

1 **FLORIDA ACADEMY OF PEDIATRIC DENTISTRY**  
2 **BYLAWS<sup>1</sup>**  
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10 **ARTICLE I. NAME**  
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13 The name of the organization shall be the FLORIDA ACADEMY OF PEDIATRIC  
14 DENTISTRY hereinafter referred to as "the academy" or "this academy".  
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16 **ARTICLE II. PURPOSE**  
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20 The purpose of this Academy shall be: to bring the Pediatric Dentists of the state of  
21 Florida into one organization for the advancement of the science and art of Pediatric  
22 Dentistry\*, to encourage, sponsor and advance the achievement of a high and ethical  
23 standard of practice, education and research in the art and science of all phases of  
24 dentistry for children, adolescents and the handicapped; and the continued education of  
25 the health professions and the public concerning recognized scientific advancements in  
26 the dental and general health of children.  
27

28 Furthermore, to act in an advisory capacity to State and Local dental societies in matters  
29 pertaining to Pediatric Dentistry\*.  
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31 To act as spokesperson for Florida Pediatric Dentists in legislative matters, third-party  
32 and publicly funded programs, publicity and public relations matters, and in matters  
33 pertaining to oral rehabilitation of handicapped children.  
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35 To support the American Academy of Pediatric Dentistry and the Southeastern Society of  
36 Pediatric Dentistry.  
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39 **\*DEFINITION OF PEDIATRIC DENTISTRY:** Pediatric dentistry is an age-defined  
40 specialty that provides both primary and comprehensive preventive and therapeutic oral  
41 health care for infants, and children through adolescence, including those with special  
42 health care needs.  
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<sup>1</sup> Revised June 13, 2003, June 15, 2007, June 18, 2012 and October 20, 2018.

45 **ARTICLE III. AREA**

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48 Section 1. The confines of this Academy shall be the state of Florida.

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50 Section 2. The members of this Academy shall meet the Bylaw eligibility  
51 requirements as provided in Chapter I of the Bylaws.  
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54 **ARTICLE IV. ORGANIZATION**

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58 Section 1. The Academy is a non-profit corporation organized under the laws of the  
59 State of Florida.

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61 Section 2. The Academy shall have and continuously maintain in the State of Florida,  
62 a registered office and a registered agent whose office shall be identical  
63 with such registered office and has such other powers as granted by the  
64 Corporation Acts of the State of Florida.  
65

66 Section 3. Upon the dissolution of the corporation, the Board of Directors shall, after  
67 paying or making provision for the payment of all the liabilities of the  
68 corporation, dispose of all the assets of the corporation exclusively for the  
69 purposes of the corporation in such manner, or to such organization or  
70 organizations organized and operated exclusively for charitable,  
71 educational, religious or scientific purposes as shall at the time qualify as  
72 an exempt organization or organizations under Section 501 (c) (3) of the  
73 Internal Revenue Code of 1954 (or the corresponding provision of any  
74 future United States Internal Revenue Law), as the Board of Directors  
75 shall determine. Any of such assets not so disposed of shall be disposed  
76 of by the Court of Common Pleas of the county in which the principle  
77 office of the corporation is then located, exclusively for such purposes or  
78 to such organization or organizations, as said Court shall determine, which  
79 are organized and operated exclusively for such purposes.  
80

81 Section 4. No part of the net earnings of the corporation shall insure to the benefit  
82 of, or be distributed to, its members, trustees, officers, or other private  
83 persons, except that the corporation shall be authorized and empowered to  
84 pay reasonable compensation for services rendered and to make payments  
85 and distribution in furtherance of its purposes. Notwithstanding any other  
86 provision of these articles, the corporation shall not carry on any activities  
87 not permitted to be carried on (A) by a corporation exempt from Federal  
88 income tax under section 501 (c) (3) of the Internal Revenue Code of 1954  
89 (or the corresponding provision of any future United States Revenue Law)  
90 or (B) by a corporation, contributions to which are deductible under

91 section 170 (c) (2) of the Internal Revenue Code of 1954 (or the  
92 corresponding provision of any future United States Revenue Law.  
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95 **ARTICLE V. GOVERNMENT**  
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97  
98 Section 1. The legislative and controlling body of this Academy shall be the voting  
99 membership gathered together and shall be known as the General  
100 membership.  
101

102 Section 2. The administrative body of this Academy shall be a Board of Directors as  
103 provided in Chapter VI of the Bylaws, which may hereinafter be referred  
104 to as "the Board".  
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107 **ARTICLE VI. OFFICERS AND DIRECTORS**  
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110 Section 1. The elective officers of this Academy shall be the President, Vice  
111 President, and Secretary-Treasurer, each of whom shall be elected by the  
112 general membership.  
113

114 Section 2. The appointed officers of this Academy shall be an Executive Director,  
115 Membership Director, Public Policy Advocate, and the Academy  
116 Representative to the Southeastern Society of Pediatric Dentistry (SSPD),  
117 each designated and appointed by the Board of Directors as provided in  
118 Chapter VII of the Bylaws, except for the Public Policy Advocate who  
119 shall be nominated by the Board of Directors and approved by the AAPD  
120 Council on Government Affairs.  
121

122 Section 3. The Board of Directors of this Academy shall be the elective officers, the  
123 immediate past-president, and five regional representatives. The Executive  
124 Director, Membership Director and the Academy Director to the SSPD  
125 shall serve as ex-officio members of the Board without vote.  
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128 **ARTICLE VII. MEETINGS OF THE ACADEMY**  
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131 There will be a meeting of the Academy held annually in accordance with Chapter IV of  
132 the Bylaws.  
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## ARTICLE VIII. MEMBERSHIP

- Section 1. There shall be eight (8) categories of membership: Active, Associate, International, Affiliate, Postdoctoral Student, Friend, Life, and Retired.
- Section 2. ACTIVE: An ethical pediatric dentist may be considered for Active membership provided the applicant:
1. Is actively involved in the exclusive practice and/or research and/or teaching of and/or administration in an educational institution within the geographic confines of the State of Florida.
  2. Meets the educational requirements of the American Dental Association for the announcement of ethical practice in pediatric dentistry.
  3. Is a member of, and maintains membership in the American Academy of Pediatric Dentistry.
- Section 3. ASSOCIATE: This category of membership is available, upon application, to the following individuals:
1. Practicing pediatric dentists who meet the educational requirements of the American Dental Association for the announcement of ethical practice in pediatric dentistry, who live in United States, but do not reside within the geographic confines of the State of Florida, or
  2. Is a Diplomat of, or Board Eligible, in one of the specialty areas of dentistry recognized by the American Dental Association other than pediatric dentistry, or
- Section 4. INTERNATIONAL: This category of membership is available as an option for all pediatric dentists who meet the qualifications established for Active membership as outlined in Chapter 1, Section 2 who practice, teach, or do research outside the United States.
- Section 5. AFFILIATE: Is an ethically announced general practitioner who expresses a desire to treat children as a part of their practice, and whose interests are consistent with the overall mission of this Academy.
- Section 6. POSTDOCTORAL STUDENT: A Postdoctoral Student member shall be an individual who:

- 183 1. Is either a full-time or part-time postdoctoral student enrolled in an  
184 educational program in pediatric dentistry that is accredited by the  
185 American Dental Association or its foreign equivalent.  
186
- 187 2. Student members shall be exempt from payment of Academy dues.  
188
- 189 Section 7. FRIEND: This category of membership is available, upon application  
190 to all other individuals whose interests are consistent with the mission of  
191 the Academy.  
192
- 193 Section 8. LIFE: This category of membership is available to Active members who  
194 have been members in good standing of the Academy for thirty (30)  
195 consecutive years, have reached the age of sixty-five (65) years, continue  
196 to fulfill the provisions set forth in Chapter 1, Section 2, and have paid all  
197 dues and assessments through the calendar year in which application for  
198 Life membership is made. Life members shall be exempt from payment  
199 of Academy dues.  
200
- 201 Section 9. RETIRED: This category of membership is available to former ethically  
202 announced pediatric dentists who:  
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- 204 1. Have voluntarily and completely retired from dental practice, teaching,  
205 and/or administration,  
206
- 207 2. Are not engaged in part-time practice or employed in a dental  
208 administrative or teaching capacity for which remuneration is received.  
209
- 210 3. If previously a member of this academy for a minimum of 15 years, have  
211 paid all dues and assessments through the calendar year in which  
212 application for Retired membership is made. Retired members shall be  
213 exempt from payment of Academy dues.  
214
- 215 Section 10. PRIVILEGES:  
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- 217 1. **ACTIVE** and **LIFE** members shall be eligible to:  
218
- 219 a. Attend all meetings of the Academy  
220 b. Vote on all issues brought before the membership  
221 c. Hold office and serve on committees  
222 d. Receive copies of all general membership communications and  
223 publication, including the Academy roster  
224
- 225 2. **INTERNATIONAL AND ASSOCIATE** members shall be eligible to:  
226 a. Serve as consultants to committees, but not vote or hold office  
227 b. Attend all meetings of the Academy

- 228 c. Receive copies of all general membership communications and  
229 publications, including the Academy roster  
230
- 231 3. **STUDENT** members shall be eligible to:  
232 a. Serve as consultants to committees, but not vote or hold office  
233 b. Attend all meetings of the Academy  
234 c. Receive copies of all general membership communications and  
235 publication, including the Academy roster  
236
- 237 4. **RETIRED** members shall be eligible to:  
238 a. Serve as consultants to committees, but not vote or hold office  
239 b. Attend all meetings of the Academy  
240 c. Receive at no fee copies of all general membership  
241 communications and may receive other publications and roster on  
242 a fee per item basis as determined by the Board of Directors  
243
- 244 5. **AFFILIATE** members shall be eligible to:  
245 a. Serve as consultants to committees, but not vote or hold office.  
246 b. Attend all meetings of the Academy.  
247 c. Receive copies of all general membership communications and  
248 publications.  
249
- 250 6. **HONORARY** members shall be eligible to:  
251 a. Serve as consultants to committees, but not vote or hold office  
252 b. Attend all meetings of the Academy  
253 c. Receive copies of all general membership communications and  
254 publication, including the Academy roster.  
255

256 Section 11. APPLICATION PROCEDURE:  
257

- 258 1. Applications for all categories of membership shall be submitted to the  
259 Executive Director in such form as the Academy may designate.  
260
- 261 2. The appropriate dues and application fees for the category of membership  
262 for the current fiscal year shall become payable with the application for  
263 membership and shall be paid to the Executive Director of the Academy.  
264 In the event the application for membership is not approved, the dues will  
265 be refunded.  
266
- 267 3. Upon receipt of the application for membership the Executive Director  
268 shall review the applicant's qualifications to assure that they conform to  
269 the respective requirements for membership as set forth in this Chapter.  
270
- 271 4. Applications for all membership categories and all recommendations for  
272 **HONORARY** membership shall be delivered to the Membership and  
273 Credentials Committee for appraisal and action. Applications for all

274 categories of membership except **HONORARY** shall be granted  
275 provisional membership upon satisfactory completion of the application.  
276 This membership shall become final following an affirmative vote of a  
277 majority of the Board of Directors voting at any scheduled meeting of the  
278 Board. The Board may vote on applications for **HONORARY**  
279 membership at any scheduled meeting of the Board.

- 280
- 281 5. **STUDENT** membership will be granted following the completion of the  
282 application, and recommendation of the Membership and Credentials  
283 committee.
- 284
- 285 6. Each new member shall be furnished a copy of the Academy Constitution  
286 and Bylaws.
- 287

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## 289 **ARTICLE IX. SUSPENSION OR EXPULSION OF MEMBERS**

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292 Section 1. Members may be suspended or expelled for failure to pay dues appropriate  
293 for their membership category. Any member in default of payment of  
294 dues shall be suspended ipso facto from all privileges of membership.  
295 Failure to pay dues by March 31st of any year will automatically terminate  
296 membership.

297

298 Section 2. A member whose membership has been terminated by operation of any of  
299 the foregoing provisions, may be restored to membership by application to  
300 be accompanied by a reinstatement fee in the amount of one (1) year's  
301 dues and payment of all assessments, made during the time the  
302 membership was in lapse, together with documented evidence that the  
303 delinquency or delinquencies that effected the termination of membership  
304 have been fully corrected.

305

306 Section 3. Any member may be removed from membership by a three-fourth vote of  
307 the Board of Directors at any general or special meeting of the Board  
308 called for that purpose, for unethical conduct in his practice, research or  
309 teaching or upon his conviction of a felony, or for other conduct involving  
310 moral turpitude.

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## 312 **ARTICLE X. FISCAL YEAR**

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316 The fiscal year for the Academy shall begin on June 1st and terminate on May 31st of  
317 each year. The records of the Academy shall be audited each year immediately prior to  
318 the 1st day of June by a person or persons designated by the President, and a report shall  
319 be presented to the Board of Directors at the meeting of the general session.

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**ARTICLE XI. MEETINGS OF THE ACADEMY**

- Section 1. A meeting of the Academy shall be held annually at a time and place selected and announced by the Board of Directors.
- Section 2. Notice of any annual meeting shall be given to each member in writing at least thirty (30) days prior to the meeting.
- Section 3. The Board of Directors shall be primarily responsible for the agenda of the annual meeting.
- Section 4. Meeting shall be open to members of the Academy and approved guests as set forth in Chapter IV, Section 5 of the Bylaws.
- Section 5. Guests are those individuals who are not applicants nor eligible for membership and who would contribute to the Academy’s objectives by being present, or other persons the Academy may wish to invite. A member of the Academy may bring a guest to the Annual Meeting, but he shall be limited to one (1) visit every three (3) years. A request for guest attendance shall be submitted to the Secretary-Treasurer at least thirty (30) days prior to the meeting date. The Secretary-Treasurer shall be empowered to approve processing of guest applications except where qualifications are questionable. In such cases, the Membership and Credentials Committee must approve the application.

**ARTICLE XII. VOTINGS AND ELECTIONS**

Only Active and Life Members of the Academy shall, at every meeting of the membership, be entitled to one (1) vote in person upon each subject properly submitted for a vote. Election of officers and members of the Board of Directors shall be held annually. An officer and member of the Board of Directors shall be duly elected when he or she receives a majority of the votes cast at an election.

**ARTICLE XIII. DUTIES OF THE BOARD OF DIRECTORS**

- Section 1. The business, property and affairs of this Academy shall be managed by a Board of Directors.



365 Section 2. No voting member of the Board of Directors shall receive any  
366 compensation from the FAPD, other than reimbursement for incurred  
367 expenses. The members of the Board of Directors of the FAPD shall not  
368 be personally liable for its debts, liabilities, or other obligations.  
369

370 Section 3. The elected officers of the Academy shall consist of the:  
371 1. President  
372 2. Vice-President  
373 3. Secretary-Treasurer  
374 All but the president shall be elected at the annual election to be held  
375 during the annual meeting of the Academy. The Vice-President  
376 automatically assumes the office of the President at the next annual  
377 meeting following election to Vice-President.  
378

379 Section 4. Nominations for the respective offices shall be made by a Nominating  
380 Committee consisting of the President and the two (2) most recent living  
381 Past-Presidents, the most senior Past-President serving as chairperson.  
382

383 Section 5. The officers shall be elected for a term of one (1) year and shall continue  
384 in office until their respective successors are elected and assume the  
385 responsibilities of office.  
386

387 Section 6. The Board of Directors shall consist of the President, Vice-President,  
388 Secretary-Treasurer, the immediate past President and five regional  
389 representatives. The Executive Director, Membership Director and the  
390 FAPD Director to the SSPD shall serve as ex-officio members of the  
391 Board without vote.  
392

393 Section 7. The Executive Director shall be nominated by the Nominating Committee  
394 and approved by a majority vote of the members of the Board of Directors.  
395 The Executive Director will be a paid position. Remuneration is to be  
396 decided upon by the Board of Directors. The Executive Director shall be  
397 elected for a term of three (3) years and automatically renewed unless  
398 notice is delivered by either party to the other within thirty days of the  
399 Board of Directors meeting immediately preceding the annual meeting.  
400

401 Section 8. The FAPD Director to the Southeastern Society of Pediatric Dentistry  
402 (SSPD) Board of Directors shall be appointed by a majority vote of the  
403 FAPD Board of Directors. The FAPD Director to the SSPD shall serve a  
404 term of three (3) years.  
405

406 Section 9. The FAPD Membership Director shall be appointed by a majority vote of  
407 the Board of Directors. The FAPD Membership Director shall serve a  
408 term of three (3) years.  
409

- 410 Section 10. There shall be five (5) regional representatives serving on the Board of  
411 Directors, one from each of the following geographic regions of the state:  
412 North Florida/Panhandle, West Coast, East Coast, Central Florida, and  
413 South Florida. Regional representatives shall be appointed by the  
414 incoming President and serve a one year term.  
415
- 416 Section 11. The Board of Directors shall have, and exercise the authority of the  
417 Academy in the management and the business of the Academy between  
418 meetings of the general membership. Each of the Directors shall have one  
419 vote in issues presented to the Board members unless specifically  
420 prohibited by these bylaws. Furthermore, the Board of Directors shall  
421 review annually the budget, review and approve contracts of the Academy  
422 unless such approval of said contracts is specified elsewhere in these  
423 bylaws, and conduct an annual review of the office of the Executive  
424 Director.  
425
- 426 Section 12. Vacancies which occur among the said officers or Directors shall be filled  
427 through appointment by a majority vote of the remaining members of the  
428 Board of Directors. Each person so elected to fill a vacancy shall remain a  
429 Director until the expiration of the vacated term of office. A Director who  
430 has filled an unexpired term shall be eligible to be elected to serve a full-  
431 term. The Board of Directors of this Academy shall have the power to fill  
432 any other vacancies and to appoint such other officers and agents as the  
433 Board of Directors may deem necessary for the transaction of the business  
434 of the Academy.  
435
- 436 Section 13. Any officer or agent may be removed by the Board of Directors, following  
437 a hearing, by a two-thirds (2/3) vote of the Board of Directors, whenever  
438 the interest of the Academy is best served.  
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#### 441 **ARTICLE XIV. DUTIES OF THE OFFICERS**

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- 444 Section 1. **PRESIDENT:** The duties of the President shall be to:
- 445 1. Serve as the chief executive officer and official representative of this  
446 Academy in its contracts with government, civic, business, and  
447 professional organizations for the purpose of advancing the objectives  
448 and policies of this Academy
  - 449 2. Serve as Chair of the Board of Directors
  - 450 3. Serve as the presiding officer of the meetings of the General  
451 Membership
  - 452 4. Present an ad interim newsletter to the general membership and annual  
453 report to the Board of Directors

- 454 5. Present to the General Membership at its annual meeting a report on  
455 the activities of the Board of Directors, as well as such matters deemed  
456 of importance to the Academy  
457 6. Call special meetings of the Board of Directors and the Executive  
458 Committee  
459 7. Nominate all appointments subject to approval of the Board of  
460 Directors, except as otherwise provided in these Bylaws  
461 8. Nominate individuals to fill any vacancy on the Board of Directors and  
462 to fill all other vacancies not provided in these Bylaws  
463 9. Upon expiration of the term of office as President serve as a member of  
464 the Board of Directors for the following one (1) year, as a member  
465 of the Board of Directors for the following one (1) year and as  
466 a member of the Nominating Committee for the following three (3)  
467 years  
468 10. Serve as an advisory member and ex-officio of all committees  
469 11. Perform such other duties as may be provided in these Bylaws  
470

471 Section 2.

**VICE-PRESIDENT:** The duties of the Vice-President shall be to:

- 472 1. Serve as a member of the Board of Directors and the Executive  
473 Committee  
474 2. Succeed to the office of President without other election at the next  
475 annual meeting of the Academy following election as Vice-President  
476 3. Assume the duties of President in case of the latter's absence,  
477 disability, resignation or death  
478 4. Preside when it is necessary for the President to leave the chair  
479 5. Serve as Chair of the Budget and Finance Committee  
480 6. Serve as a consultant to all committees  
481 7. Serve as Chair of the Board of Censors  
482 8. Perform such other duties as may be provided in these Bylaws or as  
483 directed by the President or the Board of Directors  
484

485 Section 3.

**SECRETARY-TREASURER:** The duties of the Secretary-Treasurer shall be to:

- 487 1. Serve as a member of the Board of Directors and the Executive  
488 Committee  
489 2. Serve as Secretary to the Board of Directors  
490 3. Serve as a member of the Budget and Finance Committee  
491 4. Maintain oversight of all monies, securities, and deeds belonging to  
492 the Academy, in conjunction with the Executive Director  
493 5. Review the annual audit of the funds of the Academy  
494 6. Serve until a successor is elected and installed.  
495 7. Upon expiration of the term of office as President serve as a member  
496 of the Board of Directors for the following one (1) year.  
497 8. Perform the duties of the Vice-President in the event of temporary or  
498 permanent vacancy in that office as provided in these Bylaws

499 9. Perform such other duties as may be provided in these Bylaws or as  
500 directed by the President or the Board of Directors  
501

502 Section 4. The **EXECUTIVE DIRECTOR** shall:

- 503 1. Be nominated by the Nominating Committee and  
504 appointed by majority approval of the Board of Directors
- 505 2. Serve as the administrative head of the Central Office of the  
506 Academy and all its branches
- 507 3. Engage all employees for the Central Office according to  
508 established administrative procedure
- 509 4. Serve as custodian of all monies, securities, and deeds belonging to  
510 the Academy and to hold, invest and disburse these subject to the  
511 direction of the Board of Directors
- 512 5. Prepare a preliminary budget annually and submit it to the Budget  
513 and Finance Committee for review
- 514 6. Serve as a member of the Budget and Finance Committee
- 515 7. Contract with the American Academy of Pediatric Dentistry's  
516 Membership Services for annual membership dues collection and  
517 remittance of collections to FAPD Treasury. Dues cycle is July 1  
518 to June 30.
- 519 8. Notify all members in arrears, on or before June 15 that they  
520 will be automatically dropped from membership unless dues are  
521 paid by July 1. Make an annual detailed written report  
522 including therein the names of all members in arrears and those  
523 dropped from membership
- 524 9. Prepare an ad interim and annual report on the activities of the  
525 Central Office to the Board of Directors
- 526 10. Perform such other duties as may be provided in these Bylaws or  
527 as directed by the President or the Board of Directors  
528

529 Section 5. The Membership Director shall:

- 530 1. Be appointed by the President and serve as an ex-officio  
531 member of the Board of Directors.
- 532 2. Be in charge of publicity and public relations for the FAPD.
- 533 3. Contact new and prospective members for the FAPD.
- 534 4. Keep on file the names and address of all members.
- 535 5. Submit an annual report to the Board of Directors of membership  
536 in the FAPD
- 537 6. Serve until a successor is newly appointed.  
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540 Section 6. **PUBLIC POLICY ADVOCATE:** The duties of the Public Policy  
541 Advocate (PPA) shall be to:

- 542 1. Monitor all bills under consideration by the state legislature which  
543 affect children's oral health and to make recommendations by written

- 544 report at each meeting of the Board of Directors for Academy  
545 position and possible course of action on each bill.
- 546 2. Prepare, at the direction of the Board of Directors, written  
547 correspondence or other directives necessary to the public or private  
548 discourse in matters pertaining to children’s oral health policy and to  
549 provide written or oral testimony before state legislative committees,  
550 government agencies or legislative bodies in coordination with the  
551 Legislative Committee.
  - 552 3. Submit, on a regular basis, articles for the Academy newsletter and/or  
553 website which inform and educate the membership on issues of public  
554 policy and oral health. Such articles shall also be shared with the  
555 American Academy of Pediatric Dentistry (AAPD) and may be  
556 reprinted in their publications (including website).
  - 557 4. Attend meetings of the Board of Directors and provide a written  
558 report of activities and issues affecting children’s oral health.
  - 559 5. Attend, at the direction of the Board of Directors, such meetings of  
560 other organization and bodies as necessary to effectively advocate  
561 children’s oral health issues, which may include but are not limited to  
562 meetings of the state dental board, oral health coalitions, state  
563 Medicaid agency, and state dental association (including its House of  
564 Delegates).
  - 565 6. Attend PPA training sessions/workshops offered by the AAPD.
  - 566 7. Attend the AAPD’s annual Public Policy Advocacy Conference.
  - 567 8. Assist the AAPD’s Pediatric Oral Health Research and Policy Center  
568 with projects by responding to requests for information.
  - 569 9. Provide an annual written report to the AAPD.
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## 572 **ARTICLE XV. ELECTION AND INSTALLATION OF OFFICERS**

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575 Section 1. The officers of the Academy shall be elected during the annual meeting of  
576 the Academy. Nominees for the several offices shall be presented to the  
577 membership by the Nominating Committee, which shall submit a nominee  
578 for each office. Nominations shall also be permitted from the floor.

579

580 Section 2. All elective officers shall require, for election, a simple majority of the  
581 votes of those members present and voting. In the event the initial  
582 balloting does not result in a majority, the two (2) nominees receiving the  
583 highest number of votes shall have a run-off election to establish a simple  
584 majority. In each case that the initial balloting does not result in  
585 a clear-cut first and second choice, numerically, and the same number of  
586 votes are cast for either first or second place nominees, a run-off election  
587 shall be held involving all first and second place nominees to establish the  
588 election by a simple majority.

589

590 Section 3. The installation of officers shall be conducted at the annual meeting of the  
591 members.  
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## 593 **ARTICLE XVI. COMMITTEES** 594

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597 Section 1. **STANDING COMMITTEES**  
598 The following standing committees, who shall report directly to the Board  
599 of Directors and whose duties and responsibilities are designated below,  
600 are constituted. Except where otherwise specified herein, the President  
601 shall appoint standing committees and chairs.  
602

- 603 1. **BUDGET AND FINANCE COMMITTEE:** The **Budget and Finance**  
604 **Committee** shall consist of the Vice-President, Secretary-Treasurer, Immediate  
605 Past-President and the Executive Director who shall serve as an ex officio  
606 member without vote. The Secretary-Treasurer shall serve as the chair. The  
607 committee shall review the budget and finances of the Academy, and make  
608 recommendations to the Board of Directors for their approval.  
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- 610 2. **BYLAWS COMMITTEE:** The **Bylaws Committee** shall consist of the Vice-  
611 President, who shall serve as chair of the committee, and two (2) members  
612 appointed by the President to which all proposed amendments to these Bylaws  
613 shall be referred for study and recommendation. Proposed amendments  
614 recommended for adoption shall be certified to the Secretary for formal  
615 notification of the members, as provided in Chapter XII of these Bylaws.  
616 Thereafter, the Chair of the Committee shall present such amendment to the  
617 Academy for adoption at the next annual meeting.  
618
- 619 3. **NOMINATING COMMITTEE:** The **Nominating Committee** consisting of the  
620 President and the two (2) most recent living Past-Presidents, the most senior Past-  
621 President serving as chair, shall select nominees from the eligible membership for  
622 the offices of Vice-President and Secretary-Treasurer.  
623
- 624 4. **CONTINUING EDUCATION MEETING COMMITTEE:** A **Continuing**  
625 **Education Meeting Committee** shall consist of the Vice President, a General CE  
626 Meeting Chair, the Chair of the CE Scientific Program Subcommittee, and Chair  
627 of the Course Local Arrangements Subcommittee. The Executive Director shall  
628 serve ex officio without vote. It shall be the duty of the committee to develop the  
629 programs and local arrangements for the continuing education courses of the  
630 Academy. The recommendations of the committee shall be presented to the  
631 Board of Directors for approval. It shall be the committee's further duty to  
632 coordinate and be responsible on a year to year basis for the continuing education  
633 programs of the Academy. There shall be two (2) subcommittees of this  
634 committee as follows:

- 635 a. **CE Scientific Program Subcommittee:** The President shall appoint a  
636 chair of the subcommittee. It shall be the responsibility of the committee to  
637 develop and arrange, with the approval of the Board of Directors, programs  
638 for the continuing education activities of the Academy.
- 639 b. **Course Local Arrangements Subcommittee:** The President shall appoint a  
640 chair of the subcommittee. It shall be the responsibility of the committee to  
641 work with the General CE Meeting Chair in arranging the hotel, registration,  
642 hospitality, commercial exhibitors and other functions of the meeting.
- 643 The President shall appoint, for a three year term, a General C.E. Meeting Chair.  
644 The chair may be reappointed an unlimited number of times. The General CE  
645 Meeting Chair shall be responsible for the overall coordination of all continuing  
646 education courses of the Academy.

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648 5. **MEMBERSHIP AND CREDENTIALS COMMITTEE: A Membership and**  
649 **Credentials Committee** shall consist of the Membership Director, who shall  
650 serve as the Chair, Secretary-Treasurer and three (3) members appointed by the  
651 President. The President shall appoint one (1) member each year for a three (3)  
652 year term. The chair shall be appointed by the President. It shall be the duty of  
653 this committee to determine the qualifications for membership in the Academy,  
654 subject to the provisions of the Articles of Incorporation and the Constitution and  
655 Bylaws of the Academy, it shall receive and pass upon recommendations for  
656 membership at the annual meeting and shall notify the applicant, in writing, of the  
657 action of the Board of Directors.

658

659 6. **BOARD OF CENSORS: A Board of Censors** consisting of two (2) active  
660 members, appointed by the President, plus the Vice-President of the Academy,  
661 who shall serve as chair. The duties of the committee shall be to pass upon all  
662 complaints or charges of unethical or improper conducted lodged against  
663 members of the Academy, all actions for expulsion of members and all other  
664 matters as may be delegated to it by the Board of Directors. Its function shall be  
665 to hear charges against any member and to recommend action, which it deems  
666 appropriate, to the Board of Directors.

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668 7. **ANESTHESIA COMMITTEE:** An **Anesthesia Committee** shall consist of  
669 three (3) members. The president shall appoint one member as chair. The  
670 purpose of the committee shall be to aid in protecting the children in the State of  
671 Florida thru:

672 a. evaluating advances in the use of anesthetics and sedative agents as they are  
673 developed and presented to the dental profession,

674 b. monitoring legislative and regulatory events happening within the State  
675 pertaining to the administration of anesthesia in the practice of  
676 dentistry.

677 c. advising the Board of Directors regarding such issues, and recommending  
678 possible responses to the issues as they are brought up.

679 d. speaking on behalf of the Academy regarding such issues when specifically  
680 directed to do so by the President.

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8. **LEGISLATIVE COMMITTEE:** A **Legislative Committee** shall consist of three (3) members, one of whom shall be the Public Policy Advocate. The Public Policy Advocates shall serve as chair. The Executive Director shall serve as an ex-officio member of this committee. The purpose of this committee shall be:
- a. to attend the meetings of the Florida State Board of Dentistry (the Board) on behalf of the Academy.
  - b. to advise the Board of Directors on issues brought before the Board that pertain to the practice of Pediatric Dentistry, and to recommend possible responses to the issues as they are brought up.
  - c. to speak on behalf of the Academy at meetings of the Board regarding such issues when specifically directed to do so by the President, or when requested to do so by members of the Board during a meeting when communicating with the president beforehand is not possible.
  - d. to act as a liaison between the Academy and the Florida Dental Association regarding issues before the Board.
  - e. to serve in a professional manner so as to be an example of the members of this Academy in their presence, conduct and communications to, and before, the Board.

Section 2. **Special Committees**

The President may appoint special committees and chairs as deemed necessary or as directed to do so by the Board of Directors.

**ARTICLE XVII. DUES, ASSESSMENTS AND FEES**

Section 1. The fee and due date for an application to any type of membership shall be established by the Board of Directors and approved by the membership at any regular or special meeting.

Section 2. The annual dues and their due date, for all categories of membership affected shall be established by the Board of Directors and approved by the membership at any regularly scheduled or special meeting called for that purpose; providing at least thirty (30) days notice has been given to the membership of such impending action. Dues for Postdoctoral Student, Life, and Retired memberships are waived.

Section 3. Assessments may be levied upon the membership at any annual or special meeting of the membership by a two-thirds (2/3) vote of the members present, entitled to vote and voting.



**ARTICLE XVIII. PROCEDURES**

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- Section 1. Amendments to the Bylaws may be proposed by any member and shall be submitted to the Secretary in written form, delivered and dated at least sixty (60) days prior to the Annual Meeting. The Secretary shall transmit the proposed amendment to the Bylaws Committee Chair within ten (10) days of receipt. Any proposed amendment to the Bylaws shall be submitted to the membership no later than thirty (30) days prior to the annual meeting or at a special meeting called for such purposes.
- Section 2. The Bylaws may be repealed or amended by a two-thirds (2/3) vote of the members present and entitled to vote and voting at any annual meeting of this Academy, or these Bylaws may be repealed or amended at a special meeting called for such purpose, provided, however, that due notice of the proposed amendment shall have been mailed to each of the members of the Academy at least thirty (30) days prior to such action. The Bylaws may be amended or repealed at any annual meeting without prior notice of the proposed amendment, by the unanimous vote of the members present, entitled to vote and voting.
- Section 3. The parliamentary procedures of the Academy shall be governed by the current edition of **American Institute of Parliamentarians Standard Code of Parliamentary Procedure.**