—The composition of the committees of this Academy shall be as follows:

a. The Awards Committee shall consist of two distinct subcommittees: the subcommittee to determine the recipient of the Hayden-Harris Award, and the subcommittee to determine the recipient of the Bremner Award. The Hayden-Harris Award subcommittee shall consist of at least three former recipients of the award who are members of the Academy in good standing. The Bremner Award subcommittee shall consist of at least three members of the Academy in good standing. The President shall select the Chairperson for each subcommittee from one of its members.

b. The Constitution and Bylaws Committee shall consist of three Academy members in good standing. The President shall select one of the members of the committee to serve as Chairperson.

c. The Education Committee shall consist of at least five members of the Academy in good standing. The President shall select one of the members of the committee to serve as Chairperson.

d. The Finance Committee shall consist of at least five Academy members in good standing. The President-elect and the Secretary-Treasurer shall be members of the committee. The President-elect shall serve as Chairperson.

e. The Membership Committee shall consist of at least five Academy members in good standing.

f. The Nominations Committee shall consist of the last five (5) Past Presidents in good standing. The Immediate Past President shall serve as the Chairperson.

g. The Publications Committee shall consist of at least five Academy members in good standing. The Editor shall serve as Chairperson.

B—REMOVAL FOR CAUSE. The Board of Directors may remove a committee or executive member for just cause.

Section 3 TERM OF OFFICE: The term of office for members of committees shall be one (1) year except as otherwise provided in these *Bylaws*.

Section 4 VACANCY: In the event of a vacancy in the membership of any committee, the President shall appoint a member of the Academy in good standing to fill the vacancy. In the event such vacancy involves the Chairperson of the committee, the President shall appoint a new Chairperson.

Section 5 QUORUM: A majority of the members of a committee shall constitute a quorum.

Section 6 ANNUAL REPORT: The Chairperson of each committee shall submit, through the Secretary-Treasurer of the Academy, an annual report to the Board of Directors and to the membership at the Annual Meeting.

Section 7 DUTIES:

A---AWARDS COMMITTEES.

a. The subcommittee responsible for the Hayden-Harris Award shall review the qualifications of nominees and prospective recipients and if a candidate is accepted, it shall identify the recipient in a recommendation to the Board of Directors.

b. The subcommittee responsible for the M.D.K. Bremner Award, with the approval of the Board of Directors, may confer on an undergraduate student from an accredited school of dentistry this award for an original unpublished essay on a subject relevant to the history of dentistry. The essay may be the result of research, or a composition revealing an uncommon appreciation or understanding of history as it pertains to dentistry. Section 7C

B—CONSTITUTION AND BYLAWS COMMITTEE. The duties of this committee shall be:

a. To consider proposals for amending the *Constitution* and *Bylaws* of this Academy.

b. To review the articles of the *Constitution* and *Bylaws* annually in order to keep them consistent with Academy programs.

a. To recommend editorial corrections in the *Bylaws*.

C—EDUCATION AND ETHICS COMMITTEE. This Committee shall be responsible for the collection, development and organization of material required for the teaching of dental history and ethics. The committee will have the responsibility for coordinating with educational organizations and identifiable educators the dissemination of such material approved by the Board of Directors of the Academy.

D---FINANCE COMMITTEE. The Finance Committee shall:

a. Cause an audit to be made of the financial records of the Secretary-Treasurer and report the findings of the committee within thirty (30) days after the audit to the Board of Directors.

b. Prepare a budget for carrying on the activities of the Academy for each ensuing fiscal year.

E---MEMBERSHIP COMMITTEE. This committee shall recruit new members and shall process all applications and nominations for membership in the Academy and submit their findings and recommendations to the Board of Directors.

F---NOMINATIONS COMMITTEE. This committee shall place before the membership at the Annual Meeting of the Academy a list of nominees for the elective offices of the Academy and the nominees for the Members-at-Large of the Board of Directors, following review by the Board of Directors.

G---PUBLICATIONS COMMITTEE. This committee shall cause to be published an official journal under the title of *Journal of the History of Dentistry*. It shall advise and assist the Editor in the printing and distribution of the Journal. These duties shall include, but shall not be limited to, the reviewing of articles or other information submitted for publication, to determine acceptability for publication; and the obtaining of advertisements for the *Journal*.

CHAPTER VIII -SPECIAL & AD HOC COMMITTEES

Section 1 APPOINTMENT & TERM: Special or Ad Hoc-Committees may be created at any Annual Meeting of the Academy or at a meeting of the Board of Directors. The committee shall be appointed by the President and approved by the Board of Directors. Such committees shall serve until adjournment of the next Annual Meeting of the Academy. If the assigned duties of the committee have not been completed by the next Annual Meeting, the committee may be re-appointed by the newly elected President.

CHAPTER IX - FISCAL YEAR

The fiscal year of the Academy shall begin on the first (1) day of September and end on the thirty-first (31) day of August in the following calendar year

CHAPTER X - INDEMNIFICATION

Each director, officer and committee member of this Academy shall be held harmless and indemnified by the Academy against all claims and liabilities and all costs and expenses, including attorney's fees, reasonably incurred or imposed upon such person in connection with or resulting from any action, suit or proceeding, or the settlement or compromise thereof, to which such person may be made a party by reason of any action taken or omitted to be taken by such person as a director, officer or committee member of this Academy in good faith. This right of indemnification shall apply to such person whether or not such person is a director, officer or committee member at the time such liabilities, costs or expenses are imposed or incurred and, in the event of such person's death, shall extend to such person's legal representative. To the extent available, the Academy shall insure against any potential liability hereunder.

CHAPTER XI – AMENDMENTS

Section 1 PROCEDURE: These *Bylaws* may be amended at an Annual Meeting of the Academy by a two-thirds (2/3) vote of the voting members present and voting, provided the proposed amendments shall have been submitted in writing to the President or the Secretary-Treasurer at least ninety (90) days in advance of the Annual Meeting and the membership notified of the proposed amendment no less than sixty (60) days prior to the Annual Meeting.

Section 2 RESOLUTIONS RELATING TO DUES: Any resolution effecting a change in the dues of Active Members or affecting the procedure for changing the dues of Active Members may be adopted only if the proposed amendment has been presented in writing to the entire membership of the Academy at least sixty (60) days prior to the Annual Meeting at which it is to be considered.

Adopted: October 15, 2006 Las Vegas, Nevada

Amended: October 1, 2007 San Francisco, California