

**CONSTITUTION AND BYLAWS - USAF CONSTITUENT  
ACADEMY OF GENERAL DENTISTRY  
25 August, 1999**

**CONSTITUTION**

**ARTICLE I  
Name**

The name and title by which this organization (hereinafter referred to as "the Constituent") is and shall be known as "The U. S. Air Force Constituent of the Academy of General Dentistry".

**ARTICLE II  
Objectives and Purposes**

The objectives and purposes for which this Constituent are formed shall be as follows:

Establish and maintain an organization of general dentists in the United States Air Force and to further their continued proficiency through quality continuing education to better serve our beneficiaries.

Further the objectives and purposes of the Academy of General Dentistry.

Promote the science and art of dentistry for the betterment of our patients' health and the prevention of oral disease.

Provide effective representation and recognition for the general practitioner in all matters of interest to the profession.

**ARTICLE III  
Organization**

The Constituent is a part of the Academy of General Dentistry (AGD) (hereinafter referred to as "the Academy"), a national organization incorporated in the State of Illinois, and not organized for profit.

**ARTICLE IV  
Membership**

The membership of the Constituent shall consist of dentists whose qualifications, classification, rights, obligations, and the method of their acceptance and election shall be established in Chapter I of the Bylaws.

**ARTICLE V  
Government**

Section 1. Legislative Body

The legislative and supreme governing body of the Constituent will be a general assembly at the Constituent Caucus at the Academy's Annual Meeting as provided for in Chapter II of the Bylaws.

Section 2. Administrative Body

The administrative body of the Constituent shall be the Board of Directors as provided in Chapter III of these Bylaws.

**ARTICLE VI  
Officers**

The officers of the Constituent shall be a President, President-Elect, Secretary, and Treasurer. The powers, duties, terms of office and method of election shall be as set forth in Chapter IV in the Bylaws.

**ARTICLE VII  
Board of Directors**

Subject to the action of the general assembly and between meetings of the general assembly, the control and administration of the Constituent shall be vested in a Board of Directors as provided in Chapter III of the Bylaws.

**ARTICLE VIII  
Meetings of the Academy**

The Constituent shall hold an annual business meeting by calling a Caucus at the Annual Meeting of the Academy of General Dentistry.

**ARTICLE IX  
Principles of Ethics**

The Principles of Ethics of this Academy shall be the Principles of Ethics of the American Dental Association.

**ARTICLE X  
General Provisions**

This Constitution and Bylaws, either as presently drawn or amended, shall not be in conflict, or limit, the National Constitution and By-Laws of the Academy. A copy hereof and any changes which may be made thereafter shall be sent to the National Secretary of the Academy for approval by the National Constitution and By-Laws Committee, as provided in the National Constitution.

Whenever an amendment is made to the Constitution and Bylaws of the Academy which renders a provision of this Constitution and Bylaws inconsistent with the same, such provision shall be deemed automatically amended without requiring any further action of the Constituent.

**ARTICLE XI  
Revisions and Amendments**

Section 1.

This Constitution may be amended by an affirmative vote of at least two-thirds (2/3) of responding members, either through a vote at the annual Caucus or by a ballot administered by the Executive Secretary of Region 17. Proposed amendments will be presented in *The Federalist*, at the annual Constituent Caucus, or made available electronically.

Section 2.

The Board of Directors, by a majority vote, or any group of twenty-five (25) or more active members may propose amendments to this Constitution by submitting the same to the Secretary at least sixty (60) days prior to the Constituent Caucus at the Academy of General Dentistry Annual Meeting.

**BYLAWS**

**CHAPTER I**

## **Membership**

All classes of members, as provided in the National By-Laws of the Academy, are eligible for membership in the Constituent. Acceptance of membership in the Constituent shall constitute an agreement by such member to comply with the Constitution and By-Laws.

### Section 1. Classifications of membership

The members of the Constituent shall be classified as follows:

- A. **Active Members:** The membership of the Constituent shall consist of dentists who meet the membership requirements of the National Constitution and By-Laws of the Academy and are on active duty in the Dental Corps of the United States Air Force or are General Service (GS) civilian or contract dentists employed to work exclusively at Air Force Dental Clinics, and who are not practicing dentistry elsewhere within a state jurisdiction.
- B. **Retired Member:** An active or associate member in good standing who has been an active member for ten (10) years or more may be classified as a retired member upon application to the Constituent secretary, providing the member 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.
- C. **Associate Membership:** All persons in the health field, except those who otherwise meet the criteria of student or active membership, who desire to join and who are interested in the aims and objectives of the Constituent, may become members by a majority vote of the Board of Directors. Associate members shall not be entitled to vote or hold office.
- D. **Student Membership:** A predoctoral student of a dental school accredited by the Commission on Accreditation of Dental and Dental Auxiliary Education Programs in the United States or Canada, may become a student member of the Constituent. No constituent dues will be collected from student members. Student members shall be entitled to all the benefits of membership except the right to vote or hold office.
- E. **Emeriti Members:** An active, associate, or retired member who has been a continuous member for 35 consecutive years may, after attaining the age of sixty-five (65) be classified as a member emeritus upon application to the Executive Director through the Constituent before August 15 of any given year provided the effective date of the membership emeritus shall be at the beginning of the next calendar year. The applicant shall be an active, associate, or retired member in good standing at the time of his or her election to the emeritus membership. The following grandfathered exceptions shall apply: individuals who have attained the age of sixty-five (65) prior to 1990 need only thirty (30) consecutive years of membership; individuals who have attained the age of sixty-five (65) prior to 1985 need only twenty-five (25) consecutive years of membership; and those individuals who have attained the age of sixty-five (65) prior to 1980 need only twenty (20) consecutive years of membership. Maintenance of membership in good standing in the Constituent shall be a requisite for continuance of emeritus status in the Academy. A member emeritus shall be entitled to all privileges of an active member. While an emeritus member is exempt from

paying dues, he or she may pay a fee established by the National Board of Trustees if he or she wishes to subscribe to the publications of the Academy.

- F. **Honorary Membership:** Persons of distinction, other than dentists, who have rendered outstanding service to the dental profession may be elected to honorary membership by a vote of the National Board of Trustees. Honorary members shall not be entitled to vote or to hold office. They shall not be required to pay dues.
- G. **Part-Time Practitioner:** Any active or associate member whose dues are current and who has been a member for at least ten (10) years, and who has now elected to permanently engage in the practice of dentistry for less than fifteen (15) hours a week may, after reaching age sixty (60), be granted continuous membership as a part-time practitioner. The practice of dentistry is defined as "the performance of service as a member of a 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 the state or province". Dues for members who qualify for this category shall be one-half (1/2) of active member dues. To apply for part-time practitioner membership status, the member shall submit an affidavit attesting to his/her qualifications to the Constituent secretary, who in turn will forward the application to the national organization's Membership Department. A part-time practitioner is entitled to all privileges of active membership and the right to apply for either retired or emeritus membership as long as he or she maintains membership in the organization.

### Section 2. Movement from one jurisdiction to another

A member who is released from active duty or discontinues practice in the Air Force Dental Care System may maintain active membership in the Constituent for one (1) full calendar year following his/her departure or until he/she transfers to another Constituent Society, whichever is sooner, as provided in Chapter 1, Section 2 of the National By-Laws.

### Section 3. Dues, Assessments, and Processing Fees

Constituent dues for each category of membership shall be determined by the Caucus and shall be in addition to the amount charged by the Academy for national dues, special assessments, processing, and/or initiation fees.

- A. Individual members shall remit all national dues (initial and renewal) directly to the national office.
- B. Special assessment fees may be requested from members on a voluntary basis, if deemed necessary by the Board of Directors.
- C. Membership dues shall be payable in accordance with the Constitution and Bylaws of the Academy.
- D. Loss of membership for nonpayment of dues or failure to fulfill the Academy's continuing education requirements shall be handled in accordance with Chapter II, Section 4, of the National Constitution and Bylaws.
- E. Special considerations, such as disabilities, charitable service, or leaves of absence will be handled in accordance with Chapter II, Section 5, of the National Constitution and Bylaws.

## **CHAPTER II** **General Assembly**

## Section 1. Composition

The supreme governing body of the Constituent shall be a general assembly at the Constituent Caucus at the Academy's Annual Meeting consisting of Constituent members who attend and are eligible to vote at any business meeting.

## Section 2. Powers

The general assembly shall have the following powers:

- a. Function as the supreme legislative body of the Constituent.
- b. Determine the policies that will govern the Constituent in all its activities.
- c. Elect the officers and members of the Board of Directors and to act upon requests from the Board for removal of a director or officer.
- d. Enact, amend, and repeal the Constitution and Bylaws of the Constituent.

## Section 3. Sessions

The general assembly shall meet at least once a year at a time and place designated by the Board of Directors. This meeting will normally occur as part of the Constituent Caucus at the Academy's Annual Meeting. The general assembly may be called into session upon the call of the President, with the approval of the Board of Directors, or by petition signed by at least 25 members of the Constituent. Members of the Constituent will be notified of business meetings in *The Federalist* or electronically.

## Section 4. Order of Business

The following should be included in the order of business at the annual meeting:

- a. Call to order by the President
- b. Minutes of the previous session
- c. President and Treasurer reports
- d. Council and Committee Chairpersons reports as appropriate
- e. Board of Directors report (by the Secretary)
- f. Old Business
- g. New Business
- h. Election results and installation of officers
- i. Adjournment

## Section 5. Quorum

A quorum at a Constituent business meeting shall consist of at least 25 voting members.

## **CHAPTER III**

### **Board of Directors**

## Section 1. Composition

The Board of Directors shall consist of the President, President-Elect, Secretary, and Treasurer. The Chairperson of the Board of Directors shall be the President. In the absence of the President, the President-Elect shall preside at meetings of the Board

## Section 2. Meeting

The Board of Directors shall meet at the call of the President and shall be required to meet at least once per year at the Academy's Annual Meeting. Due to the worldwide assignment of Constituent officers, electronic mail (e-mail) and teleconferencing will be used to control, manage, and administer the Constituent in the interim between meetings of the general assembly at the annual Constituent Caucus. The Secretary shall assume responsibility for advising each member of the Board of the meeting at least ten (10) days in advance. A majority of the Board of Directors shall constitute a quorum.

## Section 3. Duties and Powers of the Board of Directors

It shall be the power and duty of the Board of Directors to:

- a. Control, manage and administer the Constituent in the interim between meetings of the general assembly at the annual Constituent Caucus.
- b. Determine the place and date for holding the annual business meeting and approve an overall meeting schedule for the coming year.
- c. Establish a budget for the coming year and to see that all Constituent accounts are examined in detail at least once a year.
- d. Review all council and committee reports and take appropriate action on them.
- e. Periodically assess the needs of the members and to develop plans to see that those needs are met.
- f. Make recommendations to the general assembly regarding the removal of any officer or trustee.

## Section 4. Removal Proceedings

A Board member may be removed from office based on a recommendation from the Board of Directors consisting of a majority vote of the members of the Board present and voting and a two-thirds (2/3) vote of the members attending a meeting of the general assembly announced to the entire membership at least thirty (30) days in advance of the meeting.

## **CHAPTER IV** **Officers**

## Section 1. Officers

The elective officers of the Constituent shall be the President, President Elect, Secretary, and Treasurer. The powers, duties, and the terms of office and method of election shall be set forth in Constituent By-Laws. It is desirable, but not required, that the officers be serving in the Continental United States.

## Section 2. Terms of Office.

All officers shall serve a term of two (2) years and no office will be held for more than two consecutive terms. A simple majority of affirmative votes of returned ballots of Constituent members will constitute an election. Officers will be installed at the Constituent Caucus at the Annual Academy Meeting.

## Section 3. Vacancy in Office

In the event of a vacancy for any reason in the office of President-Elect, Secretary, or Treasurer, the President, subject to the approval of the Board of Directors, shall appoint an interim successor until balloting as provided in Section 2 above can be accomplished.

#### Section 4. Duties of Officers

A. President: It shall be the duty of the President to:

- a. Supervise the activities of the Constituent.
- b. Inform members of Constituent activities.
- c. Coordinate liaison activities with the National Office, Region 17, and other Constituents.
- d. Serve as a non-voting consultant on all Constituent committees.
- e. Preside at meetings of the Constituent Caucus and the Board of Directors. At both meetings, he/she shall have the right to vote only in the event of a tie.
- f. Appoint members to appointed offices and vacancies on councils and committees subject to the approval of the Board of Directors.
- g. Appoint a nominating committee and act as a consultant to the nominating committee.
- h. Submit an annual report to the Constituent Caucus.

B. President-Elect: It shall be the duty of the President-Elect to:

- a. Cooperate with the President and familiarize himself/herself with the duties of that office.
- b. Immediately assume the office of President, complete the term, and serve as President for the ensuing two years when the President resigns, ceases to be a member of the Constituent, or in the event of any vacancy in the office of the President.
- c. Succeed to the office of President when the President's normal term of office expires.
- d. Preside at meetings of the Constituent in the temporary absence of the President.
- e. Serve as a voting member of the Board of Directors.
- f. Serve as a non-voting consultant to all committees.
- g. Attend all important functions of this Constituent.

C. Secretary: It shall be the duty of the Secretary to:

- a. Keep minutes of all meetings of the Board of Directors and the Constituent Caucus.
- b. Maintain custody of Constituent records.
- c. Notify appointed officers and council and committee members of their appointments and notify the National Office of Constituent Officer addresses, telephone numbers, and e-mail addresses.
- d. Conduct correspondence on behalf of the Constituent.
- e. In coordination with the Region 17 Executive Secretary, prepare, distribute, and compile all mail ballots and notify the National Office of election results.
- f. Process and forward to the National Office new members' applications and dues.
- g. Maintain an accurate Constituent membership roll and periodically review and update, as necessary, Constituent records at the National Office.

D. Treasurer: It shall be the duty of the Treasurer to:

- a. Monitor and maintain all Constituent funds.
- b. Advise the Board of Directors, Officers, and members of the financial condition of the Constituent at the annual Caucus.
- c. Deposit or cause to be deposited all monies and other valuables in the name of and to the credit of the Constituent.
- d. Sign all checks.
- e. Prepare a budget for the review and approval by the Board of Directors.

### **CHAPTER V** **Councils and Committees**

#### Section 1. Membership

The President, subject to the approval of the Board of Directors, shall make all council and committee appointments and designate a Chair of the council. All council and committees may consist of one (1) or more members and are appointed for a term of two (2) years.

The responsibilities of each Chairperson are as follows:

- a. Continuing Education Chairperson: Serve as the Constituent expert on all dental education issues, including National Sponsorship Approval, Fellowship in Academy of General Dentistry, Mastership in the Academy of General Dentistry, and the American Board of General Dentistry.
- b. Membership Chairperson:
  - (1) Assume responsibility for ongoing membership recruitment campaigns. Recruit and provide membership information to incoming US Air Force Dental officers.
  - (2) Develop and coordinate programs for recruiting and retaining Constituent members.
- c. Public Information Chairperson:
  - (1) Maintain a worldwide public information network to disseminate newsworthy items for local distribution.
  - (2) Develop and coordinate special public relations events, including the Academy SmileLine at the Annual Meeting.
  - (3) Together with the Membership Chairperson, maintain a network of local Points of Contact at installations around the world.
- d. Legislative Chairperson: Serve as the Constituent expert on all legislative issues impacting on dentistry in the Federal Services.
- e. Dental Care Chairperson: Serve as the Constituent expert on all issues pertaining to the delivery of dental care in the Federal Services.

#### Section 2. Committees

In addition, the Constituent shall also have the following committees:

- a. Nominating Committee: The President, subject to the approval of the Board of Directors, shall appoint the committee and chair of the committee. This committee will be composed of at least three members. It shall be the duty of the committee to nominate at least one (1) candidate for each elective office. The Constituent President shall act as a consultant to the nominating committee. A call for elections will be published in *The Federalist* announcing an open election. Constituent members may announce their intention to run for office by forwarding a copy of their curriculum vitae or resume to the Chair of Nominating Committee. Candidates for office and a ballot for elections shall be published at least sixty (60) days prior to the Constituent Caucus at the Academy Annual Meeting.
- b. Ad Hoc Committees: The President, with the approval of the Board of Directors, shall have the authority to appoint ad hoc committees that are necessary to meet the needs of the organization (e.g., Region 17 Social). All ad hoc committees shall be terminated no later than the end of the incumbent President's term of office.

Section 3.

In order for the Board of Directors or any council or committee to transact business, at least a majority of its members must participate in the decision making process. On normal mail, e-mail, or telephonic votes, all members must be contacted. No meeting of a council or committee may be held without a majority of the voting council or committee members in attendance. This does not preclude telephonic or electronic conferencing to conduct the normal business affairs of the council or committee. All members of a council or committee must be duly notified of the time and place of the meeting at least ten (10) days prior to its occurrence.

**CHAPTER VI**  
**Amendments**

Section 1.

These By-laws may be revised and amended by an affirmative vote of at least two-thirds (2/3) of responding members, either through a vote at the annual Constituent Caucus or by a ballot administered by the Executive Secretary of Region 17. Proposed amendments will be presented in writing in *The Federalist* or will be made available to Constituent members electronically.

Section 2.

An active or emeritus member may propose amendments to the Bylaws by submitting them in writing to the Secretary at least sixty (60) days prior to the Annual Meeting. The Secretary shall be responsible for seeing that Constituent members are notified of proposed amendments at least thirty (30) days prior to the Annual Meeting.