



# Bylaws

**BYLAWS**  
**OF**  
**ASSOCIATION OF STATE AND TERRITORIAL**  
**DENTAL DIRECTORS, INC.**

**ARTICLE 1- NAME, PURPOSE, AND OFFICES**

**Section 1.1 - Name and Offices**

The name of the Association shall be the Association of State and Territorial Dental Directors, Inc. (the Association), a non-profit corporation organized under the laws of the state of Missouri. The Officers and Directors of the Association shall function as the Board of Directors of the Corporation. The principal office of the Association shall be in such location in the United States as the Board of Directors may designate from time to time. The Board of Directors shall designate a registered office in accordance with state law and maintain it continuously.

**Section 1.2 - Purpose**

The ASTDD is a national, non-profit organization representing state and territorial oral health program directors. The Association provides leadership to formulate and promote sound national oral health policy; to increase awareness of oral health issues; and to assist in the development of initiatives for the prevention and control of oral diseases.

**ARTICLE 2- MEMBERSHIP**

**Section 2.1 - Eligibility and Classes of Members.**

(a) *Regular Members.* Regular Member(s) shall be the lead for the oral health program in the Health Department, or equivalent public health agency, of the states,

territories, or jurisdictions of the United States.

(b) *Associate Members.* Associate Member(s) are any public agency, voluntary organization, tribal entities and/or health professionals, employed or interested in dental public health. Associate members may serve on, chair Association committees, and attend all Association meetings. They may not serve as officers of the Association or vote, with the exception that the Associate Member Director is a voting member of the Board of Directors. An associate member ceases to be an associate member for nonpayment of dues or if the Board of Directors determines that the associate member ceases to support the purpose of the Association and notifies the associate member of the termination.

(c) *Life Members* Life Member(s) are regular members who leave the position of state/territorial dental director after having accumulated at least ten years as a regular member of the Association. Life members may serve on Association committees and attend all Association meetings. They may not serve as officers or directors of the Association or vote. They are not subject to the annual assessment of dues. Life Membership shall be nominated and approved by the Board of Directors.

(d) *Honorary Members.* Honorary Member(s) are individuals not members of this Association, who have made outstanding contributions to the art or science of dental public health, or who have rendered important services to the Association. Honorary members may serve on Association committees and attend all Association meetings. They may not serve as officers or directors of the Association or vote. They are not subject to the annual assessment of dues. Honorary Membership shall be nominated and approved by the Board of Directors.

## **Section 2.2 - Representatives**

A regular member may appoint a representative from his or her state, territory, or

jurisdiction to represent, vote, or act for the regular member in all affairs of the Association at any meeting of the Association. However, such a representative may not serve as a director or an officer of the Association while acting in his or her representative capacity. Any regular member who wishes to appoint a representative to represent, act, or vote for him or her at a meeting of the Association shall so certify in writing to the Secretary of the Association or the Secretary's designee, in advance of such meeting. Each regular member may authorize another person to vote for such member either in person, or by proxy. Such authorization shall be in writing and signed by the regular member and shall be filed with the Secretary or the Secretary's designee.

### **Section 2.3 - Governing body**

The membership shall be the governing body of the Association.

## **ARTICLE 3- DUES**

### **Section 3.1 - Notice. Member in good standing defined**

Upon receipt of notice from the Executive Director, each regular and associate member shall pay dues as determined by the Board of Directors and approved by a majority of the voting membership. Such dues, which need not be uniform, may be based on such factors, standards, or classifications, as the Board of Directors shall deem equitable and appropriate. Except for the position of Immediate Past President, in order to hold office and vote at the annual business meeting, a member must be a member in good standing. Good standing is defined as appropriate membership category dues paid at the time of the annual meeting. An associate member may be removed for nonpayment of dues or if the Board of Directors determines that the associate member ceases to support the purpose of the Association and notifies the associate member of the termination.

## **ARTICLE 4- ASSOCIATION MEETINGS**

### **Section 4.1 - Annual Business Meeting**

An Annual Business Meeting of the members of the Association shall be held at a time and place selected by the Board of Directors, at which time the regular members shall elect the Officers and Directors as appropriate, the associate members shall elect the Associate Member Director, and all shall hear the reports of the officers, and transact other business as may properly come before the membership. The meeting may be held in person or virtually.

### **Section 4.2 - Notice**

The Secretary or the Secretary's designee shall notify the membership by mail or e-mail of the time and place of the Annual Business Meeting at least thirty (30) days prior to such meeting.

### **Section 4.3 - Quorum and Voting**

A majority of the regular membership present shall constitute a quorum for the transaction of business. Only regular members in good standing or their designated representatives are entitled to vote at the Annual Business Meeting or Special Meetings of the membership except that Associate Members in good standing may vote for the Associate Member Director of the Board of Directors. Each regular member, associate member or designated representative shall have one (1) vote.

### **Section 4.4 - Special Meeting**

The President of the Association shall call a special meeting of the Association upon receipt of a petition signed by the majority of the membership of the Association or if requested by a majority vote of the Board of Directors. The only business that shall be

conducted at such meeting shall be that stated in the purpose of the petition unless the Association in session decides by a two-thirds (2/3) vote to conduct additional business. In no case shall any action at such meeting be in conflict with the Bylaws of the Association, nor shall such meeting take the place of or deal with business normally conducted at the Annual Business Meeting of the Association.

#### **4.5 - Executive Sessions**

The Board of Directors may call an executive session of the Association, as it deems necessary at any regular or special meetings of the Association. Only Board Members may participate in executive sessions. Other persons may be invited to attend with the approval of a majority of the Board of Directors.

### **ARTICLE 5- OFFICERS**

#### **Section 5.1 - Officers**

The elected officers of the Association shall be a President, a President-elect, a Secretary, a Treasurer, and the Immediate Past President. No person may hold more than one office concurrently.

#### **Section 5.2 - Term of Office**

Officers shall serve two (2) year terms, except the Treasurer who shall serve three (3) years, or until their successors are appointed and/or elected and qualified.

#### **Section 5.3 - Removal**

The Board of Directors may remove any officer of the Association from office for any cause by a two-thirds vote whenever, in its judgment, the best interests of the Association will be served thereby. The Membership may remove any officer of the Association by a two-thirds vote whenever, in its judgment, the best interest of the

Association will be served thereby. The Membership may reinstate an Officer who has been removed by the Board of Directors by a majority vote. All voting on actions to remove or reinstate an Officer shall be by secret ballot.

#### **Section 5.4 - Resignation**

Any officer may resign at any time by giving written notice of such resignation to the President or the Secretary. Unless otherwise specified in such written notice, such resignation shall take effect upon receipt thereof by the President or Secretary.

#### **Section 5.5 - Vacancies**

- (a) Should the office of President become vacant, the President-elect shall succeed to the office of President until the next Annual Meeting, when the office will be filled by election.
- (b) Should the office of President-elect become vacant, the President shall appoint a successor to perform the duties of the President-elect until the next Annual Meeting when the office will be filled by election.
- (c) Should the office of Immediate Past President become vacant, the President shall appoint a former President to perform the duties of Immediate Past President until a new president is installed resulting in a new Immediate Past President being able to assume the position.
- (d) Should the office of Secretary or Treasurer become vacant, the President shall appoint a successor to fill the office until the next Annual Meeting, when the office will be filled by election.

#### **Section 5.6 - The President**

The President of the Association shall:

- (a) Serve as the official representative of the Association.

- (b) Advance the purposes, objectives, and policies of the Association.
- (c) Preside at the Annual Business Meeting of the Association and at all meetings of the Board of Directors.
- (d) Make such appointments as may be necessary under these Bylaws and perform such other duties as may be provided for in the Bylaws or by the actions and resolutions of the Association.
- (e) Serve as Chairperson of the Awards Committee.

#### **Section 5.7 - President-elect**

The President-elect shall be elected from the current or former officers or Directors of the Association. The President-elect shall, in the absence or disability of the President, represent the Association, perform the duties, and exercise the powers of the President. The President-elect shall perform such duties and have such powers as the President, or the Board of Directors may from time to time prescribe.

#### **Section 5.8 - Immediate Past-President**

The Immediate Past-President of the association shall:

- (a) Serve as a member of the Board of Directors of the Association.
- (b) Serve as Chairperson of the Nominating Committee.
- (c) Perform such other duties as may be requested by the President or the Board of Directors.

#### **Section 5.9 - Secretary**

The Secretary shall attend all meetings of the Board of Directors and record or designate a recorder to record all the proceedings of the meetings of the Board of Directors. The Secretary or the Secretary's designee shall give, or cause to be given, notice of all regular or special meetings of the Association and the Board of Directors. The Secretary of the Association shall ensure the following:



- (a) Prepare, distribute, and maintain records of all acts, and proceedings of the Association.
- (b) Submit minutes of all meetings of the Association to the Board of Directors for approval and circulate such minutes to the membership as prescribed by the Board of Directors.
- (c) Perform such other duties as may be requested by the President or the Board of Directors.

#### **Section 5.10 -Treasurer**

The Treasurer shall attend all meetings of the Board of Directors. The Treasurer of the Association shall:

- (a) Oversee the financial affairs of the Association in cooperation with the Executive Director and monitor the Executive Director's actions to ensure appropriate records are kept of all monies received or expended by the Association.
- (b) Ensure that a financial report is prepared for the annual meeting, that all IRS reports are filed, that all federal grant financial reporting requirements are met and that an annual financial review is completed unless it is a year when we meet or exceed the federal threshold that requires an audit, in which case the Treasurer will ensure that an audit is conducted.
- (c) Chair the Finance Committee which shall be comprised of the Treasurer, President, President-elect, and Immediate Past President. The Executive Director will be an ex-officio member of the Finance Committee.
- (d) Perform such duties as may be prescribed by the President and the Board of Directors.

### **Section 5.11 - Executive Director**

The Executive Director shall manage the programs and activities of the Association under the direction of the President and subject to oversight and control by the Board of Directors. The Executive Director shall maintain, safeguard, and be custodian of the Bylaws, official records, and other properties of the Association. If the Board of Directors so determines, the Executive Director may have signature authority with respect to the accounts and funds of the Association and may have authority to enter into agreements on behalf of the Association to the extent provided by the Board of Directors. The Executive Director shall attend all meetings of the Board of Directors and such other committees of the Association as the Board of Directors shall determine. The Executive Director will perform other duties as delegated or assigned by the Board of Directors. The Executive Director will serve as an ex-officio member of the Board of Directors without voting rights.

## **ARTICLE 6 - Board of Directors - Directors**

### **Section 6.1 - Duties and Powers**

The business affairs of the Association shall be managed by its Board of Directors, which may exercise all such powers of the Association and do all such lawful acts as are not, by statute, the Articles of Incorporation, or these Bylaws, proscribed. The Board of Directors may create and appoint committees to assist it in the conduct of the Association's affairs. The Board of Directors will also approve any association policies and rules.

### **Section 6.2 - Qualifications of Directors**

Only regular members and associate members of the Association in good standing are eligible for election as directors.

### **Section 6.3 - Number, Term and Election**

The Board of Directors shall consist of the elected officers, and five (5) Directors, four (4) representing the regular members, and two (2) representing the associate members. The regular member directors shall be elected by the regular members at the Annual Business Meeting of the Association. The Associate Member Directors shall be elected by the associate members at the Annual Business Meeting of the Association. The terms of all directors shall be three (3) years. The President's vote shall break any ties that may occur in formal votes of the Board of Directors.

#### **Section 6.4 – Nomination**

A Nominating Committee, consisting of the Immediate Past-President, who shall serve as Chairperson, and three (3) members of the Association elected by the Board of Directors, shall nominate regular members to serve as Officers or Directors as current terms expire. One member of the Nominating Committee shall be an associate member. A preliminary list of nominees shall be submitted by the chair of the Nominating Committee to the Association membership at least 30 days prior to the Annual Business Meeting. Additional nominations may be made from the floor at the Annual Business Meeting.

#### **Section 6.5 - Vacancies**

Should a vacancy occur among the Directors of the Board of Directors, the President shall appoint an interim Director. The interim Director will serve until the next annual meeting at which time the vacancy will be filled by a majority vote of the membership.

#### **Section 6.6 - Resignation**

Any director may resign at any time by giving written notice to the President or the Secretary of the Association. Unless otherwise specified in such written notice, such

resignation shall take effect upon receipt thereof by the President or the Secretary.

### **Section 6.7 - Compensation**

No salary shall be paid to Directors for their services. By resolution of the Board of Directors, a fixed sum and expenses of attendance may be allowed for any director for attendance at each meeting of the Board of Directors.

## **Article 7 - MEETINGS OF THE BOARD OF DIRECTORS**

### **Section 7.1 - Regular and Special Meetings**

Regular meetings of the Board of Directors may be held upon notice, and at such time and at such place as shall from time to time be determined by the Board of Directors. Special meetings of the Board of Directors may be called by the President, provided that sufficient notice is given to each director, either personally, by mail or by electronic means.

### **7.2- Executive Sessions**

The Board of Directors may call such executive sessions of the Association, as it deems necessary at any regular or special meetings of the Board or Association. Other persons may be invited to attend with the approval of a majority of the Board of Directors.

### **Section 7.3-**

### **Section 7.4- Quorum and Action**

A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. If a quorum exists, the affirmative vote of a majority of the officers and directors present shall be the act of the Board of Directors on any question, except where the vote of a greater number is required

by these Bylaws, the Articles of Incorporation, or statute.

### **Section 7.5 - Meetings**

The Board of Directors and all committees of the Association may conduct meetings by any means of communication by which all persons participating in the meeting are able to hear and interact with one another, and such participation shall constitute presence in person at the meeting. Committee and Board of Directors actions may be conducted by any means of communication as long as a record of such action is created and maintained.

### **Section 7.6 — Parliamentary Procedure**

The rules contained in “Robert’s Rules of Order Revised” shall govern all proceedings of the Association in which they are applicable and not inconsistent with these by-laws.

## **ARTICLE 8- COMMITTEES AND WORKGROUPS**

### **Section 8.1 - Establishment**

In addition to the Nominating, Awards, and Finance Committees, the Board of Directors may establish such committees and workgroups as it deems appropriate. The chairperson of the committee or workgroup , subject to the approval of the President, may prescribe rules and regulations for the call and conduct of meetings, and other matters relating to its procedure.

### **Section 8.2 - Appointments**

The chairperson of each committee shall be nominated by the President and approved by the Board of Directors. The chairperson of each committee may appoint such committee members, which may include members, associate members, and non-members

as he/she deems appropriate. The chairperson of a committee may appoint subcommittees or workgroups, which may include members, associate members, and non-members, for the purpose of considering specific subjects and reporting thereon to the committee. The chairperson shall notify the Executive Director of the appointment of committee members and subcommittees or workgroups and subcommittee and workgroup members.

### **Section 8.3 - Terms**

Each committee chairperson shall be appointed for a term of two (2) years and may be re-appointed by a vote of the board. Members of any committee shall not receive any salary for their services, but by resolution of the Board of Directors a fixed reasonable sum for expenses or attendance, if any, or both, may be allowed for attendance at each regular or special meetings of such committee.

### **Section 8.4 - Duties**

A committee may submit reports and resolutions to the Association and shall consider reports and resolutions referred to it by the President and shall submit reports and recommendations thereon to the Association.

## **ARTICLE 11- FISCAL ACCOUNTABILITY**

### **Section 11.1 - Dates**

The fiscal year of the Association shall commence on January 1 of each year and shall end on December 31 of each year.

### **Section 11.2 - Conflict of Interest**

Members of the Board of Directors are obliged to disclose any substantial financial

interest in any entity with which the Association contemplates a contract. No contract shall be entered into with any entity in which a member of the Board of Directors of Directors has a substantial financial interest.

### **Section 11.3 - Annual Audit**

A financial review of the Association by an independent, certified public accountant shall be completed annually, and shall be presented to the membership at the next annual meeting unless it is a year when we meet or exceed the federal threshold that requires an audit, in which case the Treasurer or the Treasurer's designee will ensure that an audit is conducted and presented to the membership at the next annual meeting.

## **ARTICLE 12- DISSOLUTION OF THE ASSOCIATION**

### **Section 12.1 - Dissolution of the Association**

The Association may be dissolved by a majority vote of the members in good standing.

### **Section 12.2 - Prohibition Against Sharing Association Revenues**

No director, officer, or employee of, or member of a committee, or any person connected with the Association or any other private individual shall receive at any time any of the net revenues from the operations of the Association; provided, however, that this shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the Association and affecting any of its purposes as shall be fixed by the Board of Directors; and no such person or persons shall be entitled to share in the distribution of any of the Association assets upon the dissolution of the Association.

### **Section 12.3 - Distribution of Assets**

Upon such dissolution of the Association, whether voluntary or involuntary, after paying or making provision for payment of all liabilities of the Association, any remaining assets shall be distributed to one or more organizations which qualify as tax-exempt and are like the Association in mission and purpose. The distribution shall be approved by the membership and implemented by the Board of Directors.

## **ARTICLE 13-INDEMNIFICATION AND BONDING**

### **Section 13.1 - Indemnification**

The Association shall indemnify present or former officers, directors, and staff members against all expenses, costs, or liabilities incurred in connection with the defense of any action, suit or proceeding by reason of being an officer, director, or staff member of the Association; except that such indemnification shall not apply to any matter as to which such officer, director, or staff member shall be judged in such action, suit, or proceeding to be liable for gross negligence or misconduct in the performance of duty and to any matter as shall be settled by agreement predicated on the existence of such liability for negligence or misconduct.

## **ARTICLE 14 - AMENDMENTS**

### **Section 14 .1 - Approval by membership**

The Board of Directors shall have the authority to make, alter, amend, and repeal the Bylaws of the Association by affirmative vote of a majority of the Board of Directors, provided, however, that such action is approved by a two-thirds (2/3) vote of the Association at a subsequent business meeting. Until such approval, the actions of the



Board of Directors taken under this Article will be in effect.

## **ARTICLE 15- EXEMPT ACTIVITIES**

### **Section 15.1 - Limitations**

Notwithstanding any other provision in these Bylaws, no director, officer, or employee or representative of this Association shall take any action or carry on any activities by or on behalf of the Association not permitted to be taken or carried on by an organization exempt under Section 501(c)(6) of the Internal Revenue Code or any corresponding provisions of any federal tax laws or by an organization, contributions to which are deductible under the Internal Revenue Code or any federal tax law.