

POLICY & PROVISIONS MANUAL



of the
MCHENRY COUNTY
DENTAL SOCIETY

1996

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CHAPTER 1: Duties of Officers

Section 1. All Officers:

A. Shall submit a year-end report (written) summarizing problems encountered and their disposition.

B. Shall attend all MCDS meetings, seminars, and installation of officers program, and encouraged to attend all other MCDS functions.

C. Shall attend every board meeting and general meeting unless excused by the presiding officer. If un-excused absences become excessive (at the discretion of the Board) dismissal procedures can be initiated by the president (according to bylaw and or policy and provisions protocol).

D. All officers shall attend the ISDS Annual Capital Conference; however the Immediate Past President may be exempt.

E. All officers shall use the current Policy and Provisions Manual as a guide to the operations of the McHenry County Dental Society.

Amended (10-5-97) F. added. (Recommended and board approved on 9-9-97).

F. Shall update and maintain their respective Officer's SOP (Standard Operating Procedures) Manual and transfer this updated manual to their incoming officer after our last regular meeting of their term.

Amended (10-15-00) G. added. (Recommended by board on 01-04-00).

G. All officers should be Dent-II-Pac members and strongly encouraged to contribute to the level of Governor's Club membership.

Section 2. ISDS Annual Capital Conference. The senior officer in attendance shall either submit a written and verbal report on the conference to the Board and a verbal report to the general membership, or delegate the duty to a junior officer in attendance.

CHAPTER 1: Duties of Officers (cont.)

Section 3. President:

A. Shall preside at all meetings of the Society and the Board, and exercise a general supervision of both.

B. Shall follow the duties as stated in the bylaws.

C. Shall make committee appointments prior to the September meeting, with the advice of his/her fellow officers, and with the aid of the guidelines set forth in the bylaws and this manual. Shall supply a copy of these assignments to all board members, all committee members, and any general member who wants one.

D. Shall appoint a member to serve as a liaison for MCDS to the ISDS Committee on the New Dentist. This member shall meet the ISDS qualifications for number of years in practice.

E. Shall have in his/her possession at all meetings a copy of the latest edition of MCDS Constitution & Bylaws, and MCDS Policy & Provisions Manual.

F. If a board member or officer position is vacated for any reason, the president, with the assistance of the nomination committee, will appoint a temporary, with Board approval, to serve until the next regular election; at which time a permanent replacement will be made following the regular election of board members and officers protocol. (example - if member-at-large position is vacated, the new appointee will finish out the vacated members year and then be eligible for election to a full three year term.)

G. Shall have a completed slate of officers and board members presented by the nomination committee, moved for adoption at the December board meeting, and approval obtained. This slate shall then be presented to the general membership at the January meeting, the floor opened for nominations from the floor (if any are made - a written ballot should be used for the election of that office), and elections held before the close of the January meeting.

Amended (10-01-10) H. & I. added. (Board approved protocol for last 3-4 years.)

H. Shall organize and conduct an “Organizational Board Meeting” for all officers, board members, delegates, alternate delegates, committee chairpersons, trustee to ISDS NW District (if MCDS member), and members invited by the President. This meeting shall take place after the Installation of Officers Program, and preferably a month or more prior to the first MCDS fall (September) meeting.

I. Shall prepare, prior to the Organizational Board Meeting, a detailed calendar or “Schedule of Events” for his/her upcoming year, to be presented to all officers, etc. and reviewed and/or edited at the Organizational Board Meeting. (A sample copy from Dr. Jim Schroeder – 07-20-10, is attached to this manual in the Addendum Section – page 41a-41b.)

CHAPTER 1: Duties of Officers (cont.)

Section 4. President - Elect.

- A. Shall follow the duties as stated in the bylaws.
- B. Shall serve as an ex-officio member of all committees.
- C. Shall attend the annual ISDS President-Elect's Conference which is held during the ISDS annual Capital Conference.
- D. Shall serve as Chairperson of the Program Committee.

Amended (10-01-10) E. deleted. Duties transferred to the office of Vice-President. (Board recommended and approved 05-05-10.)

~~E. Shall maintain a permanent attendance record for all general meetings and seminars.~~

CHAPTER 1: Duties of Officers (cont.)

Section 5. Vice - President.

- A. Shall follow the duties as stated in the bylaws.
- B. Shall preside at all meetings in the case of the absence of the President.
- C. Shall assume the duties and powers of the President if that office becomes vacant for any cause, and serve as acting president for the remainder of that term only.

Amended (10-01-04) D. added. (Recommended and board approved on 11-04-03).

- D. Shall serve on the Membership, Recruitment, and Retention Committee.

Amended (10-05-09) E. & F. added. (Recommended and board approved on 02-04-09).

E. Shall be responsible for the duties of AGD credentialing. These duties may be delegated to a committee, appointed and chaired by the Vice - President.

F. Shall notify, with an e-mail account of his/her choosing, the general membership of upcoming dinner meetings. The e-mail should include, but is not limited to, the following: 1) Menu selection, 2) President's monthly letter (as an attachment), 3) Menu selection for return mailing (as an attachment). E-mail attachments should be of a universal format (ex: .pdf). If the same e-mail account is to be used as prior Vice-President, the password to that account should be changed.

Amended (10-01-10) G. & H. added. (Board recommended and approved 05-05-10.)

G. Shall review e-mail dinner acknowledgments, letters, attachments, etc., and tabulate meal selections for the monthly meetings, and relate the information to the venue manager.

H. Shall prepare and distribute, in an appropriate method, the CE certificates for the monthly meetings, in conjunction with the Continuing Education Committee Chairperson.

Amended (10-01-10) I. added. Duties transferred from the office of President - Elect to the office of Vice-President. (Board recommended and approved 05-05-10.)

I. Shall compile and maintain a permanent attendance record for all general meetings and seminars.

CHAPTER 1: Duties of Officers (cont.)

Section 6. Secretary - Treasurer.

A. Shall follow the duties as stated in the bylaws.

B. Shall archive with all meetings (board and general) minutes, any and all written reports submitted to the Board by committee chairpersons or officers, annual committee reports from standing committees, capital conference reports, annual fiscal reports and budget submitted by the Budget Committee chairperson, and any and all other pertinent material submitted to the Board or to the general membership.

Amended (10-01-10) C. edited. (Board recommended and approved 05-05-10.)

C. Shall be responsible for providing all Board members, ***delegates, alternate delegates, NW District Trustee (if from MCDS), etc.*** with copies of the previous Board meeting's minutes seven (7) days prior to the next scheduled Board meeting. ***These should be in e-mail format. Several (10-20) printed copies should be available at the next Board Meeting. Following board approval, the minutes shall be sent to the Website Organizer (currently Dr. Jim Schroeder) to be placed on the MCDS website.***

D. Shall supply ongoing (possibly monthly) reports to the Budget Committee of all account activities.

E. Shall be responsible for timely filing and maintaining all pertinent tax returns and forms, and serving as liaison between MCDS and our accountants.

F. Shall be responsible for securing an audit, ***if requested by the board***, for his/her fiscal year, of all MCDS finances by an accredited accounting firm. This audit shall be completed and presented to the Board within one hundred and ***eighty (180)*** days of ***the Boards request***. *Amended (10-01-10) (Recommended and board approved on 09-01-09).*

Amended (10-5-97) G. & H. added. (Both were recommended and board approved on 9-3-96)

G. Shall be responsible for obtaining the plaque for the outgoing President.

H. Shall be responsible for maintaining the Component Liability Insurance in force. This is paid through the ISDS on an annual basis (currently \$150.00/year as of 2009).

Amended (10-5-97) I. added. (Recommended and board approved on 4-8-97).

I. Shall be responsible for billing all MCDS Associate members for their annual dues, according to Chapter 8: Section 1. C. of this Policy & Provisions Manual. ***(As of 10-06-09 Dr. Rob Hoffman is the Associate Dues Billing Coordinator. The Associate Dues Billing Coordinator is responsible for billing all associate members on an annual basis & maintaining permanent records of dues collected. He/she is also responsible for collecting MCDS annual program fees for ISDS Hygiene members who wish to participate in our continuing education courses. Refer to CHAPTER 8: Dues, Reimbursements, & Finances, Section 1, K. of this Policy & Provisions Manual for fee guidelines.***) *Amended (10-01-10) board approved protocol for last 3-4 years.*

Amended (10-01-19) Struck through section deleted. (Recommended and board approved on 02-06-19).

CHAPTER 1: Duties of Officers (cont.)

Section 7. Immediate Past - President.

A. Shall act as a consultant to the current President to offer advise and helpful information.

B. Shall serve as the Chairperson of the Nomination Committee.

C. Shall serve as the Chairperson of the Public Relations Committee.

Amended (9-28-98) D. added (Recommended and board approved on 9-9-97).

D. Shall serve as chairperson of the Dental Health Care Committee.

CHAPTER 2: Duties of Board Members (at-large)

Section 1. All Board Members at-large.

A. Shall attend all MCDS functions - as stated in Chapter 1: Section 1.B. of this Manual.

B. Shall attend all Board meetings - as stated in Chapter 1: Section 1.C. of this Manual.

C. All Board members at-large shall use the current Policy and Provisions Manual as a guide to the operations of the McHenry County Dental Society.

D. Shall either chair or serve on important committees, and volunteer to serve on ad-hoc committees.

Amended (10-15-00) E. added. (Recommended by board on 01-04-00).

E. All Board members at-large should be Dent-II-Pac members and strongly encouraged to contribute to the level of Governor's Club membership.

CHAPTER 3: Standing Committees - Duties, etc.

Section 1. All Committees (standing, non-standing, & ad-hoc).

A. All committee chairpersons shall submit year-end reports (written &/or oral) at the annual business meeting (May) that includes suggestions, actions taken, contact people information, improvements, etc.

B. All committees must have Board approval to expend funds which exceed their budget.

C. All committees must have Board approval to implement programs which are not part of their normal operations.

D. Each committee should strive to complete a separate Policy & Provisions manual for their committee's operations. This manual should be updated with new ideas, problems encountered and their resolutions, by the chairperson annually and passed on when the chair passes.

CHAPTER 3: Standing Committees - Duties, etc. (cont.)

Section 2. Program Committee.

- A. Shall follow the duties as stated in the bylaws, and the following:
- B. Shall schedule and coordinate all continuing education programs for the Society (including, but not limited to, regular meetings, all day seminar, CPR course, Installation Dinner, etc.).
- C. Shall submit a copy of our program schedule to ISDS during the summer prior to program start date, for free (if available) publication into the ISDS News.
- D. Shall prepare, for the next regularly scheduled Board meeting following, a complete financial report for any program other than a regular general meeting (i.e. - seminar, CPR course, staff appreciation night, installation dinner, etc.).
- E. Shall obtain Board approval to alter the location or the time of general meetings, or to initiate an increase in meeting costs.
- F. The incoming program chairperson must present, and have approved by the Board, the proposed programs for the following year no later than the May meeting of the current year.
- G. The Program Committee Chairperson should seek to delegate the duties of this committee to his (her) fellow committee members, so as not to be such a burdensome position. This committee should develop a written protocol, and update it annually, as to how the committee functioned and how the duties were delegated, including suggestions and recommendations for future committee chairpersons. Some of the duties which possibly could be delegated are as follows:

- 1) Collating RSVP's and notifying the meeting site of the expected attendance and meal selections.
- 2) Collecting money from meeting attendants who haven't paid in advance.
- 3) Drafting the dinner index cards.
- 4) Maintaining the permanent name tags.
- 5) Keeping track of attendance for the C.E. Committee.
- 6) Clearing the bill with the caterer, in conjunction with the Sec/Treas.

Amended (10-01-01) H. added. (Recommended and Board approved on 12-05-00)

H. The Program Committee may solicit sponsorship for the general meetings and all day seminars of the Society, following the guidelines set forth in **CHAPTER 7: Meetings**, Section 1. General Guidelines., T. Sponsorship for Meetings: (p. 26b).

Amended (11-04-03) I. Added. (Recommended and Board approved on 11-04-03)

I. Co-utilization of speakers: The program chairman will be responsible for the various aspects pertaining to the services provided for the speakers of our monthly meetings and all-day seminars. In the case a speaker is tandemed with another organization other than the McHenry County Dental Society; the program chairman will in advance present information to the Board of Directors for discussion and approval of a fair and proportionate response dealing with the complete cost of providing the services

of said speaker for the McHenry County Dental Society function. The program chairman, with Board approval, will be responsible for coordinating with the other group(s) the approved monetary and services for said speaker, including aspects for collection and distributions of debts accumulated for and by the McHenry County Dental Society.

Amended (10-01-10) J. added. (Board recommended and approved 05-05-10.)

J. All Day Seminar:

1). The Committee Chairperson (President – Elect) should attempt to place an ad in the ISDS News, a few months prior to the scheduled date, for the Annual All Day Seminar.

2). Mailing of announcements to neighboring ISDS components and CDS branches for the seminar should be discouraged due to the high cost versus the revenue gained from non-MCDS members attending.

3). Advertisements in the CDS Review, mass e-mails to neighboring component & CDS branches.

Amended (11-01-11) K. added. (Board recommended and approved 05-03-11.)

K. Staff Appreciation Meeting:

1). Staff of the McHenry County Co-Op Clinic shall be invited, but not subsidized by MCDS.

2). The installed President shall make a brief presentation to the audience after being installed.

CHAPTER 3: Standing Committees - Duties, etc. (cont.)

Section 3. Membership, Recruitment, and Retention Committee.

- A. Shall follow the duties as stated in the bylaws, and the following:
- B. Shall follow the guidelines set forth by the Illinois State Dental Society with respect to membership recruitment and retention.
- C. Shall prepare a year-end membership report.
- D. Shall prepare a year-end financial report (if appropriate).
- E. Shall promote and administrate, according to the specific guidelines set forth in this manual under CHAPTER 8: Dues and Reimbursements, Section 1. Dues, the MCDS First Year Dues Payment Program (MCDS FYDPP).

Amended (10-01-01) F. added. (Recommended and Board approved on 04-03-01)

- F. The New Dentist Committee (a sub-committee) falls under the auspices of this committee. Formation and guidelines for this sub-committee will be obtained from ISDS.

CHAPTER 3: Standing Committees - Duties, etc. (cont.)

Section 4. Public Relations Committee.

- A. Shall follow the duties as stated in the bylaws, and the following:
- B. Shall coordinate programs, such as Children's Dental Health Month, health fairs, expos, etc., with the assistance of the program's chairperson.
- C. Shall attempt to publicize the activities of MCDS to make us more visible to the general public.
- D. The society photographer should coordinate activities with this committee.
- E. Shall prepare a year-end financial report.

CHAPTER 3: Standing Committees - Duties, etc. (cont.)

Section 5. Dental Legislative Committee.

- A. Shall follow the duties as stated in the bylaws, and the following:
- B. Shall prepare written legislative update reports to members of the Society (about 2-4 per year).
- C. Shall prepare a year-end financial report (if appropriate).

CHAPTER 3: Standing Committees - Duties, etc. (cont.)

Section 6. Dental Health Care Committee.

- A. Shall follow the duties as stated in the bylaws, and the following:
- B. Shall prepare a year-end financial report (if appropriate).

CHAPTER 3: Standing Committees - Duties, etc. (cont.)

Section 7. Peer Review Committee.

- A. Shall follow the duties as stated in the bylaws, and the following:
- B. Shall follow the guidelines as set forth by the Illinois State Dental Society in their Peer Review Manual.
- C. Take extreme care to maintain the confidentiality of all proceedings of the committee.
- D. Shall prepare a year-end financial report (if appropriate).

CHAPTER 3: Standing Committees - Duties, etc. (cont.)

Section 8. Conciliation Committee.

- A. Shall follow the duties as stated in the bylaws, and the following:
- B. Shall prepare a year-end financial report (if appropriate).

CHAPTER 3: Standing Committees - Duties, etc. (cont.)

Section 9. Committee on Membership Concerns.

- A. Shall follow the duties as stated in the bylaws, and the following:
- B. Shall prepare a year-end financial report (if appropriate).

CHAPTER 3: Standing Committees - Duties, etc. (cont.)

Section 10. Nomination Committee.

- A. Shall follow the duties a stated in the bylaws, and the following:
- B. Shall prepare a slate of officers and board members at-large for the next year, and present it to the Board at the December meeting for approval. Once approved, the slate is presented to the general membership at that meeting, but the vote is conducted at the January meeting.
- C. Shall make recommendations to the Board for candidates to serve as ISDS Delegates and Alternates. Once Board approval has been obtained, the delegation shall be presented to the general membership for approval.
- D. Shall make recommendations to the Board for a candidate for the appointment of a ISDS District Trustee, when MCDS has the appointment. Once Board approval has been obtained, the Trustee shall be presented to the general membership for approval.
- E. Shall attempt to maintain an equality among the Board and Officer nominations with respect to age, gender, general or specialist, location of practice, etc.; without disregarding the basic principle of recommending the best available person for the position.
- F. Shall assist the president in selection of a member to temporarily and permanently fill vacated positions on the Board or vacated officer positions.
- G. Shall prepare a year-end financial report (if appropriate).

CHAPTER 3: Standing Committees - Duties, etc. (cont.)

Section 11. Budget Committee.

- A. Shall follow the duties as stated in the bylaws, and the following:
- B. Shall maintain financial records of all income and expenses of the Society.
- C. Shall prepare a complete fiscal report for the Society on an annual basis.
- D. Shall prepare and present to the Board an annual budget, to be approved at the September Board meeting every year, and subsequently presented to the general membership.
- E. Shall follow the guidelines as set forth in the original budget report - approved in May 1994 for one (1) trial year, and if no amendments, to continue in perpetuity. A copy is enclosed with this manual - p. 18b-18e (p. 18d original paragraph 3 of section 1 has been eliminated).
- F. Shall have available at all Board meetings a current status of expenses as they compare to budgeted amounts.

CHAPTER 3: Standing Committees - Duties, etc. (cont.)

Section 12. Continuing Education Committee.

- A. Shall follow the duties as stated in the bylaws, and the following:
- B. No certificate shall be issued, nor any record kept of attendance for cont. ed. purposes, for non-member dentists.
- C. Shall assist the Pres-Elect (program committee chairperson) in maintaining an attendance record for all general meetings and seminars, to verify cont. ed. participation.
- D. Shall prepare a year-end financial report (if appropriate).

Amended (11-01-11) E. added. (Recommended and Board approved on 09-14-10)

E. Dr. Paul Palliser was appointed by MCDS Board, for an unlimited term, to compile, verify, maintain, & notify members of attendance at MCDS Continuing Education programs. All members shall sign the attendance slip at the meetings, to verify their attendance, to be eligible for continuing education credit. Dr. Palliser will be appointed to this committee on an annual basis for as long as he wishes to serve and the MCDS Board approves the assignment.

Amended (11-06-19) F. added. (Recommended and Board approved on 11-05-19)

F. If a member is delinquent in dues prior to March 31st, he/she may still attend all functions and meetings of the MCDS. If a member is delinquent in dues after March 31st, that member MAY NOT attend any further functions or meetings of the MCDS, and no CE credits will be awarded for any programs attended so far in that calendar year (January 1st – March 31st). Following March 31st, if the member is reinstated “In Good Standing”, and pays the full year dues payment, all CE credits earned will be awarded.

CHAPTER 3: Standing Committees - Duties, etc. (cont.)

Section 13. Awards Committee.

- A. Shall follow the duties as stated in the bylaws, and the following:
- B. Shall present the awards annually at either the annual meeting in May or the Installation Dinner program.
- C. These awards should be prepared by the committee only by the approval of the President or the Board, and should be presented by the President to the member, or by the Vice-President if being given to the President.
- D. Shall prepare a year-end financial report (if appropriate).

CHAPTER 3: Standing Committees - Duties, etc. (cont.)

Section 14. Donations Committee. (Current Chair – Dr. Mike Thompson as of 09-01-2020)

- A. Shall follow the duties as stated in the bylaws, and the following:
- B. Shall evaluate all requests for donations, referred to it by MCDS Board.
- C. Shall present to the Board their recommendations for donations, which must then obtain Board approval.
- D. Shall keep the limit of donations within the annual budget for that category. An increase in that committees budget may be requested for the following year.
- E. Shall monitor donated amounts, so we do not exceed the current annual legal limited amount (which is currently \$2,000.00) which we can donate for purposes of lobbying or influencing legislation at the state and federal levels.
- F. Donations shall be restricted to dental related organizations or to sources which have a positive effect on Dentistry.
- G. Should consider annual donations to Clopper Foundation, DENT-IL PAC, ADPAC, etc., and campaign funds for ISDS, and ADA candidates supported by MCDS.
- H. Any funds distributed to Hygiene Scholarships shall be to students who reside and plan to practice hygiene within McHenry County.
- I. MCDS's annual donation to DENT-IL PAC should be presented at the Capital Conference in the Spring, rather than making the presentation at the annual meeting of DENT-IL PAC (a breakfast meeting), which is held during the ISDS Annual Session in September of each year. It was ***recommended and Board approved (04-03-07)*** that we increase our annual donation to \$2,000.00, provided the funds are available each fiscal year.
- J. MCDS shall donate \$200.00 annually (to be reviewed annually prior to dispensation) to each McHenry County State Representative and to our State Senator. This shall be done for the incumbents, regardless of their political affiliation.

Amended (10-5-97) All references to LICID were changed to DENT-IL PAC.

CHAPTER 3: Standing Committees - Duties, etc. (cont.)

Section 15. Policies, Provisions, and Bylaws Committee.

- A. Shall follow the duties as stated in the bylaws, and the following:
- B. Shall maintain the MCDS Policy & Provisions (P & P) manual and have a copy present at all meetings.
- C. Shall review the minutes of all Board and General meetings annually and add any pertinent information, and update any policy which was edited or deleted.
- D. Shall record any Bylaw or Constitution amendments which are approved by the Society, and keep track of them for publication as an addendum to the bylaws or for future bylaw revisions.
- E. Shall prepare a year-end financial report (if appropriate).

CHAPTER 4: Committee Assignment Guidelines

Section 1. General Information.

Board members, Officers, and Past-Presidents should be highly considered to head and serve on prominent committees. General members should be assigned to committee duties to attempt to increase the involvement of all members, and also to encourage new members to participate. These committee assignments should serve as a launching pad for potential new leaders of MCDS to gain some insight into organized dentistry and to spur their ambitions.

Section 2. Program Committee.

Chairperson: President-Elect

Members: Vice-President & Secretary-Treasurer, and any and all members as deemed necessary.

Amended (10-5-97) Members: Should not be the Vice-President & Sec. Treasurer, they have too many other duties. Board members-at-large should be on this committee. Also, a “dinner chairperson” may be appointed by the committee chairperson. (Recommended by M. Pescheret and board approved on 5-7-97.)

Section 3. Membership, Recruitment, and Retention Committee.

Chairperson: An appointee of the President, preferably a current or past board member.

Members: The Vice-President shall serve on the Membership, Recruitment, and Retention Committee along with as many other members as deemed necessary. *Amended (10-01-04) (Recommended and board approved on 11-04-03).*

CHAPTER 4: Committee Assignment Guidelines (cont.)

Section 4. Public Relations Committee.

Chairperson: Immediate Past President.

Members: Chairpersons of Children's Dental Health Month Committee (it's members and it's volunteers), McHenry County Health Fair Committee, Expo Committee, MCDS's photographer, etc.

Section 5. Dental Legislative Committee.

Chairperson: A current or past ISDS delegate or alternate delegate.

Members: All other current delegates and alternate delegates and 2-3 general members.

Section 6. Dental Health Care Committee.

Chairperson: no restrictions

Members: no restrictions

Amended (10-5-97)

Chairperson: Immediate Past-President.

Members: All members necessary, including, but not limited to, the three (3) preceding Past-Presidents. (Recommended by G. Kubik and board approved on 9-9-97)

CHAPTER 4: Committee Assignment Guidelines (cont.)

Section 7. Peer Review Committee.

Chairperson: A Past President.

Co-Chairperson: Committee member who has been very active and is willing to accept the responsibilities of the chair when vacated.

Members: Cannot be the current President. Members should not be assigned without consulting the chairperson. Past-Presidents should be highly considered. Should have a least one member from each specialty.

Section 8. Conciliation Committee.

Chairperson: Immediate Past-President.

Members: The preceding two Past-Presidents.

Section 9. Committee on Membership Concerns.

Chairperson: Secretary-Treasurer

Members: As many as necessary, no restrictions.

CHAPTER 4: Committee Assignment Guidelines (cont.)

Section 10. Nomination Committee.

Chairperson: Immediate Past-President

Members: The preceding 4-5 Past-Presidents.

Amended (04-06-99)

Members: The preceding 5 Past-Presidents and the current officers, making the total number of members as nine (9). (Recommended and Board approved on 04-06-99).

Section 11. Budget Committee.

Chairperson: A Past-President. Follow additional guidelines as stated in the Budget Manual.

Members: Follow guidelines as stated in the Budget Manual. Should include Sec./Treas. and all officers, and the board member(s)-at-large most interested and likely to become an officer soon.

Section 12. Continuing Education Committee.

Chairperson: No restrictions (same person as previous year, if willing to continue), or replace with current committee member.

Members: Should include Program Committee Chairperson (because they have attendance list of meetings) and 2-3 more members. One member should be AGD member and bring accreditation equipment to all meetings. The AGD member is responsible to insure that the MCDS accrediting status is renewed upon renewal notification and that the accrediting status is not allowed to lapse or expire. This same responsibility applies to ADA. CERP status as well.

CHAPTER 4: Committee Assignment Guidelines (cont.)

Section 13. Awards Committee.

Chairperson: Should be Board member-at-large

Members: The chairperson should endeavor to secure the services of someone who knows how to do calligraphy or appoint as a member of this committee any MCDS member who knows how to do calligraphy. The committee should have about 4 members total.

Section 14. Donations Committee.

Chairperson: Should be a past or current Board Member, preferably a Past-President.

Members: 1-2 other members, preferably past or current Board Members (but not necessarily officers).

Section 15. Policies, Provisions, and Bylaws Committee.

Chairperson: A Past-President and someone who still attends the majority of board meetings.

Members: No restrictions, ask chairperson for recommendations.

CHAPTER 5: Non-Standing Committees

Section 1. Definition. A committee which exists in perpetuity, but has no basis in our bylaws or constitution, and can therefore be dissolved at any time by action of the Board, or become inactive for any length of time.

Section 2. Children's Dental Health (CDH) Month Committee:

Chairperson: Appointed by President if position is vacated.

Members: Any and all who wish to participate.

Duties:

- A) This committee operates under the auspices of the Public Relations Committee.
- B) Maintain the MCDS inventory of CDH Month supplies.
- C) Coordinate and Administrate MCDS's CDH month activities in accordance with MCDS, ISDS, & ADA guidelines.
- D) Prepare a budget request and present to the Board annually for the necessary funds to execute the program.
- E) Maintain a manual for the committee which consists of annual updates, to properly organize and run the program. This manual could contain guidelines as to how the program runs, how set up, example budgets, and proper protocol.
- F) Shall submit a year-end report to the Board and a year-end financial report.

Section 3. Golf Outing Committee:

Chairperson: Appointed by President if position is vacated.

Members: Selected by chairperson.

Duties:

- A) To coordinate and run an annual golf outing for MCDS members.
- B) Shall submit a report to the Board at the next Board meeting following the event, which includes a financial report.

CHAPTER 5: Non-Standing Committees (cont.)

Section 4. Peer Party Committee

Chairperson: Appointed by President if position is vacated.

Members: Selected by chairperson.

Duties:

- A) To coordinate and run an annual Peer Party for MCDS.
- B) Shall submit a report to the Board at the next Board meeting following the event, which includes a financial report.

Section 5. Expo, Health Fair, etc. Committees.

Chairpersons: Appointed by Public Relations Committee Chairperson, if committee is needed, or if position is vacated.

Members: Selected by chairperson.

Duties:

- A) These committees shall operate under the auspices of the Public Relations Committee.
- B) To coordinate and run programs if Board approved.
- C) If committee is active, shall submit a report to the Board at the next Board meeting following the event, which includes a financial report.

Section 6. Other Committees.

Definition: Any committee formed, or in existence, for an extended period of time, other than Standing, Non-Standing, or Ad-Hoc Committees.

If a committee is in existence for more than one (1) year, the committee shall be defined as either Standing (which requires a bylaw amendment, and committee's duties etc. shall be added to the Policy & Provisions Manual), Non-Standing (committee's duties etc. shall be added to the Policy & Provisions Manual), or Ad-Hoc (operates until purpose is completed, then committee is dissolved).

CHAPTER 6: Ad-Hoc Committees

Section 1. Definition.

A committee which is formed by the President, and its chair and members appointed by the President, for a short duration; to meet, investigate, and report back to the Board regarding a specific issue. Once the committee has reported and the issue is resolved, the Ad-Hoc committee is resolved.

CHAPTER 7: Meetings

Section 1. General Guidelines.

A. Shall follow the guidelines as set forth in MCDS Bylaws (Chapter III) and the following:

B. The most current version of Sturgis - The Standard Code of Parliamentary Procedure shall govern the deliberations of this Society, unless specified otherwise.

C. Minutes shall be taken for **both** the **Board meeting** and the **General meeting** and copies available to all members at the next scheduled meeting. All Board and General meeting minutes shall be kept in an archival binder.

D. Meetings are to be held on the second Tuesday of September (due to the Labor Day holiday), the first or second Tuesday of January (depending on when New Years Day falls, discretion of the Program Chairperson), and the first Tuesday of October, November, December, February (CPR cert. and recert.), March, April (may be Board meeting only - discretion of Program Chairperson and Board), and May (annual business meeting). *(Current cost of meeting is \$60.00 – as of 9-1-16 (Annual – 7 meals for cost of 6)*

E. An Installation of Officers Program is to be held annually (location and date at the discretion of Program Chairperson and Board).

F. It is recommended that the Annual Seminar not be held in September or early October, that it not be held the day following an MCDS general meeting, and that it not be held on a date which may conflict with the ADA Annual Session or the ISDS House of Delegates Meeting.

G. One of our programs shall be dedicated as "Staff Appreciation Night", either alone or in conjunction with another program (possibly as a Christmas program or along with Installation of Officers). This decision is at the discretion of the Program Chairperson and the Board.

H. The February meeting shall be allocated for CPR Certification and Re-certification as long as there is enough interest to continue it. No Board meeting will be held at this program. The CPR meeting will be open to Doctors of MCDS only, with the committee chairperson to determine the time period and # of members to attend the class. If any space is available following the Doctors registration, space may be made available to staff members at the discretion of the committee chairperson.

I. The September or October meeting shall be dedicated as "Past Presidents Night", to honor all of MCDS's past presidents.

J. Failure to pre-register for a meeting shall result in a \$20.00 increase *(as of 06-08-04)* in the meeting cost as compared to the cost of a pre-registered member.

K. Monthly mailings (meeting reminders) shall be made to members only. This mailing shall not contain ads for employment opportunities, for sale notices, etc.; they shall be for program information, and society business only. Other information which members wish to disseminate to fellow members may be dispersed through an MCDS Newsletter format. All-Day Seminar invitations may be mailed to members, non-members, and any other component or constituent components as deemed worthy by the Program Chairperson. *(As of 09-01-09, the monthly mailings shall be in the form of an E-mail.) Amended (10-05-09) (Recommended and board approved on 02-04-09).*

CHAPTER 7: Meetings (cont.)

Section 1. General Guidelines (cont.)

L. Non-Member Dentist Meeting Attendance Policy. Any non-member dentist (doesn't include associate dues paying member) may attend one (1) meeting free of charge (note - this does not mean one (1) per annum). Subsequent to that, NO meeting may be attended without full payment of ADA, ISDS, and MCDS dues, and full payment of the programs fee. This policy applies also to the attendance of only the continuing education portion of the society's programs. Any current associate member (in good standing) may attend any and all programs and meetings, if program or meeting fee is paid.

M. Any member in good standing may attend only the cont. ed. portion of a meeting (not including the meal), except for special programs (i.e. - CPR Course, Seminars, etc.), without paying the meeting fee, as long as this practice doesn't cause financial stress on the Society. The Board reserves the right to review this policy and revoke it at any time if they feel the privilege is being abused.

~~N. An ISDS Hygiene member may only attend MCDS general meetings if their ISDS Hygiene membership is in good standing, they pay to MCDS an annual continuing education course fee equivalent to the amount of our associate dues, and the program fee is paid. (Amended 10-01-02) (Recommended and board approved 01-08-02) Amended (10-01-19) Struck through section deleted and replaced with Section N. below. (Recommended and board approved on 02-06-19).~~

N. Our programs may, periodically, include a continuing education program which may be pertinent to dental hygienists, such as, but not limited to, oral hygiene, oral pathology and/or periodontal treatment. In those situations, at the discretion of the Program Chairperson & approval of the MCDS Board of Directors, the meeting may be designated as a "Dental Hygiene Participation Meeting". A so designated meeting will include an open invitation for all MCDS member-dentist's dental hygienist(s) to attend, regardless of whether they are an ISDS Dental Hygiene member or not. Dental Hygienist may only attend these meetings if accompanied by their MCDS member-dentist. The fee for attending those dinner meetings will be equivalent to the MCDS member dentist. CE credit hours will be awarded to attending dental hygienists at the conclusion of the meeting. *(I would recommend paper CE certificates be awarded to participating hygienists the night of the presentation, after the course is completed. That way, no permanent record would need to be, or should be kept by MCDS.)*

O. Any new member or transfer member may attend one (1) meeting free before completing his/her membership enrollment or transfer of membership to MCDS.

P. The President shall serve as the presiding officer for both the Board Meeting and the General Meeting. In the absence of the President, the succession of presiding officer shall be Vice-President, then President-Elect, then Secretary-Treasurer. If none of these officers are present, the meeting shall be postponed.

Q. The President-Elect (and Program Committee Chairperson) shall introduce the speaker or conduct the program portion of the meeting

CHAPTER 7: Meetings (cont.)

Section 1. General Guidelines (cont.)

R. All members, non-members, guests, etc. shall wear name tags at the meetings.

Amended (10-5-97) S. added. (Recommended and board approved on 9-3-96)

S. MCDS educational programs are eligible for AGD as well as CERP credits.

Amended (10-01-01) T. added. (Recommended and board approved on 12-05-00)

T. Sponsorship for Meetings: *(Edited, board approved 12-07-2021)*

General Meeting Sponsor:

- 1) Sponsorship shall be allowed per the discretion of the program chairperson.
- 2) Minimum sponsorship fee for a general meeting is \$500.00
- 3) The sponsorship topic is at the discretion of the program chairperson.
- 4) Sponsors for a general meeting are allowed 5-10 minutes at the podium.
- 5) Sponsors shall be allowed to set up a table during the cocktail hour and remain after the program to speak to attendees.

All-Day Seminar Sponsors:

- 1) Sponsorship shall be allowed, and highly encouraged, at the All-Day Seminar, per the discretion of the program chairperson.
- 2) Minimum sponsorship fee for the All-Day Seminar is \$1,000.00.
- 3) The sponsorship topic is at the discretion of the program chairperson, but all attempts should be made to make it pertinent to the topic of the seminar.
- 4) Sponsors shall be allowed to set up a table prior to the seminar registration time and allowed to remain until after the completion of the seminar.

U. Non-member Dentist Meeting Attendance for All Day Seminar

1) All Day Seminar Invitations and Non-member Fees:

The program chairperson, may at his/her discretion, extend an invitation to the members of surrounding local dental societies (such as, but not limited to, Winnebago County Dental Society, US Grant Dental Society, Fox River Valley Dental Society, CDS (any branch) or Burlington Dental Society – Wisconsin) to attend the MCDS Annual All Day Seminar. This policy only extends to the all day seminar, not our regular monthly meetings. Member registration fees to the MCDS All Day Seminar shall be extended to ALL ADA members. That would include any other ISDS component (such as Winnebago, Fox River Valley, etc.) and also any component member of another State Dental Society. Members of the ADA & any other constituent society (for example, the Wisconsin Dental Society) shall be extended a fee to attend the seminar that is equal to ours. Non ADA members from Illinois, or any other area or State, shall only be able to attend with the full non member fee paid. Office staff attending from a member dentist or non member dentist's office shall be charged the same fee, as long as the dentist is present. Non member dentists may not send staff alone. The non-member fee to attend shall be the member fee plus an amount equal to our MCDS annual membership dues. (For example: Our 2018 MCDS dues are \$175.00, the member fee to attend our all day seminar is \$175.00, therefore, a non-member may attend for a total cost of \$175.00 + \$175.00 = \$350.00.) *(Recommended and board approved on 10-04-16)(Amended 01-01-18 with dues increase from \$150 to \$175 per year)*

CHAPTER 7: Meetings (cont.)

Section 2. Board Meeting Guidelines.

A. Only Board Members (Pres., Pres.-Elect, V-Pres., Sec./Treas., Immed. Past Pres., & five members-at-large) are allowed to make, second, amend, or vote on a motion or a policy & provisions change. Any member present may contribute to the discussion, upon recognition by the chair. The President shall vote in Board meetings only in the case of a tie, however he/she shall be entitled to participate in discussion without relinquishing the chair.

B. Succession of presiding officer, in the case of absenteeism, shall be President, then Vice-President, then President-Elect, then Secretary/Treasurer. If none of these officers are present, the meeting shall be postponed.

C. Board meeting minutes shall include the names of all those in attendance (board members and regular members). Any officer or board member not in attendance should be noted as absent and specified whether excused (reason) or un-excused.

D. Board meetings shall be held in September, October, November, December, January, March, April, and May. The Board may elect to not convene in a specific month, provided there are at least six (6) board meetings a year. The May meeting shall be considered the Annual Business Meeting. At this meeting any unfinished business shall be transacted and all committee chairpersons shall submit their annual reports to the Board. The May meeting may be scheduled by the presiding officer to be called to order at an earlier time than normal due to the increase in time needed to cover the abundance of material.

E. The incoming Program Chairperson shall have his/her tentative schedule for the next years programs approved by the Board by the conclusion of the May Annual Business Meeting.

F. The Board must approve any changes in location or cost of programs for the upcoming year

G. It shall be attempted to conclude all Board meetings at their scheduled time. Any unfinished business shall be tabled until the next Board meeting, at the discretion of the presiding officer. Last minute issues brought up after the agenda is completed, or during the meeting, may be tabled at the discretion of the presiding officer until the next meeting.

H. Recommended Board Meeting Agenda:

1. Call To Order & Introduction of Guests
2. Past Meeting Minutes Approval
3. Secretary/Treasurer's Report
4. Old Business
5. New Business
6. Comments & Suggestions
7. Adjournment

CHAPTER 7: Meetings (cont.)

Section 2. Board Meeting Guidelines (cont.)

I. The Secretary/Treasurer's report shall include account balances of both the Operations Account and the Reserve Account. Any outstanding debits or credits shall also be mentioned.

J. The Board shall pass on any expenditures of money by the Society. It will authorize officers and committees to expend funds for specific purposes and programs. The President has the discretionary authority to spend, without prior approval of the Board, up to \$200.00 for the betterment of Dentistry.

K. Any monies appropriated by this Society, except that incurred for actual operating expenses, or committee disbursements within the annual budget limitations, shall upon approval of the Board, have the approval of a majority vote of the members present at the regular meeting.

L. All motions acted on by the Board shall be announced to the general membership (at the nearest opportunity). If objections are raised the issue may be opened for discussion and further action. If the issue requires more discussion than time allows, the presiding officer may table the issue, and call for it to be revisited at the next **BOARD MEETING.**

Amended (04-12-16) M. added. (Recommended and board approved on 04-12-16).

M. The MCDS Officers and Board of Directors, when deemed necessary, may act on matters concerning the Society prior to the next scheduled Board meeting. A motion may be made and seconded to amend the MCDS Policy & Provisions Manual by board members, discussion may be allowed via electronic media, and a vote on the motion may be taken, providing a quorum (as defined in our bylaws) responds, by electronic media. This does not pertain to MCDS Bylaw amendments, which must be addressed according to our Bylaws, allowing notification to all MCDS members, board approval, and general membership approval. All actions taken, not during a board meeting, must be reported and entered into the Society's minutes at the next scheduled board meeting. *(Recommended and board approved on 04-12-16)*

CHAPTER 7: Meetings (cont.)

Section 3. General Meeting Guidelines.

A. The General meeting shall be presided over by the presiding officer at the Board meeting.

B. Time shall be allowed for discussion from the floor on topics of interest, if needed.

C. Any motions acted on by the Board shall be presented to the general membership for limited discussion and comments. Any expenditures approved by the Board which fall into the description in Chapter VI, section 3 of 1996 revised MCDS Bylaws, shall be made known to the general membership, for the purpose of discussion and review by the Board if objections exist.

D. Recommended General Meeting Agenda:

1. Call to Order
2. Approval of Previous General Meeting's Minutes
3. Secretary/Treasurer's Report
4. Announcement of Guests & New Members
5. Recap of Board Meeting
6. Motions Requiring General Membership Vote
7. Open Forum for Discussion of Topics of Interest to Members
8. Educational Program
9. Closing Comments
10. Adjournment

E. Secretary/Treasurer's report shall be limited to the balance in the Operations Account, and any credits or debits against that account. Anyone wishing to know the Reserve Account balance can be informed following the general meeting (this is to protect us from dissemination of knowledge to guests who shouldn't be privy to this knowledge).

F. Only Active, Fellow, and Life members shall be allowed to make, second, amend, or vote on a motion or a Policy & Provisions change. Any member present may contribute to the discussion, upon recognition by the chair.

G. Promotions to encourage membership: A brochure should be fabricated that members, or potential members, can obtain that reinforce the benefit of membership in organized dentistry. Info may include, but not limited to, political issues affecting dentistry, social issues, CE opportunities, practice issues, etc. May be able to use ISDS or ADA materials. Monthly promotions may also be utilized at our monthly meetings. Such as open bar, free Hors D'oeuvres, free beer, free mixed drinks or pizza night. Possibly create a annual raffle for everyone who brings a potential new member to a meeting.

H. A position is approved for a "check-in" person to be seated at our meeting registration area. The program chairperson shall define their duties in detail. The general duties shall be: checking-in members, sending email requests for meal selection, handling meeting RSVP's, verifying meal counts for restaurant, keeping attendance for CE's & collecting checks at the meetings. Pay shall be (02-01-2022) \$150.00 per meeting & dinner. *(Paragraph G. & H. Recommended and board approved on 02-01-2022)*

MCDS Secretarial Assistant Job duties (As of 09-01-2022)

Monthly Venue: Secure venue (Galati's) for monthly meetings. Determine menu choices with Elaine from Galati's. Choose 3 for each meeting. Email Elaine the Thursday before the meeting with preliminary numbers for meal choices. Confirm the following Monday (day before meeting) with any last minute additions or changes.

All-Day Seminar: Secure venue (Boulder Ridge Country Club), make sure deposit is sent over, contract signed, etc. Touch base 2 weeks prior with preliminary numbers and week of to confirm. Send email blast to members once Speaker for that day sends outline, notes, etc. Print items and have ready to distribute day of seminar. Book hotel room for Speaker, correspond with Board all details.

Correspondence for monthly meetings and All-Day Seminar:

Send email to members with information including flyer.

Record RSVP's, record payment information (check amounts and #'s)

Contact Dr's who have not replied, check to see whether they plan to attend.

Meetings: Arrive at meetings by 5:30 to set up and help organize any sponsor tables. Greet and welcome all attendees, have sign in sheet updated for signatures, collect and record any payments brought that evening. Meal cards made with Dr. Name and Dinner choice, color-coded by meal choice.

Payments: All payments received each month turned into Treasurer.

Sponsors: Participate/aide in locating sponsors for monthly meetings, continue correspondence, receipts, W9, thank you notes to each sponsor.

CE records: Keep record of all attendees each month via signature sheets for CE records. Turn into to board at the end of the year.

Legislature Night: Email all Representatives and Senators to invite them for monthly meeting. Record RSVP, meal choice, etc. Email Board final list so name tags/badges can be ready.

CHAPTER 8: Dues, Reimbursements, & Finances (Title changed 9-28-98)

Section 1. Dues. (Dues amounts and seminar voucher were amended by Board recommendation and approval on 04-06-99).

A. Shall follow the MCDS Bylaws Chapter II, and the following:

B. Regular dues for MCDS members are \$175.00 / year as of 01-01-2018. (Dues were \$105.00 from 01-01-00 to 12-31-05, \$150.00 from 01-01-06 to 12-31-17.)

C. Associate dues are \$85.00 / year as of 01-01-2018.

*Amended (10-5-97) C. in addition to present language. (Recommended and board approved on 4-8-97). Associate dues will be billed by MCDS (not through ISDS, as our other membership categories are done) on an annual basis, following our fiscal year format (Sept. 1 - Aug. 31). Formal billing shall be done by the **Associate Dues Billing Coordinator**. (As of 10-06-09 Dr. Rob Hoffman is the Associate Dues Billing Coordinator.) The Associate Dues Billing Coordinator is responsible for billing all associate members on an annual basis & maintaining permanent records of dues collected. Amended (10-01-10) board approved protocol for last 3-4 years.*

D. Only Active, Fellow, and Associate Members are required to pay dues.

E. Life, Retired, Affiliate, Honorary, and Student Members are exempt from dues payments.

Amended (10-02-07) F. G. H. & I. (Recommended and board approved on 11-13-06).

F. Dues are waived for balance of calendar year degree (DDS or DMD) earned.

G. Dues are waived for first full calendar year following year degree (DDS or DMD) was earned.

H. Dues are 50% of active member dues for second year following year degree (DDS or DMD) was earned (currently \$87.50 as of 01-01-2018).

I. Dues are 100% of active member dues for third year following year degree (DDS or DMD) was earned, and thereafter.

(Paragraph F., G., H., and I. amended following ISDS change in Bylaws Sept. 2022)

J. The annual dues are set by the Board, no approval is required by the general membership to increase or decrease the component dues.

~~K. ISDS Hygiene Member. This category is for hygienists only, it doesn't include assistants, receptionists, or any other office personnel. If an ISDS Hygiene Member wishes to participate in our continuing education programs, she/he shall pay annual dues equivalent to that of an associate member (currently \$85.00 / year as of 01-01-2018), and also the same program fees as any other member. Non-ISDS Hygiene Members shall not attend any regular meeting or program unless the meeting or program has been designated a "staff participation" meeting. (As of 10-06-09 Dr. Rob Hoffman is the Associate Dues Billing Coordinator.) The Associate Dues Billing Coordinator is responsible for billing all associate members on an annual basis & maintaining permanent records of dues collected. He/she is also responsible for collecting MCDS annual program fees for ISDS Hygiene members who wish to participate in our continuing education courses. Amended (10-01-19) Struck through section deleted. (Recommended and board approved on 02-06-19).~~

CHAPTER 8: Dues, Reimbursements, & Finances (cont.) *(Title changed 9-28-98)*

Section 1. Dues. (cont.) *(Dues amounts and seminar voucher were amended by Board recommendation and approval on 04-06-99).*

L. MCDS shall offer a First Year Dues Payment Program, following the recommended guidelines and sample contract which follow on pages 29b & 29c of this manual, to applicants who are not currently members of the ADA. This policy is being implemented for one year (1997), and will then be re-addressed by the Board for further approval. *(Policy was only in place for that one year.)*

Amended (10-5-97) M. added. (Recommended and board approved on 9-9-97).

M. A new member of organized dentistry (not a recent graduate) shall pay 1/2 of the regular dues for their first year of membership (currently \$87.50 as of 01-01-2018) and full dues each year thereafter.

Amended (04-12-16) N. added. (Recommended and board approved on 04-12-16).

N. Any current member, in good standing, of ADA, ISDS, and either CDS or a downstate component, who wishes to become a NEW MCDS Associate member, may pay a prorated Associate Dues membership to join MCDS as an Associate member anytime from January 1st through August 31st of ½ our annual Associate dues (currently \$85.00 per year (as of 01-01-2018) – Sept. 1st through August 31st) for associate membership from January 1st through August 31st. Full Associate dues will be payable anytime from Sept.1st through December 31st for new Associate members. *(Recommended and board approved on 04-12-16)*

CHAPTER 8: Dues, Reimbursements, & Finances (cont.)

Section 2. Reimbursements (for Society Business).

A. Shall follow guidelines in MCDS Bylaws Chapter XI, Section 4, and the following:

B. Annual ISDS Capital Conference attendees that shall be reimbursed \$200.00 per day (1 day for DSS Caucus Meeting, usually Tuesday evening, and 1 day for Cap Con Meeting, usually Wednesday) for the conference are Officers, Board Members, Delegates and Alternate Delegates to the current House, current & past NW District ISDS Trustees (from MCDS), ADA Officers, Trustees, Council or Committee members (from MCDS) and standing committee chairpersons. *(Amended 10-01-02) (Recommended and board approved 06-04-02) (Reamended 04-19-05) (Recommended and board approved 04-19-05) (Amended by board approval on 11-05-19)*

C. Delegates, alternate delegates and current & past NW District ISDS Trustees (from MCDS) attending the ISDS Annual Session House of Delegates shall be reimbursed \$300.00 / day. *(Amended by board approval on 11-05-19)*

D. The ISDS reimburses MCDS for delegates who attend the Illinois State Dental Society's Annual Session. MCDS will reimburse all delegates and alternate delegates who attend.

Section E. Deleted (Amended 10-01-02) (Recommended and board approved 06-04-02)

Amended (9-28-98) Section 3. added (by DJM), A. and B. added. (Recommended and board approved on 4-7-98)

Section 3. Finances.

A. MCDS shall strive to obtain and maintain a reserve account balance of 80% of our annual budget. This shall be monitored by the Budget Chair and the reserve percentage of the annual budget shall be included in the annual budget report. *(Recommended and board approved 09-07-04)*

B. A one-year one-time allowance of \$2,500.00 to be taken from reserve account to be used per presidents discretion for secretarial services to enable the dental society to function. (For F99 year: 9-1-98 to 8-31-99)

Amended (04-12-16) Section 4. Investment Policy. added. (Recommended and board approved on 04-12-16).

Section 4. Investment Policy.

A. MCDS Investment Policy adopted on April 12, 2016, attached on following three (3) pages. Pages 30b-30d. *(Recommended and board approved on 04-12-16).*



McHenry County Dental Society (MCDS)

Investment Policy

Approved on April 12, 2016

I: Statement of Purpose:

The purpose of this Investment Policy is to establish guidelines for investments, which are broad enough to allow the Board of Directors of the McHenry County Dental Society (shall be referred to as MCDS from this point forward) to function properly within the parameters of responsibility and authority. It is also intended to be specific enough to clearly state that certain investment situations are to be avoided in the best interest of the MCDS, while other investment situations should be encouraged if they fall within the investment philosophy and policy set forth.

The MCDS Board of Directors sets forth this Policy to assure the maximizing of returns in line with investment objectives established, and provide a structure that will minimize the risk of negative market cycles. This policy was set in accordance with guidelines established by the MCDS and approved by the Board of Directors of the MCDS on the date above.

II. Investment Advisory Committee:

The MCDS Board of Directors will appoint an Investment Advisory Committee to oversee the management of the funds. This committee shall be five (5) in number, with a designated named Chairperson (who is not the Budget Committee chairperson, nor the current Sec/Treas). The Chairperson of the Budget Committee shall be a member of the committee. The current Sec/Treas, annually, shall be a member of the committee. The other two committee members should have a good knowledge of investment strategies and financial matters, with an emphasis to include members of all age ranges. The committee shall be reviewed annually by the MCDS Board of Directors to measure performance and service levels. The length of appointment to this committee shall not be specified.

III. Goals, Objectives and Guidelines:

The primary objective of the investment of the funds is to provide long-term growth. As a result we will utilize a long-term investment horizon of ten (10) years for investment making decisions. Specifically this policy shall offer the necessary guidelines to attain the following goals and objectives:

1. Maintain diversification of assets. This may include cash and equivalents, fixed income (bonds), individual stocks, mutual funds and exchange traded funds (ETF's).
2. Invest in funds rated 3 star or better by Morningstar. Exceptions to these ratings may be made with the unanimous approval of the Investment Advisory Committee and the approval of a current MCDS officer other than the Sec/Treas. No more than \$5,000.00 may be invested per instrument without full approval by the MCDS Board of Directors.
3. Following the annual Fiscal Budget Report in October, the Investment Advisory Committee shall recommend the amount of funds, if any, that should/could be invested in the balance of the fiscal year (Sept. 1st to Aug. 31st). This recommendation must be approved by the MCDS Board of Directors. The MCDS Board of Directors and the Investment Advisory Committee will periodically (recommended annually) review the costs associated with the management of the investment program.
4. Withdrawals, deposits or transfer of funds shall require prior approval during any regular or special MCDS Board meeting except that such transactions may be done prior to receipt of MCDS Board approval in amounts not to exceed \$5,000.00 in total and if approved by the consent of both the Investment Advisory Committee and a current MCDS officer other than the Sec/Treas. Any and all such activity shall be reported at the next MCDS Board meeting for ratification.
5. Investments in individual stocks and bonds will be a case-by-case decision made with the unanimous approval of the Investment Advisory Committee and the approval of a current MCDS officer other than the Sec/Treas. Individual bond purchases should carry a rating of investment grade BBB or greater and not exceed \$5,000.00 in total. Any and all such activity shall be reported at the next MCDS Board meeting for ratification.
6. Time horizon: The investment guidelines for the portfolio are based on an investment horizon of 5-10 years, therefore interim fluctuation and volatility should be viewed with appropriate perspective. Short term liquidity needs are expected to be minimal as other funds outside the investment scope have already been allocated.

7. Investment performance: The goal involves the acceptance of a proportionate amount of risk. This risk tolerance has been accepted by the MCDS Board of Directors, but is subject to changes based on future market conditions. Any changes in the overall fundamental goals, objectives and guidelines of the Investment Advisory Committee's investment decisions must be approved by the MCDS Board of Directors. The objective is to earn a long term rate of return comparable to the selected risk profile (i.e. 50/50%, 60/40%, equity/fixed income or designated asset allocation). Portfolio return is expected to be comparable to a blended benchmark of returns for relevant indices as indicated for mutual funds and ETF's where appropriate.

IV. Responsibility of the Investment Advisory Committee and the Chairperson:

1. The Investment Advisory Committee and the chairperson shall adhere to these goals, objectives and guidelines, to the best of his/her ability, as well as the principals and standards as approved by the MCDS Board of Directors and outlined in this policy.
2. The Chairperson shall provide a report to the MCDS Board of Directors 3-4 times per fiscal year (possibly September, January and May) on the activities of the portfolio investments for the MCDS Board to review. The report shall include information such as asset allocation, fund or stock performance, comparison to the market as a whole and any other relevant information based on statement disclosures.
3. Annually, the Investment Advisory Committee shall meet with the MCDS Board of Directors to review the asset allocation, mix and performance. The 5-10 year investment horizon shall also be reviewed at this meeting.

Committee members as of April 12, 2016:

- 1) Dr. Dave Browne (Chairman)
- 2) Dr. Dennis McDowell (MCDS Budget Committee Chairman)
- 2) Dr. Mistie Norten (current MCDS Sec/Treas)
- 4) Dr. Tom Kopp
- 5) Dr. Rob Hoffman

Committee members as of September 13, 2016:

- 1) Dr. Dave Browne (Chairman)
- 2) Dr. Dennis McDowell (MCDS Budget Committee Chairman)
- 3) Dr. Kyle Heaton (current MCDS Sec/Treas)
- 4) Dr. Mistie Norten
- 5) Dr. John Richard

CHAPTER 9: Delegates & Alternate Delegates to ISDS House of Delegates

Section 1. Election & Eligibility.

A. Election of delegates and alternate delegates shall be in accordance with the ISDS Constitution and Bylaws, Chapter II, section 3.

B. Active, Life, and Retired members who have been members of this component for a minimum of one year prior to date of election are eligible for election as a delegate or alternate.

C. The nomination for election shall be made by the Board, approved by the Board, and then presented to the general membership for approval at a general meeting at least six (6) months prior to the annual session.

D. As of the date of this Policy & Provisions manual, MCDS has two delegates and two alternate delegates. The allocation of delegates is decided by resolutions before the ISDS House of Delegates.

CHAPTER 9: Delegates & Alt. Delegates to ISDS H. of D. (cont.)

Section 2. Duties & Guidelines.

A. The delegation shall elect a chairperson who will organize the delegation and make assignments to reference committee hearings and any other duty which he/she sees appropriate. He/she shall convene a caucus of the delegation to be held at least one (1) week prior to the ISDS Annual Session.

B. Reimbursements for expenses shall be as specified in the Dues & Reimbursement Chapter of this Policy & Provisions Manual (Chapter 8, Section 2 - C).

C. Delegates and alternate delegates shall attend all sessions of the Annual Session of the ISDS, and any & all committee hearings appointed to by the delegation chairperson.

D. All delegates and alternates shall be knowledgeable about the issues confronting organized dentistry and the resolutions before the House, and prepared to represent the position of the MCDS at the ISDS Annual Session.

E. The delegates and alternates shall act as liaisons for MCDS members to our District Trustee, and to the Officers of ISDS, and if needed, to the Officers and leaders of the ADA.

F. The delegation chairperson shall either report to the Board and the general membership as to the disposition of the resolutions which were before the House, or delegate that duty to one of the other delegation members (preferably a delegate, not an alternate).

G. Wives, guests and MCDS Associate Members may be invited and attend the MCDS sponsored dinner (if one is conducted), but they must pay for their own dinners. Only current delegates, current alternate delegates, current & past ISDS Trustees from NW District (from MCDS), and MCDS members in attendance at the Annual Session with board approval may attend without paying for their own meal. *(Recommended and Board approved on 04-09-19)*

Chapter 10: ISDS Trustee from MCDS (Northwestern District)

(New Section recommended and board approved on 11-01-16).

Section 1. Northwestern District Rotation.

(Defined by ISDS Bylaws Chapter XII - Districts, Section 2. Rotation of Districts). For the purpose of electing trustees to the Board of Trustees, the components in the districts will be allowed to elect a trustee in their turn by the following rotation system: ***Northwestern District: McHenry, Winnebago, U.S. Grant, McHenry, Winnebago, McHenry, US Grant, Winnebago (repeat).*** This rotation began with MCDS in the 2009-2012 term.

Our trustees within the Northwestern District have been:

1994 – 1997	Dr. Perry Tuneberg (Winnebago)
1997 – 2000	Dr. Joseph Hagenbruch (McHenry)
2000 – 2003	Dr. Michael Santucci (Winnebago)
2003 – 2006	Dr. Tom Hartog (US Grant)
2006 – 2009	Dr. Brian Soltys (Winnebago)
2009 – 2012	Dr. Dennis McDowell (McHenry) <i>(Beginning of new rotation)</i>
2012 – 2015	Dr. Edward Rentschler (Winnebago)
2015 – 2018	Dr. Chad Reedy (US Grant) – <u>current trustee</u>
2018 – 2021	<i>McHenry County Dental Society</i>
2021 – 2024	<i>Winnebago County Dental Society</i>
2024 – 2027	<i>McHenry County Dental Society</i>
2027 – 2030	<i>US Grant Dental Society</i>
2030 – 2033	<i>Winnebago County Dental Society</i>
	<u>(Repeat current rotation sequence)</u>

Section 2. Selection of Trustee

A. One (1) to two (2) years prior to MCDS’s turn in the rotation, a committee shall be formed (by the current MCDS President) to nominate a candidate for the Trustee position. Only active, fellow & life members shall be allowed to serve as the MCDS Trustee.

B. The committee shall consist of all the former ISDS trustees from the MCDS and the current MCDS Officers.

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

1. Seek out candidates who have shown the characteristics and willingness to serve dentistry in an “above normal capacity”, have been extremely active at both the local and state level, have a knowledge base of the current issues facing dentistry, are willing to commit to the enormous amount of time necessary to serve in this position, and are passionate for our profession.
2. Request nominations (from someone else or themselves) for consideration of appointment to this position.

Chapter 10: ISDS Trustee from MCDS (Northwestern District) (cont.)

(New Section recommended and board approved on 11-01-16).

Section 2. Selection of Trustee (cont.)

3. Review all nominations and candidates for the position, and present to the MCDS Board of Directors, for approval, their recommendation of the most qualified candidate. This recommendation and approval should be made one (1) year prior to the trustee assuming the appointment.

D. Once the MCDS Board of Directors has approved a candidate, the recommendation shall be presented to the general membership for approval.

E. If a member who was not chosen by the committee (or feels the committee should have selected them) still wishes to serve as the MCDS Trustee, he/she may nominate themselves (or be nominated by another MCDS member) on the floor of the general meeting during the committees' presentation. If this occurs, the approval of the committees' choice will be tabled for one month (30 days), and the candidates will be allowed to make presentations to the general membership, and a written ballot vote will be taken by the general membership. A majority vote will decide the position.

CHAPTER 11: Miscellaneous

Section 1. Newsletter.

A. Refer to MCDS Bylaws Chapter XII: Publication.

B. A newsletter shall be pursued if a member is willing to serve as editor. Editor shall be appointed by the President, and approved by the Board, and shall serve in perpetuity until dismissed by Board or resigns, at which time the President shall appoint, and gain Board approval, a new editor.

C. Shall be published as frequently as the editor and Board deem necessary.

D. The newsletter shall contain a brief synopsis of Board and general meetings, contain information on new members, inform the members about events of interest to our members sponsored by the MCDS, ISDS, ADA, or other component societies, contain information regarding current pending and passed legislation which affects Dentistry, and any other ideas, at the discretion of the editor and the Board. It may also contain a classified section for positions needed, positions available, items wanted, or for sale; limited to dental related items and positions.

E. The Editor shall be named a member of, and be in contact with, the Public Relations Committee of MCDS. The funding for the newsletter shall be budgeted through the Public Relations Committee.

CHAPTER 11: Miscellaneous (cont.)

Section 2. Well Child Clinic.

A. A fund has been established to reserve monies for future allocations to supply the Well Child Clinic.

B. Any member who volunteers to work in the clinic should accept the \$100.00 check they receive (DO NOT REFUSE THE PAYMENT). If they choose not to keep the money, they may donate it to the MCDS Well Child Clinic Fund (give to Sec./Treas. to deposit). The money in this fund shall be used exclusively for the purchasing of supplies for the Well Child Clinic.

CHAPTER 11: Miscellaneous (cont.)

Section 3. MCDS Portable Dental Equipment.

A. MCDS owns a portable dental operatory which is currently stored by Dr. Corey Wilson.

B. If repairs and maintenance are required on the equipment, prior approval by the Board is required.

C. The equipment shall be loaned to or through an MCDS member only. The member dentist is solely responsible for the equipment when loaned to or through him/her. There shall be no fee for the use of the equipment. Requests to use the equipment shall be made and approved through the Board.

D. The equipment is intended to be available for use to member dentists for home bound patient care and nursing home patient treatment, not for routine office patient care, or as temporary office equipment.

Note: Portable X-ray unit was donated to the MCCDC. (Recommended and Board approved on 01-05-99).

CHAPTER 11: Miscellaneous (cont.)

Section 4. MCDS Directory.

A. A Directory of McHenry County Dentists shall be published ~~annually~~ ***biannually, with an update, if needed, on the off year.*** *Amended (10-01-10) (Recommended and board approved on 12-01-09).* The expenses shall be reimbursed by MCDS, if requested, upon Board approval.

B. The publisher shall be appointed by the President, and approved by the Board, and serve in perpetuity until resignation or dismissal by the Board, at which time the President will appoint a new publisher, with Board approval.

C. The directory shall be for the personal use of MCDS members only, and at no time may the directory be distributed to non-members for any reason without the approval of both the Board and the general membership.

Amended (10-02-07) Section D. added. (Recommended and board approved on 12-05-06)

D. One copy will be provided for each member at no charge. Additional copies can be obtained at the cost of \$25.00 per copy.

CHAPTER 11: Miscellaneous (cont.)

Section 5. State Mandated Continuing Education.

A. The State of Illinois Department of ~~Licensure and Registration~~ ***Financial & Professional Regulation – Division of Professional Regulation*** has mandated ~~thirty-two (32)~~ ***forty eight (48)*** hours of continuing education every ~~two (2)~~ ***three (3)*** years as a requirement for license renewal (~~as of 1994~~) ***(as of 2003)***. *Amended (10-01-10) (Recommended and board approved on 09-01-09).*

B. MCDS shall provide a minimum of sixteen (16) hours a year of accredited continuing education programs which can be used toward this requirement.

CHAPTER 11: Miscellaneous (cont.)

Section 6. Society Photographer.

A. The Society shall appoint a member to serve as the official photographer of the Society. This appointment shall be made by the President and approved by the Board. The photographer shall serve in perpetuity until resignation or dismissal by the Board, at which time the President will appoint a new photographer, with Board approval.

B. The photographer shall be named a member of, and be in contact with, the Public Relations Committee of MCDS.

C. The photographer's responsibilities shall be:

1. Shall attend all MCDS functions, or appoint someone to serve in his/her absence, and take photos to be used for public relation purposes.

2. Shall work with the MCDS editor to prepare press releases and seek to have them published by local newspapers.

3. Shall own and use his/her own photographic equipment. Film and developing costs shall be reimbursed by MCDS, through the Public Relations Committee.

4. Shall make unused photos available for members to have for their personal use.

CHAPTER 11: Miscellaneous (cont.)

Amended (9-28-98) Section 7. added. (Recommended and board approved 6-10-98)
Section 7. Distinguished Membership Service Award.

A. The MCDS Board of Directors may elect, on an annual basis, to award a Distinguished Membership Service Award to a member(s) of MCDS.

B. If an award is to be presented, the previous award recipient, if possible, should present the award. If the previous recipient is unable to present the award, the president should make the presentation.

C. The award should be based on the following criteria: (included but not limited to)

1. Member has exhibited a sincere involvement in organized dentistry.
2. Member has exceeded the ordinary commitment to organized dentistry.
3. Member has demonstrated exemplary leadership qualities.

CHAPTER 11: Miscellaneous (cont.)

Amended (11-04-03) Section 8. added. (Recommended and board approved 11-04-03)
Section 8. MCDS Website.

- 1) The Dental Society shall maintain a website.
- 2) The web address is www.mchenrycountydentalsociety.org
- 3) The website will be maintained by whoever the society board approves.
- 4) The President shall appoint a website organizer (**Dr. Jim Schroeder, as of 06-08-04), (Dr. John Richard, as of 08-11-15)**). His responsibilities include:
 - a. Communicate with the webmaster on such issues as billing and format changes that the society or webmaster deem necessary to sustain its operation.
 - b. Update membership list at least once a year.

Amended (11-01-11), added. (Recommended and board approved 09-14-10)

Log-in must be set up when new members join by notifying website administrator. Members “not in good standing” will not be removed for at least 2 years.

- c. Chair website committee consisting of all current board members and officers.
- d. Forward to the website manager the information to be placed in the public and private sections.
- e. Any other appropriate duties pertaining to the management of the website.
- 5) The website shall contain:
 - a. A public section which includes the following:
 1. A listing of all the current members of the society by name, address, phone number, and specialty. This listing will be alphabetical, by location, and by specialty. Hyperlinks to individual websites can be initiated through this listing.
 2. A listing of all the current officers of the society.
 3. The dental society mission statement.
 4. A brief history of the dental society.
 5. Hyperlinks to the ADA, AGD, and ISDS websites and all ADA recognized specialty websites.
 6. Any other items the committee deems appropriate with board approval.
 - b. A private section for society members which contains the following:
 1. Board approved minutes of the previous month’s meeting provided by the website organizer to the webmaster.
 2. President’s letter for next month’s meeting provided by the website organizer to the webmaster.
 3. Any board approved announcements provided by the website organizer to the webmaster.
 4. Paid board approved ads provided by the website organizer to the webmaster.

5. Reports from committees which would be informational to members; for example, the House of Delegates reports.
6. Any other items the committee deems appropriate with board approval.
7. The MCDS Directory. (*Recommended and board approved 09-07-04*)
8. The MCDS Constitution & Bylaws and the MCDS Policy & Provisions Manual. (*Recommended and board approved 09-07-04*)

Addendum: Sample forms & information: (new section added 09-01-10)

1) Pres. Annual Schedule of Events – Jim Schroeder, 07-20-10 (page 1 of 2)



7424 Hancock Dr
Wonder Lake, IL 60097
(815) 653-5141
(815) 653-3191 fax

OFFICERS

James J. Schroeder, DDS
President

Brian W. Korreck, DDS
President Elect

Michael A. Thompson, DDS
Vice President

Lindy Rucks, DDS
Secretary-Treasurer

Adam M. Ozment, DDS
Past President

BOARD OF DIRECTORS

Robert B. Hoffman, DDS
Kevin Bruggeman, DDS
Brian Rybicki, DDS
Richard J. Osmanski, DDS
John J. Richard, DDS

McHenry County Dental Society

2010 - 2011

Schedule of Events

2010-2011

as of July 20, 2010

August 2010

Program Chairman- Mail first All-Day Seminar invitation. Second mailing in October.
President- Mail Presidents letter and meeting stickers to all members
August 13, 2010- Annual MCDS Golf Outing at Crystal Woods Golf Club.
(See Dr. Dennis McDowell for details)

September 2010

September 14, 2010- MCDS General Meeting
Dr. Joel Laudenbach on Oral Facial Pain
September 24-26, 2010- ISDS Annual Session, Champaign, IL
President- Submit Committee Assignments
Secretary-Treasurer- Mail invoice to MCDS Associate members

October 2010

October 5, 2010- MCDS General Meeting
Dr. Petra von Heimburg on Office Fraud
Legislators Night- Start earlier?
Program Chairman- Mail second All-Day Seminar invitation.
ISDS Report- ISDS Delegate to present summary of Annual Session to MCDS Board and general membership. Possibly do in November if time short due to Legislators Night?

November 2010

November 2, 2010- MCDS General Meeting
Dr. Fred Margolis on Traumatic Injuries of Tots & Teens
November 17, 2010- All-Day Seminar
Dr. Mark Lingen on Oral Pathology. At Boulder Ridge Country Club
Past President- Nominations Committee meet to discuss 2011-2012 slate of officers
Program Chairman- email CPR invite for January CPR dates.
ISDS Report?- ISDS Delegate to present summary of Annual Session to MCDS Board and general membership if not done at the October meeting.

December 2010

December 7, 2010- MCDS General Meeting
Dr. Bob Bitter on CT Guided Implant Surgery
Past President- Submit 2011-2012 slate of officers to Board

January 2011

January 11, 2011- CPR for doctors at NIMC
January 12, 2011- CPR for staff at NIMC

February 2011

February 3, 2011 (THURSDAY)- MCDS General Meeting
Dr. Michael Higgins on Medical Emergencies
President- Submit new slate of officers to general membership
MCDS Board- Nominate ISDS delegates & alternate delegates for 2011 Annual Session
President- Notify ISDS of delegate selection

March 2011

March 1, 2011 (THURSDAY)- MCDS General Meeting
Dr. John Sheels on Veterinary Dentistry
Program Chairman- Prepare to email invite in April for Staff Appreciation night
MCDS Board- Discuss donation to Dent-IL-Pac. Traditionally \$2000. Give at Capitol Conference in April.

Continued on p2

1) Pres. Annual Schedule of Events – Jim Schroeder, 07-20-10 (page 2 of 2)



McHenry County Dental Society 2010 - 2011

7424 Hancock Dr
Wonder Lake, IL 60097
(815) 653-5141
(815) 653-3191 fax

Schedule of Events 2010- 2011 (Cont...)

p2

OFFICERS

- James J. Schroeder, DDS
President
- Brian W. Korreck, DDS
President Elect
- Michael A. Thompson, DDS
Vice President
- Lindy Rucks, DDS
Secretary- Treasurer
- Adam M. Ozment, DDS
Past President

BOARD OF DIRECTORS

- Robert B. Hoffman, DDS
- Kevin Bruggeman, DDS
- Brian Rybicki, DDS
- Richard J. Osmanski, DDS
- John J. Richard, DDS

April 2011

- April 5, 2011-** MCDS General Meeting
Dr. Dante Fiandaca on Soft Tissue Considerations
- April 6-7, 2011-** ISDS Capitol Conference
MCDS to make donation to Dent-IL-Pac. Traditionally \$2000
- April, 2011 (Date TBA by ISDS)-** ISDS President's Elect Conference
President Elect- Attend ISDS President's Elect Conference

May 2011

- May 3, 2011-** MCDS Annual Business Meeting
Location/Time TBA
All Board Officers and Director should attend
Officers and Committee Chairman- Submit Year-End Reports
New Program Chairman- Submit 2011- 2012 Program details
President or senior officer- Submit report on ISDS capitol Conference in writing and verbally

June 2011

- MCDS Officer Installation night- Location/Time TBA
- MCDS Annual Organizational Board Meeting- Location/Time TBA

Respectfully submitted,

James J. Schroeder, DDS
President
McHenry County Dental Society

Addendum: Sample forms & information: *(new section added 09-01-10)*

2) Installation of Officers Format – from ISDS (page 1 of 3)

INSTALLATION CEREMONY FOR COMPONENT OFFICERS

IT IS MY PERSONAL PRIVILEGE AND HONOR TO INSTALL THE OFFICERS OF THE (**COMPONENT NAME**) SOCIETY, WHO HAVE BEEN DULY ELECTED BY THE MEMBERSHIP IN ACCORDANCE WITH THE CONSTITUTION AND BYLAWS OF THIS SOCIETY. THEY HAVE BEEN CHOSEN BY YOU TO CARRY ON THE TRUST AND OFFICE OF YOUR ORGANIZATION AND TO FURTHER YOUR PART IN THE CARE AND PROTECTION OF THE DENTAL HEALTH OF THE PUBLIC AND OUR PROFESSION.

WILL THESE INDIVIDUALS COME FORWARD:

(_____ name _____)	PRESIDENT
(_____ name _____)	VICE PRESIDENT
	OR (PRESIDENT-ELECT)
(_____ name _____)	SECRETARY
(_____ name _____)	TREASURER

DR. _____, AS **TREASURER** IT IS YOUR RESPONSIBILITY TO GUARD THE FUNDS, THE LIABILITIES AND FISCAL DESTINY OF THE SOCIETY. IT IS YOUR DUTY NOT ONLY TO GUARD THE FUNDS OF THE SOCIETY BUT TO ASSURE THAT DISPOSITION OF THESE FUNDS MEET WITH THE BYLAWS AND POLICIES OF THIS SOCIETY. DO YOU ACCEPT THIS RESPONSIBILITY?

(I DO.)

Addendum: Sample forms & information: *(new section added 09-01-10)*

2) Installation of Officers Format – from ISDS (page 2 of 3)

DR. _____, AS **SECRETARY** OF THIS SOCIETY IT SHALL BE YOUR DUTY TO HAVE SUPERVISORY CAPACITY IN THE KEEPING OF THE RECORDS OF MEMBERS AND THE FUNCTIONS, ACTIONS AND DECISIONS OF THIS BODY. DO YOU ACCEPT THIS RESPONSIBILITY?
(I DO.)

DR. _____, AS **VICE PRESIDENT (OR PRESIDENT-ELECT)**, IT SHALL BE YOUR DUTY TO ASSIST THE PRESIDENT AS REQUESTED, PRESIDE OVER ALL MEETINGS OF THIS SOCIETY IN THE ABSENCE OF THE PRESIDENT OR AT THE PRESIDENT'S REQUEST, TO SUCCEED TO THE POWERS AND DUTIES OF THE PRESIDENT IN CASE OF VACANCY FOR ANY CAUSE, AND TO SERVE AS ACTING PRESIDENT FOR THE REMAINDER OF THE FISCAL YEAR OF THE SOCIETY. DO YOU AGREE TO FAITHFULLY ADMINISTER THE DUTIES OF THIS OFFICE?
(I DO.)

DR. _____, AS **PRESIDENT** OF THIS ORGANIZATION, YOU ARE TO PRESIDE AT ALL MEETINGS, TO ACT AS THE PRINCIPAL EXECUTIVE OFFICER AND TO GENERALLY CARRY OUT THE WISHES OF THE MEMBERSHIP TO THE BEST OF YOUR ABILITY. YOU UNDERSTAND THAT THE HONOR, THE REPUTATION AND THE USEFULNESS OF THIS ORGANIZATION MAY WELL DEPEND UPON THE SKILL, UNDERSTANDING AND THE SINCERITY WITH WHICH YOU CARRY OUT THIS HIGH OFFICE. DO NOT FORGET THE OBLIGATION YOU HAVE THUS TAKEN UPON YOURSELF. DO YOU AGREE TO

Addendum: Sample forms & information: *(new section added 09-01-10)*

2) Installation of Officers Format – from ISDS (page 3 of 3)

FAITHFULLY AND IMPARTIALLY ADMINISTER THE DUTIES
INCUMBENT UPON THIS OFFICE TO THE BEST OF YOUR ABILITY FOR
THE ENSUING YEAR?

(I DO.)

I AM CONFIDENT YOU WILL ACQUIT YOURSELF WITH DIGNITY AND
INTEGRITY. CONGRATULATIONS.

file: bot/install.scr
10/16/95