

Canadian Association of Public Health Dentistry - Constitution

Article I - Name

The name of this organization shall be the Canadian Association of Public Health Dentistry (CAPHD)/Association Canadienne de Santé Dentaire Publique (ACSDP) hereinafter called 'the Association' or 'this Association'.

Article II - Object

It shall be the object of this Association to advance the art and science of Dental Public Health, and by its application, maintain and improve the oral health of the public.

Article III - Organization Dissolution

1. This is a non-profit organization.
2. If this Association is dissolved at any time, no part of its funds, or property shall be distributed to, or among its members but, after the payment of all the indebtedness of the Association the remainder funds or properties shall be used to foster the art and science of Dental Public Health in a manner to be determined by the then governing body of the Association.

Article IV - Membership

The membership of this Association shall consist of dentists and other persons whose qualifications and classifications shall be as established in Article I of the By-laws.

Article V - Dues & Fees

The dues and fees of the Association shall be established in Article IV of the By-laws.

Article VI - Government

Section 1 - Legislative Body. The legislative and governing body of this Association shall be the General Assembly as provided in Article II of the By-laws.

Section 2 - Administrative Body. The administrative body of this Association shall be the Elective Officers as provided in Article III of the By-laws.

Article VII - Elective Officers

The Elective Officers of this Association shall be the President, a President-Elect, an Immediate Past President and a Secretary-Treasurer and two Members at Large. All of these officers shall be elected under the provision of Article III of the By-laws. Between annual meetings, the business of the Association will be conducted by the Elective Officers and reported at the next annual meeting.

Article VIII - Executive Council

The Executive Council of this Association shall be the Elective Officers and the Chairperson of the Standing Committees.

Article IX - Standing Committees

Standing Committees shall be established as provided in Article II of the By-Laws, in order to execute the business of the Association. Each Standing Committee shall have a chairperson who reports to the elective officers.

Article X - Annual Meeting

The Annual Meeting of this Association shall be composed of the annual meeting of the General Assembly as provided in Article II of the By-laws, and the annual scientific meeting as provided in Article V of the By-laws.

Article XI - Code of Ethics

The code of ethics of this Association shall be the Code of Ethics of the Canadian Dental Association and shall govern the professional conduct of the members of this Association.

Article XII - Amendments

This constitution may be amended once a year on recommendation of the Elective officers and on two-thirds of the members of the general membership who are eligible to vote and have submitted their votes, either in writing or electronically through the Organization's website, to the Secretary-Treasurer; providing that the number of received votes is equal to or greater than a quorum of the membership, and providing that the proposed amendment has been submitted to all members eligible to vote via the listserv at least (60) days prior to the date on which a vote must be registered.

Members wishing to be notified by regular mail or individual e-mail must register annually with the Secretary-Treasurer and notices will be mailed at least 60 days prior to the date of the vote. In cases where voting is done by mail it is the submitter's responsibility to ensure that their vote has been received by the Secretary-Treasurer no later than the date on which the vote is registered.

Canadian Association of Public Health Dentistry By-Laws

Article I - Membership

I (i) - Classifications

The members of this Association shall be classified as follows:

- a. Full Members;
- b. Student Members;
- c. Retired Members;

- d. Honorary/Life Members; and
- e. Corporate Members.

I (ii) - Qualifications

The qualifications for the various classifications of membership shall be as follows:

- a. Full Member. An individual who's primary field of endeavour is, or includes, the field of dental public health. Upon recommendation of the Committee on Membership be classified as a Full Member following approval of the Elective Officers.
- b. Student Member. A person who is pursuing full-time studies in dental public health may be classified as a Student Member following recommendation of the student's Faculty Supervisor, the Membership Committee and approval of the Elective Officers.
- c. Retired Member. A member in good standing of this Association who has retired.
- d. Honorary/Life Member. A member who has received a recommendation from the Committee on Membership may be classified as an Honorary Member following nomination by the Elective Officers and on election by the General Assembly.
- e. Corporate Member. A corporation or association who supports the ideals of the Canadian Association of Public Health Dentistry may be classified as a Corporate Member following approval of the Membership Committee and the Elective Officers.

I (iii) - Nomination and Election of Membership

- a. Nominations for membership shall be presented to the Secretary on the form furnished by the Association. The nomination for membership shall be signed by a Member who is personally acquainted with the nominee, and furnish a letter of recommendation. The nomination and the letter shall be sent to the Secretary, who shall place them in the hands of the Membership Committee for checking and verification. If the Membership Committee approves of the qualifications of the nominee, their recommendation, including the type of membership, is presented to the Elective Officers for their approval. All nominations forwarded by the Membership Committee and approved by the Elective Officers will be permitted membership in the Association.
- b. Request to transfer to Retired Membership classification will by approved by the Elective Officers and the Membership Committee.
- c. Nominations for Honorary Membership will be made by the Elective Officers to the General Assembly where an affirmative vote of members eligible to vote present shall be necessary for approval.
- d. A recipient of an invitation to membership to the Association shall be eligible for the privileges of membership on the payment of the current annual dues. The invitation must be accepted and the current annual dues paid within thirty (30) days.

I (iv) - In Good Standing

- a. A member of this Association whose current annual dues have been remitted shall be considered as a 'member in good standing'.
- b. A member who fails to remit current annual dues after sufficient notice will be notified that the membership is terminated. Such a person may subsequently be re-re-nominated for

membership.

I (v) - Privileges of Membership

- a. Full Member: shall have all the privileges of the Association and those in good standing, the right to vote, to make nominations and to hold office.
- b. Student Member: shall have all the privileges of Full Membership.
- c. Retired Member: shall have all the privileges granted to their former classification of membership.
- d. Honorary Member: shall have all the privileges of Full Membership except the right to vote, to make nominations and to hold office provided that Honorary membership, shall not withdraw privileges previously held by a Full Member or Associate Member.
- e. Corporate Member: shall have the right for a representative of the corporation or association to attend the scientific and business meetings, to receive publications of the Association and, on authorization of the Association, to exhibit at meetings.

I (vi) - Transfers

A member may transfer from one classification of membership to another classification if they are qualified for the classification of that membership on recommendation of two Full or Associate members. Such application is made to the Secretary/Treasurer. The completed application form with other credentials substantiating the qualifications shall be sent to the Secretary/Treasurer who shall place them in the hands of the Membership Committee for checking and verification. If the Membership Committee approves of the qualification of the application, their recommendation shall be presented to the Elective Officers for their approval. Approval of the Elective Officers and Membership Committee indicates the transfer is successful.

Article II - General Assembly

II (i) - Name and Composition

The governing body of this Association shall be the General Assembly which shall be composed of all Full and Associate members of this Association.

II (ii) - Powers

The General Assembly shall:

- a. be the supreme legislative body of this Association;
- b. have the power to enact, amend and repeal the Constitution and By-laws of this Association on the recommendation of the Executive Council of the Association;
- c. have the power to elect all members of the Association;
- d. have the power to approve all memorials, resolutions and recommendations made in the name of the Association;
- e. have the power to elect the Elective Officers;
- f. have the power to elect members of the committees and boards not otherwise provided for

- in these By-laws; and
- g. serve as final court of appeal from decisions of the Executive Council on any disciplinary action taken against any members of the Association.

II (iii) - Meetings

The General Assembly shall meet at least annually at a time and place determined by the Elective Officers. The annual meeting of the General Assembly may be postponed provided that written notice of such postponement is sent to all members of the Association immediately following the action of the Elective Officers.

II (iv) - Quorum

One fifth of the voting members (including written proxy votes) of the General Assembly shall constitute a quorum for the transaction of business.

II (v) - Names and Number of Committees

The General Assembly shall have four standing committees designated as follows:

- a. Committee on Constitution and By-laws;
- b. Committee on Membership;
- c. Committee on Annual Scientific Meetings; and
- d. Committee on Communications.

II (vi) - Special Committees

Special Committees of this Association shall be appointed on authorization of the President. The terms of all members of special committees will lapse at the annual meeting following which they were appointed unless reauthorized by vote of the General Assembly. All special committees shall be composed of Full Members.

II (vii) - Composition and Term of Standing Committees

All standing committees of the Association shall be composed of a Chairperson, elected for a term of two years, and two Full Members, serving for terms of two years and one year respectively. At each succeeding meeting, one member only shall be elected for a term of two years to fill the vacancy created by the annual loss of the committee member who has completed their term. In no case shall a committee member be allowed to serve more than two consecutive terms.

II (viii) - Chairperson of Committees

The Chairperson of all Standing and Special Committees shall be appointed by the Elective Officers unless otherwise provided in these By-laws and serve for a period of two years.

II (ix) - Vacancy

Any vacancy in the membership of a Standing or Special Committee shall be filled by the President who shall appoint a successor until the next meeting of the General Assembly which shall then elect a successor for the remainder of the unexpired term.

II (x) - Nominations and Elections of Standing Committees

All members of Standing Committees shall be nominated by the Elective Officers or a petition signed by five Full and/or Retired/Life Members presented at the first business meeting of the annual meeting. A plurality vote of Full and/or Retired/Life Members (both present and voting by written proxy) shall constitute election.

II (xi) - Duties of Standing Committees

The following shall be the duties of the standing committees of this Association:

- a. Committee on Constitution and By-laws - shall examine the Constitution and By-law and, from time to time, make such suggestions for amendment as are necessary to increase the administrative efficiency of the Association. The committee shall consider all proposed amendments and shall submit them to the Elective Officers for review before presenting them to the General Assembly for action;
- b. Committee on Membership - The duties of the Committee on Membership shall be to conduct a program, subject to the direction of the Elective Officers, for the maintenance of membership and shall examine credentials and record the roll;
- c. Committee on Annual and Scientific Meetings - shall be in charge of all arrangements for the annual meeting and other scientific programs, subject to the approval of the Elective Officers. The Committee may appoint the following sub-committees subject to the approval of the Elective Officers.
- d. Committee on Communications - will consist of three members, two of whom will be the Anglophone and Francophone editors of the Association's Journal and the remaining member to be elected from the membership. The Chairperson of this Committee will be limited to the editors and change in accordance with election of other Committee Chairpersons

II (xii) - Quorum for Committees

A majority of the total number of members of any committee shall constitute a quorum for the transaction of business.

Article III - Elective Officers

III (i) - Name and Number

The Elective Officers of this Association shall be six in number and shall be designated as President, President-Elect, Immediate Past President and Secretary-Treasurer and two Members at Large.

III (ii) - Eligibility

Only a Full or Retired/Life member qualified by their previous classification as a Full Member may

serve as an Elective Officer of this Association.

III (iii) - Term of Office

- a. The President shall hold office for a two year period from the Annual Meeting at which the election took place until the time of the succeeding second Annual Meeting of that date.
- b. The President-Elect shall succeed to the Office of President without further notice at the Annual Meeting upon which the President has previously served two terms and, the President shall succeed into the Officer of Immediate Past President without further election.
- c. All other Officers shall hold Office from the Annual Meeting at which they were elected to the following Annual Meeting or until their successors are duly elected and established.

III (iv) - Nominations and Elections

A nominating committee, chaired by the Past President, shall present a slate of Elective Officers at every second Annual Meeting. In addition, Elective Officers shall be nominated (bi-annually) from the floor of the Annual Meeting, and the election of officers shall be by ballot.

III (v) - Vacancy

- a. In the event of the office of President becomes vacant, the President-Elect shall serve as President for the unexpired term in addition to serving the full term for which he or she was elected.
- b. In the event the Office of President-Elect becomes vacant, the Immediate Past President shall assume the duties until the next Annual Meeting at which time the position would be filled in accordance with the provisions of Article II of these By-laws.
- c. In the event of the Office of Secretary-Treasurer becomes vacant, the President shall appoint a successor pro tem to serve until the next meeting of General Assembly when a successor shall be elected.
- d. In the event the Office of the Immediate Past President becomes vacant, no successor shall be appointed but the President shall assume the duties of the vacated office.

Article IV - Fees, Dues, and Fiscal Year

IV (i) - Fees and Dues

Annual fees shall be due and payable at the beginning of each fiscal year. The amount is to be determined periodically by the General Assembly.

IV (ii) - Fiscal Year

The fiscal year of the Association shall be from April 1 to March 31.

Article V - Annual Scientific Meeting

V (i) - Time and Place

The annual scientific meeting shall be a part of the Annual Meeting of this Association as provided in

Article IX of the Constitution. The annual scientific meeting shall be held at such a time and place as may be determined by the Elective Officers. In the event of a declaration of extreme emergency, in accordance with the provisions of Article II of these By-laws, under the direction of the Elective Officers, the annual scientific meeting shall not be held for the duration of the extreme emergency.

Article VI - Amendments

These bylaws may be amended once a year on recommendation of the Elective officers and on two-thirds of the members of the general membership who are eligible to vote and have submitted their votes, either in writing or electronically through the Organization's website, to the Secretary-Treasurer; providing that the number of received votes is equal to or greater than a quorum of the membership, and providing that the proposed amendment has been submitted to all members eligible to vote via the listserv at least (60) days prior to the date on which a vote must be registered.

Members wishing to be notified by regular mail or individual e-mail must register annually with the Secretary-Treasurer and notices will be mailed at least 60 days prior to the date of the vote. In cases where voting is done by mail it is the submitter's responsibility to ensure that their vote has been received by the Secretary-Treasurer no later than the date on which the vote is registered.

Revised June 22, 2003 (with amendments voted on at June 2003 meeting)