Manual of Operations

for

Officers and Committee Chairpersons

of

Essex County Dental Society

Instructions:

Please read over your specific assignment in the Manual, the duties of the Executive Board and the Section on reports (Part 120, #3).

Please place the officer or chairperson's name in the designated area.

Please write and maintain any suggestions on procedures and methods found successful for the committee on the pages set aside for this purpose at the end of the Manual.

Please keep the Manual up-to-date by pasting in changes on the same or opposite page when corrections have been made.

It is MOST IMPORTANT that when an officer or chairperson of the committee is changed, this Kit be given to the new officer or chairperson on or before the first Executive Board Meeting in the Fall.

DR. ..... CHAIRPERSON OF ..... House .....

PASS THIS MANUAL ON TO YOUR SUCCESSOR ! !!!!!!!!!!!!
Offer advice and suggestions in Part 350

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AUTHORIZATION AND CHANGES

The Manual of Operation of the Essex County Dental Society is a handbook denoting the methods for conducting the business and other activities of this Society.

The Bylaws of the Society *(Article III, Section 20[l])* places the responsibility for establishing, and maintaining the "Manual of Operations" with the Executive Board.

Additions and changes in this Manual may be made by a majority vote of the Executive Board at any session. Only members of the Executive Board shall be eligible to propose and second changes or additions to the Manual. All additions or changes shall be recorded by the Executive Secretary and the date of approval affixed to end of each paragraph. Undated paragraphs will be those approved on the date of establishment of this Manual.

Manual established and approved
this 14th day of September 1964.

Manual revised and approved
by the Executive Board on September 9, 1974.

Manual revised and approved
by the Executive Board on May 6, 1996.

OPERATIONS MANUAL UPDATE COMMITTEE 1995-1997
Dr. Vincent Castellano, *Chairman*
Dr. Cecelia Dows, Dr. Robert Shekitka, Dr. Harry Tuber

PRESIDENT

It shall be the duty of the President to:

1. Serve as an official representative of this Society for the purpose of advancing the objectives and policies of this Society.

2. Appoint committee chairpersons and members to the Standing and Special Committees as provided in the Bylaws. *(Article VIII, Sections 10, 20, 30, 40, 60, 70, 80 of the Bylaws.)*

3. Serve as a member of the Executive Board.

4. Preside as chairperson at all meetings of the general membership of this Society as provided in Article II Section 60 of the Bylaws.

5. Call special meetings of the Society and Executive Board as provided in Article VI of the Constitution and Article II, Section 40(b) of the Bylaws.

6. Fill vacancies in the Executive Board as provided in Article III, Section 70 of the Bylaws.

7. Fill vacancies in committee chairmanships as provided in Article VIII, Section 70 of the Bylaws.

8. Fill vacancies in the offices of NJDA Trustee or Alternate Trustee (Article V, Section 60), and N JDA Council representatives (Article VII, Section 50) as provided in the Bylaws.

9. Endorse candidates for appointment to the Councils of the State Society.

10. Preside as chairperson at meetings of the Executive Board in the absence of the President-Elect as provided in Article III, Section 50 of the Bylaws.

11. Pay all financial obligations of the Society, in the absence of the Secretary-Treasurer, that have been submitted as provided in Article XII, Section 20 of the Bylaws.

12. Serve as Ex-Officio member of all committees.

13. Appoint a Secretary *Pro Tempore* at meetings of the general membership in the absence of the Executive-Secretary.

PRESIDENT-ELECT

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

1. Serve as Chairperson of the Executive Board.

2. Serve as Chairperson of the President's Dinner.

3. Serve as chairperson in the absence of the President at meetings of the general mem ership in case of absence or illness of the President as provided in Article II, Section 60 of the Bylaws.

4. Serve as an Ex-Officio member of the Legislative Committee.

5. Assist the President as requested.

6. Succeed to the office of President at the next Annual Meeting following his election as President-Elect.

7. List candidates for appointment to councils of the State Society on the form supplied by the secretary of the State Society. The form shall include a statement of endorsement of the candidate by the President, President-Elect, Secretary and State Society Trustee of this Society and must be forwarded to the office of the State Society on or before a date determined by the State Society Secretary.

8. Serve as a member of the Council on Nominations of the State Society.

9. Serve as Chairperson of the Nominating and of the Constitution and Bylaws Committees.

11. Maintain an up to date copy of both the Constitution and Bylaws and the Manual of Operation.

12. Call special meetings of the Executive Board when necessary as provided in Article III, Section 30 of the Bylaws.

13. Follow this agenda for meeting of the Executive Board:

    A) Reading of Minutes
    B) Reports of Officers
    C) Report of Trustee
    D) Report of Committees
    E) Unfinished Business
    F) New Business

VICE-PRESIDENT

It shall be the duty of the Vice President to:

1. Assist the President and the President-Elect as requested.

2. Serve as a member of the Executive Board.

3. Perform the duties of the President-Elect in the case of a vacancy in such office for any cause as provided in Article IV of the Bylaws.

4. Endorse candidates for appointment on the Councils of the State Society.

5. Serve as the chairperson of meetings of the Executive Board in the absence of the President-Elect and President as provided in Article III, Section 50 of the Bylaws.

6. Select and arrange sites and speakers for meetings of the general membership.

7. Serve as chairperson in the absence of the President and President-Elect at meetings of the general membership as provided in Article II, Section 60 of the Bylaws.

SECRETARY-TREASURER

It shall be the duty of the Secretary-Treasurer to:

1. Serve as a member of the Executive Board.

2. Serve as custodian of all monies, securities and deeds belonging to the Society which may come into his possession, and to keep an accurate account and record of same showing all income, deposits and disbursements within budgetary allotments, as per Article XII of the Bylaws.

3. Make a full written monthly report at each regular meeting of the Executive Board.

4. Serve as Chairperson of the Budget and Finance Committee.

5. Pay all financial obligations of the Society that have been properly submitted.

EXECUTIVE SECRETARY

It shall be the responsibility of the Executive Secretary to perform duties in the following categories:

1. General Administrative

   A. To notify all chairmen and members of committees of their appointments, all Board members of meetings of the Executive Board, and record Attendance.

   B. To perform such other duties officially required of this office by the Bylaws, the membership, the Executive Board.

   C. To keep a list of all standing resolutions passed by this Society with their dates of enactment.

   D. To act as Business Manager of the Bulletin.

   E. To keep an up-to-date copy of the "Manual of Operation" available for reference by the Executive Board or Committee. To record date of each change or addition in the Manual, with the date of approval by the Executive Board.

   F. To check the minutes of the previous year to be sure to take care of any seasonal duties at the proper time.

   G. To refer all correspondence to the Board and then to the proper committee unless the Executive Secretary is requested to answer.

   H. To order the current A.D.A. directory and have it available for the members.

   I. To keep back copies of the Bulletin available.

   J. To order all the printing for the society to avoid duplicatlon.

   K. To assist the President-Elect in maintaining up to date copies of the Constitution and Bylaws and the Manual of Operation.

   L. Arrange for meeting space for the Executive Board.

2. Membership & Records

   A. To file all applications for memberships with the records of their disposition.

   B. To present each newly elected fully privileged member with a copy of the Constitution and By Laws of this Society.

   C. To notify the Editor of newly elected members.

D. To keep an accurate record of the names and addresses of all members of this Society.

E. Upon receipt of the annual membership cards from the Secretary of the State Society, to go over them and report any errors occurring in them to the Secretary of the State Society.

F. To confirm each year the good standing of Associate Members as fully privileged members in their respective component societies before accepting dues for associate membership in this Society.

G. To notify the printer to make a mailing label for the new member.

H. To keep and maintain custody of the membership records and significant correspondence.

I. To notify the NJDA of interest shown by a dentist for membershipo so they may forward to that dentist an application for membership.

3. Dues

A. To send statements for dues on November first, unless otherwise instructed by the Executive Board.

B. To refuse dues from privileged member unless such dues include the dues of this Society, the State Society and the American Dental Association.

C. To report immediately after the thirty-first of March, all members who have ceased to be members because of nonpayment of dues, to the Secretary of the State Society.

D. To enter payment of dues upon the membership record card.

4. Minutes

A. To attend all meetings of the Executive Board, take and keep minutes, send a copy of the minutes to all members of the Executive Board before the next meeting.

B . To send the Editor a copy of the "unofficial" minutes.

C . To attend all meetings of the general membership, take and keep minutes.

TRUSTEE

It shall be the duty of the Trustee to:

1. Act as the official representative of this Society on the Board of Trustees of the New Jersey Dental Association

2. Serve as a member of the Executive Board.

3. Present a written report to the regular meetings of the Executive Board and to the Editor for publication to the Society.

4. Act as a member of the Council on Nominations of the State Society.

5. Endorse candidates for appointment to Councils of the State Society.

ALTERNATE TRUSTEE

It shall be the duty of the Alternate Trustee to:

1. Perform the duties of the Trustee in his/her absence.

2. Serve as a member of the Council on Nominations of the New Jersey Dental Association in the absence of the President-Elect or Trustee.

3. Serve as a member of the Executive Board of this Society.

EDITOR

It shall be the duty of the Editor to:

1. Serve as a member of the Executive Board.

2. Serve as Editor-in-Chief of the Bulletin of this Society, and as such exercise full editorial control over same, subject to the policies and procedures established by the Executive Board and the Bylaws.

3. Request the President to appoint members to assist him in his duties.

5. Follow this directive:

   A. The Editorial Policy of the Bulletin shall follow the official policy of the Society on any issue.

   B. The Editor's Policy need not follow the official policy of the Society on any issue, however, when views are expressed that conflict with the official policy of the Society, the Editor shall state that the opinions expressed are his own.

6. Apply for or be an active member of the American Association of Dental Editors. The dues to be paid by the Society.

EXECUTIVE BOARD

Composition: The Executive Board shall consist of the President, President-Elect, Vice President, Secretary-Treasurer, State Trustee, Alternate State Trustee, the two immediate past presidents, the Editor of the Bulletin and twelve (12) elected members.

A. It is the duty of members of the Executive Board to attend all meetings of the Executive Board. When, for a valid reason, it is not possible to attend, the Executive Secretary shall be notified in advance.

B. Any member of the Executive Board who is absent for two consecutive meetings, without a valid reason, is expected to resign from the Board.

It shall be the responsibility of the Executive Board to perform duties in the following categories:

1. General Administrative

A. The Executive Board shall be the administrative body of the Society, vested with full power to conduct all business of the Society and to establish rules and regulations to govern its organization and procedures consistent with the Constitution and Bylaws and the mandates of membership of the Society. To correct and approve all Board Minutes.

B. To assist the Vice President to arrange for scientific sessions of these meetings.

C. To provide for the publication and distribution of all official publications.

E. To act as a nominating committee for the offices and Boards of the Society. As such the Board will:

1. Publish a notice in the December Bulletin inviting any member who wishes to propose a candidate for any office to make such proposals in writing to the Executive Secretary on or before the January Meeting.

2. Present a list of candidates for all the elective offices (Officers, Board and Trustees) to the Society at the Annual meeting in March. Only one candidate shall be selected for each office.

F. To review and change this Manual of Operations in order to keep it consistent with the Society's purpose and programs as provided in Article III, Section 20 (l) of the By Laws.

G. To determine the time and place of all its meetings as provided by Article III, Section 30 of the By Laws.

H. To issue a call for a special meeting of the membership whenever deemed necessary. (Any five members of the Executive Board being privileged to call for a special meeting of the Executive Board.)

T. To take action it deems appropriate on all recommendations proposed by the committees of the Society.

J. To support, to attend and to encourage attendance by the membership at all functions, meeting and activities of the Essex County Dental Society.

K. To act as a nominating and/or endorsement committee for any offices, boards or committees of any related groups, societies or associations.

2. Appointive

A. To select, appoint and establish the honorarium and duties for the Appointed Officer of the Society, i.e. Executive Secretary, *[Article IV, Section 10(b)].*

B. To select a licensed auditor for the Annual audit of all the accounts held by the Society. The report to be made to the Board by the Budget and Finance Committee.

C. To select and employ the services of a public relations firm when deemed necessary.

D. To approve of the selections made by the President to fill any vacancies in office, Boards, or Committees.

3. Judicial

A. To receive and refer to the Judicial Council any charges preferred against members.

B. To receive charges placed against a member by the Judicial Committee and to refer these charges in writing to the State Judicial Council.

4. Financial

A. To propose a budget for ratification by the Society at the Annual meeting for carrying on the activities of the Society for the next fiscal year.

B. To place the Reserves of the Society in accounts which may only be drawn upon by order of the Executive Board or the membership, when authorized by the signature of any two officers of the Society. Withdrawal cards shall be signed by the elected officers of the Society.

4. Financial (continued)

OFFICIAL POLICY OF THE EXECUTIVE COMMITTEE OF THE ESSEX COUNTY DENTAL SOCIETY REGARDING RECEIPTS AND EXPENDITURES NOT COVERED IN THE ANNUAL BUDGET (Adopted October 2001):

C. Receipts from special events or subsidies shall be approved by the Executive Board and shall be deposited in the General Fund of the Society. Expenditures for these special events or subsidies shall be approved by the Executuve Board at a Regular or Special meeting of the Executive Board.

D. Any expenditures not provided for in the Annual Budget can only be made with official approval of the Executive Board at a Regular or Special Meeting.

E. No officer, Board member, committee member or any other person may obligate the Essex County Dental Society for any financial obligation without express permission of the Executive Board.

5. Calendar of Annual Duties and Events

June ..... Executive Board Meeting (New Board)
Make all necessary appointments. Announcement of committee appointments by President. Outline plans and goals for the year. Send meeting schedule to N.J.D.A. for clearance.

July ..... No meeting scheduled.

August ..... No meeting scheduled.

September ..... Executive Board Meeting
Review Manual of Operations. Follow up on plans and goals for the year. Committee orientation.
Regular meeting.

October ..... Executive Board Meeting
Receive Audit Report from Budget and Finance Committee

November ..... Executive Board Meeting
Annual dues notice sent to membership

December ..... Executive Board Meeting
Receive Tentative Budget

January ..... Executive Board Meeting
Select nominations for E.C.D. S. and state association.
Approve Proposed Budget for membership (Annual Meeting)
Regular meeting.

5. Calendar of Annual Duties and Events *(Continued)*

February ..... Executive Board Meeting
Publish Proposed Budget and slate of nominees in *Bulletin.*

March ..... Executive Board Meeting

ANNUAL MEETING
Election of Officers and Board
Adoption of Budget

April ..... Executive Board Meeting

May ..... Executive Board Meeting

May ..... President's Dinner
Installation of new officers

June ..... Executive Board meeting (New Board)

BOARD OF GOVERNORS
(Essex County Dental Society Educational Fund)

Composition: The Board of Governors (Essex County Dental Society Educational Fund) shall be composed of six members to be elected for a period of three years, the term of two members shall run concurrently.

It shall be the duty of the Board of Governors to administer the Educational Fund of the Society as follows:

1. To meet at least twice annually, and more often when the performance of its duties is required.

2. To make an annual report to the Society relative to the progress and problems of the Fund.

3. To arrange site, speaker and all related functions regarding any half or full day seminars presented by this Fund.

GENERAL COMMITTEE INFORMATION

1. *Composition:* Each committee will consist of a chairperson and three members.

2. *Duties and Responsibilities:*

A. The specific duties and responsibilities of each committee are detailed in subsequent parts of this Manual. Any questions by the chairperson as to the scope of the activities of the committee shall be directed to the Executive Board. The general duties of all chairpersons shall be to:

a) Arrange and call meetings of the committee.

b) Receive approval of the Executive Board for any expenditure of funds beyond the limit set up in the budget.

c) Write and submit all reports.

d) Maintain a copy of the Manual of Operations with approved changes and additions that apply to the committee's duties. This copy of the Manual shall be passed on to the succeeding chairperson. It is recommended that the Chairperson also pass along suggestions on methods used by the committee to implement its activities. (Use the supplementary pages in the Manual). While not binding on future chairpersons, these ideas and directions may prove most helpful.

e) Sign and submit a proper voucher to the Executive Secretary for every expenditure of the committee. Submit invoices when possible and indicate to whom payments shall be made.

f) Make suggestions to the Executive Board for changes and additions in the Manual of Operations.

g) Act as a representative of this Society to the pertinent New Jersey Dental Association Council or Councils.

h) Attend and report on all NJDA Council meetings or have a suitable alternate perform such function.

3. *Reports:*

A. The purpose of committee reports is three fold:

a) Informational – to tell the Executive Board and the Society of pertinent facts or progress made in carrying out the duties assigned to the committee. (The Board is aware of the time and effort expended in your duties but time does not permit the emphasis on names, places, etc. which lead up to the action unless same is truly pertinent to the action).

b) For Guidance – to seek guidance from the Executive Board furthering the committee's efforts.

c) Recommendations – to recommend a course of action to the Executive Board. Please word any recommendation to the Executive Board in Resolution form. (If action is desired by the State Society, as well, resolution should be written to be submitted to the State Board of Trustees. i.e., *"Essex County Dental Society has noted - - - —* [give a brief history of the factual date]. *In view of the above facts we would like to submit the following resolution for action by the New Jersey Dental Association.")*

B. Timing of Reports:

a) Monthly – The Executive Board meets the first Monday of the month from September through June. The need for Monthly Reports, unless specially requested by the Executive Board, shall be left to the discretion of the individual chairperson. When submitted, all reports should be made in writing to the Executive Secretary. Informational reports are, in many instances, published in the Bulletin.

4. *Term of Appointment:*

Committee Chairperson and members shall serve for one year upon appointment by the President. When the chair of a committee is changed, the outgoing chairperson shall turn over his/her Manual of Operations Kit and any other important records to the new chairperson before the first Executive Board meeting of the new term.

ARBITRATION AND PEER REVIEW COMMITTEE

The duties of this committee shall be:

1. To uphold the high standard of professional care and conduct established by this Society, the principles of Ethics of the American Dental Association and the Code of Ethics of the New Jersey Dental Association.

2. To receive complaints from the New Jersey Dental Society's Council on Peer Review regarding manner of practice, morals, or incompetency of any member of this Society.

3. To evaluate all aspects of the alleged actions of the dentist, hear the complaints of the patient, and arrive at a decision which shall be unalterable either by the membership in general session or the Executive Board of this Society.

   The procedure to be followed in cases of grievances shall be in accordance with the New Jersey Dental Society's Council on Peer Review guidelines.

4. Reports of activities of this committee, when necessary, shall be made to the Executive Board and shall be considered classified information. No names of individuals involved shall be published in reports of this committee.

BUDGET AND FINANCE COMMITTEE

Composition: Secretary-Treasurer as chairperson and committee members to be chosen from the membership of the Executive Board.

It shall be the duty of the Budget and Finance Committee to:

1. Check with each committee as to their financial requirements for the ensuing year.

2. Prepare a budget in compliance with the provisions in Article XII, Section 50 of the Bylaws and make a tentative report to the Executive Board at the December meeting. The Tentative Budget shall then be presented to the Executive Board at the January meeting for their approval as the **Proposed** budget for presentation to the membership at the Annual Meeting in March. Budget schedule:

   December – Tentative Budget presented to Executive Board.

   January – Tentative/Proposed Budget presented to the Executive Board.

   February – Proposed Budget published in February Bulletin.

   March – Proposed Budget presented to membership at the Annual Meeting for action.

3. Act in an advisory capacity relative to any investment of the Society's funds.

4. Receive the auditor's report and give the report to the Executive Board at its October meeting.

CHILDREN'S DENTAL HEALTH MONTH COMMITTEE

It shall be the duty of the Children's Dental Health Month Committee to:

1. Select a member as local chairperson in each community of Essex County.

2. Notify all local chairpersons of their responsibilities during Children's Dental Health Month.

3. Notify the Chairperson of the Communications Committee as to what are the specific plans for Children's Dental Health Month.

4. Call a meeting of local chairpersons in October to plan the February celebration of Children's Dental Health Month for the following year.

5. Procure posters and materials from the New Jersey Dental Association to distribute to local chairpersons.

7. Prepare and submit a budget for Children's Dental Health Month to the Executive Board.

COMMUNICATIONS COMMITTEE

It shall be the duty of the Communications Committee to:

1. Organize and supervise the dissemination of publicity on behalf of the Essex County Dental Society by written word and by spoken word through public media such as newspaper, periodical, radio, television and speakers bureau (ECDS).

    a) Provide publicity for any ECDS committee requesting it.

2. Supervise use of a paid Public Relations firm employed by the Executive Committee.

3. Report to the Editor for publication in the ECDS Bulletin information of importance to the membership.

Part 170

CONSTITUTION AND BY LAWS COMMITTEE

Composition: The President-Elect of the Society shall serve as Chairperson of the committee. He shall serve with the two immediate Past Presidents.

It shall be the duty of the Constitution and Bylaws Committee to:

1. Review the articles of the Constitution and Bylaws in order to keep them consistent with the Society's Program.

2. Prepare, in amendment form, any suggestions or recommendations for changes in the Constitution and Bylaws referred to it and publish same in the Society Bulletin.

Part 180

DENTAL ASSISTANTS ADVISORY COMMITTEE

It shall be the responsibility of the Dental Assistants Advisory Committee to perform duties in the following categories:

1. To act as liaison between the Society and the Essex County Dental Assistants Association.

2. To advise and coordinate activities of mutual interest and concern to the above Societies.

3. To make at least one official visit each year to a regular meeting of the Essex County Dental Assistants Association.

DENTAL BENEFIT PROGRAMS COMMITTEE

It shall be the duty of the Dental Benefit Programs Committee to:

1. Assist, with the aid of the Dental Benefit Programs Council of the New Jersey Dental Association, when requested, other agencies or groups in developing programs for the planning, administration, and financing of Dental Benefit Programs.

2. Provide consultative and advisory services to groups interested or engaged in the group purchase of dental care benefits.

DENTAL EDUCATION COMMITTEE

It shall be the duty of the Dental Education Committee to:

1. Investigate, study and make recommendations on all matters relating to dental education and dental health education.

2. Assist and cooperate with other agencies in the development of programs or policies relating to dental health education and to provide consultative or advisory services.

DENTAL HEALTH COMMITTEE

It shall be the duty of the Dental Health Committee to:

1. Recommend policies and disseminate information on dental practice, preventive dentistry, and dental public health.

Part 220

ELECTION COMMITTEE

It shall be the duty of the Election Committee to:

1. Conduct the election at the Annual Meeting as directed by the Constitution (*Article V Section 20)* and report the results in writing at the Annual Meeting.

2. Receive the ballots prepared by the Secretary of this Society just prior to the election and shall thenceforth be responsible for the care of the ballots and the ballot box, if needed.

3. Provide election facilities at the place of balloting, if needed.

4. Establish rules for the election not otherwise provided for in the Constitution and Bylaws prior to the time of election.

Part 230

GOOD AND WELFARE COMMITTEE

It shall be the duty of the Good and Welfare Committee to:

A. Ascertain and send cards in behalf of the Society to members that are ill.

B. In case of the death of a member, to send either flowers for the funeral, a basket of fruit to the family of the deceased member, or make a token memorial gift which is deemed appropriate.

HOSPITAL DENTAL SERVICE COMMITTEE

It shall be the duty of the Hospital Dental Service Committee to:

1. Serve as a liaison between the dental services of the hospitals, clinics and dispensaries within the County and the Society.

2. Assist the dental services of the institutions within Essex County in any way possible; i.e., internal operating problems, internships, educational programs, cooperative programs, etc.

3. Assist any institution in establishing a hospital dental service and/or attaining recognition of the service by the Council on Hospital Dental Care of the American Dental Association.

4. Disseminate information on hospital dental service to the membership of the Society.

HOUSE COMMITTEE

It shall be the duty of the House Committee to:

1. Contact person or persons in charge of the place of meeting to make sure the necessary special equipment is available for regular meetings, such as a blackboard, chalk, extension cords, screens, pointers, public address system, etc.

2. Assist in securing the necessary equipment needed at special meetings and seminars.

INSURANCE COMMITTEE

It shall be the duty of the Insurance Committee to:

1. Investigate, study and report to the Executive Board and to the members of the Society the group insurance coverages that are available through the National and State Association insurance programs.

Part 270

JUDICIAL COMMITTEE

It shall be the duty of the Judicial Committee to:

1. Receive and consider any charges preferred against a member of the Society as provided in Article XIII of the By Laws.

2. Consider proposals for amending the Code of Ethics of the Society and report recommendations to the Executive Board.

Part 280

GOVERNMENTAL COMMITTEE (formerly *Legislative*)

It shall be the duty of the Legislative Committee to:

1. Keep informed on all bills presented to the State Legislature that in any way pertain to dentistry or the health laws of the state.

2. Safeguard the dental profession in this state in all matters coming before the State Legislature.

3. Secure, as far as possible, such new legislation as will benefit the dental health of the public and the practice of dentistry in this state.

4. Disseminate information which will assist members of this Society in their problems involving the enactment and enforcement of legislation affecting the dental health of the public or the practice of dentistry in this State.

5. Maintain a close liaison with the State Legislators representing the county of Essex, and legislative agencies of allied health groups.

6. Coordinate the committee's activities and work in conjunction with the Council on Legislation of the New Jersey Dental Association.

LONG RANGE PLANNING COMMITTEE

It shall be the duty of the Long Range Planning Committee to:

1. Consider new objectives the Society might pursue and to undertake long range planning on a continuing basis.

2. Make recommendations to the Executive Board on the goals and objectives of the Society, and evaluate these objectives on an annual basis.

3. Make periodic review of other committees' responsibilities and activities as they relate to the long range planning process.

MEDICAID COMMITTEE

It shall be the duty of the Medicaid Committee to:

1. Gather and maintain information regarding Medicaid Dental affairs.

2. Work with members and the New Jersey Dental Association Council on Dental Benefit Programs in attempting to insure adequate and quality care for reasonable reimbursement.

MEDICAL-DENTAL-LEGAL LIAISON COMMITTEE

It shall be the duty of the Medical-Dental-Legal Liaison Committee to:

1. Act as liaison between the Society and any medical or legal society representative or group.

2. Answer any questions or try to find the answer to any questions or problems which might arise between the Society and any medical or legal representative or group.

Part 320

MEMBERSHIP COMMITTEE

It shall be the duty of the Membership Committee to:

1. Plan and execute a continuous membership drive to secure as members every legally registered ethical practitioner of dentistry eligible for membership in this Society.

2. Indoctrinate members in their responsibilities and privileges of Society membership, and the Codes of Ethics of this Society, the New Jersey Dental Association, the American Dental Association, and the regulations of the State Board of Dental Examiners.

Part 330

NEW DENTISTS COMMITTEE

It shall be the duty of the New Dentists Committee to:

1. Coordinate with and assist the NJDA Council on Membership in the design and implementation of recruitment and retention programs directed to young dentists.

2. Study and determine the current needs and concerns of young dentists based on relevant demographic, socioeconomic and attitudinal information.

3. To identify current policies, programs and problems that relate to young dentists' needs and concerns.

4. To make recommendations for modifying policies or programs or implementing new policies or programs to respond to unmet needs or existing concerns of young dentists.

5. To study and make recommendations to encourage and strengthen the involvement of young dentists in organized dentistry.

SPECIAL COMMITTEES – (when appointed)

ANNUAL SESSION COMMITTEE

It shall be the duty of the Annual Session Committee to:

1. Report to the Executive Board any pertinent information regarding the NJDA Annual Session.

2. Obtain and forward any suggestions from the Exercutive Board regarding past or future Annual Session meetings to the State Council on Annual Sessions.

CONTINUING EDUCATION COMMITTEE

It shall be the duty of the Continuing Education Committee to:

1. Obtain information and recommend to the Executive Board speakers for the general meetings of the Society.

2. Apply for continuing education course approval from the State Board of Dentistry when possible.

3. Provide for members attending general meetings appropriate certification of completion of the continuing education course.

FLUORIDATION COMMITTEE

It shall be the duty of the Fluoridation Committee to:

1. Provide literature and pamphlets on Fluoridation upon request.

2. Provide speakers on the subject of Fluoridation.

3. Assist in the formation of committees in individual communities to promote Fluoridation.

4. Provide dental health information to the public in cooperation with the Communications Committee, radio, T.V., and speakers bureau to promote fluoridation of drinking water.

Part 340-D

ORAL HEALTH SCREENING COMMITTEE

It shall be the duty of the Oral Health Screening Committee to:

1. Select sites and/or events, throughout the county, for oral health screenings when necessary.

2. Assist local committees or groups in promoting oral health screening by providing information and/or examiners.

3. Contact and select members as examiners when necessary.

Part 340-E

OPERATIONS MANUAL COMMITTEE

It shall be the duty of the Operations Manual Committee to:

1. Review annually the Operations Manual of this Society and make recommendations for revisions when necessary to the Board.

Part 340-F

PARLIAMENTARIAN

It shall be the duty of the Parliamentarian to:

1. Act as the Parliamentarian when necessary or when requested by the Board regarding rules of order or parliamentary procedures.

   Sturgis' Rules of Order and Parliamentary Procedure will act as a reference for all parliamentary concerns of the Executive Board.

PRESIDENT'S DINNER COMMITTEE

Composition: The chairperson of this committee will be the President-Elect. Also on the committee will be the Secretary-Treasurer, Editor, and all members of the Executive Board.

It shall be the duty of the President's Dinner Committee to:

1. Determine from the President his preference for the type of program he prefers (i.e. speaker, entertainment, music, dancing.)

2. Arrange with the printer for the following:

    A. Program printing (containing a picture of the President.)

    B. Invitations–including an Invitation, an Outer Envelope for addressing, a Response Card and Return Envelope.

3. Promote the dinner through the Bulletin and have picture of President in Bulletin.

4. Advise Communications Chairperson of the affair – to give it necessary publicity.

5. Arrange time - place - menu - President's gift - orchestra and extras as flowers - hors d'oeuvres, etc.

PUBLICATIONS COMMITTEE

It shall be the duty of the Publications Committee to:

1. Designate the Editor as the Editor-in-Chief of the official BULLETIN, and as such to exercise full editorial control over the publication, subject only to the policies of this Society and the procedures established by the Executive Board, the Constitution and the Bylaws and the Manual of Operations.

2. Designate the Executive-Secretary, as Business Manager of the BULLETIN, to receive all monies and maintain records of the advertisers as furnished by the Business Manager. All monies shall be forwarded to the Secretary-Treasurer of the Society for deposit. Any arrearages to be reported to the Business Manager for action.

3. Allow the Editor to edit, superintend and arrange distribution of the BULLETIN.

4. Allow the Editor to have full authority and power to amend or omit such matters as deemed best for the proper preparation of the transactions for publication.

ADVERTISING AND ENDORSEMENTS

Proposed by Ad Hoc Committee on "Advertising and Endorsements"
Dr. V. Castellano, *Chairman*
Members: Drs. G. LaMorte, J. Mermelstein, R. Shekitka, M. Unger

Adopted by Executive Board at its
Regular Meeting on Monday, September 8, 1997

CRITERIA FOR ENDORSEMENTS AND ADVERTISING:

Definition of ECDS Endorsement–Must be a product or service used by a large portion of the profession while offering a competitive price, quality and product design. Must also agree to ECDS endorsement qualifications.

1. The ECDS, when endorsing a product or service may receive a royalty/licensing fee which will be negotiated on an individual basis.

2. Based on the discretion of the ECDS, an endorsement can be either exclusive or non-exclusive.

3. The administrator must have a good track record in handling inquiries.

4. The ECDS must accept no financial responsibility for marketing endorsed programs Mailing costs, etc. must be borne by the approved company. Mailings, however, will be distributed by the ECDS business office.

ADVERTISING AND ENDORSEMENTS

CRITERIA FOR ENDORSEMENTS AND ADVERTISING:

5. All ECDS endorsed programs shall be reviewed annually by an appropriate ECDS committee. The contract should not contain a time restriction, however, either party may terminate the contract.

6. Any ECDS endorsed product or service must have a representative available to make a presentation before the ECDS Executive Board.

7. All endorsements must be approved by the ECDS Executive Board.

8. The endorsed product or service should indemnify and hold harmless the ECDS for any and all claims which may arise in reference to the ECDS's endorsement of a product/service.

9. Monetary guidelines will be as follows:
   a. Evening meetings – a minimum of $250.00 which includes an announcement or acknowledgement in the ECDS Bulletin.
   b. All or half-day seminars/meetings–a minimum of $500.00 which includes an announcement or acknowledgement in the ECDS Bulletin and flyer for meeting.
   c. Dental Expo–a minimum of $500.00 plus speaker's honoraria which includes an announcement or acknowledgement in the ECDS Bulletin and flyer for the Expo.

10. All monies collected for endorsements will be used for speaker's honoraria.

11. The above guidelines are required stipulations to ECDS endorsement. These guidelines should give direction, however, the Executive Board may waive any and/or all of the guidelines in determining the validity of an endorsed product or service.