



THE INTERNATIONAL COLLEGE OF DENTISTS

Constitution & Bylaws

Revised Yokohama, Japan, May 22, 2009

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CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be "The International College of Dentists," hereinafter referred to as "the College."

ARTICLE II - MOTTO

Recognizing Service and the Opportunity to Serve

ARTICLE III - THE MISSION STATEMENT

"The International College of Dentists is a leading honorary dental organization dedicated to the recognition of outstanding professional achievement and meritorious service and the continued progress of dentistry for the benefit of all humankind."

ARTICLE IV - GOALS AND OBJECTIVES

SECTION 1. GOALS

The Goals follow the five College Core Value to which they are linked.

- Leadership: Uphold the highest standard of professional competence and personal ethics
- Recognition: Recognize distinguished service to the profession and the public worldwide.
- Humanitarianism: Foster measures for the prevention and treatment of oral disease by encouraging and supporting humanitarian projects.

- Education: Contribute to the advancement of the profession of dentistry by fostering the growth and diffusion of dental knowledge worldwide.
- Professional Relations: Provide a universal forum for the cultivation of cordial relations within the profession and to assist in preserving the highest perception of the profession.

SECTION 2. OBJECTIVES

The objectives for which the College is established are:

- To provide a universal forum for the cultivation of cordial relations within the profession
- To foster the growth and diffusion of dental knowledge.
- To recognize distinguished service to the profession and to the public worldwide.
- To promote post-graduate study and research in the field of oral health.
- To contribute to the advancement of the profession of dentistry internationally.
- To encourage and support projects of a humanitarian nature.
- To uphold the highest standard of professional competence and personal ethics.
- To assist in preserving the highest public perception of the profession.
- To perpetuate the history of the profession and maintain its dignity and stature.

ARTICLE V – AUTHORITY

The governing authority of this organization shall be: 1. Established in this Constitution; 2. Outlined in the Bylaws, and; 3. If necessary, delineated in the Policy Manual. These documents may be referenced in whole or in part as the application may require. All provisions of the Constitution and Bylaws of the International College of Dentists, now in force or adopted in the future, shall automatically apply to the Sections of this College.

ARTICLE VI – ORGANIZATION

SECTION 1. INCORPORATION

The International College of Dentists is a not for profit corporation organized in accordance with the provisions of the Internal Revenue Service of the United States of America. Should this corporation be dissolved at any time, no part of the funds or property shall be distributed to, or among, the members. See Article XVII, Section 1 of the Constitution.

SECTION 2. COLLEGE OFFICE

The day to day business and affairs of the College shall be conducted from a facility, which shall be referred to as the "Central Office", or the "Office of the College"; or "Office". The International Council shall establish the location for the College Office. The College Office and all personnel employed therein shall be under the direct supervision of the Secretary-General.

SECTION 3. SECTIONS, DISTRICTS, AND REGIONS

The College shall be organized into Autonomous Sections and an International Section to facilitate administration at local and regional levels and to promote more effectively the aims and objectives of the College. Any area of the College not in an Autonomous Section shall be a Region in the International Section, which shall be administered by the Executive Committee or the International Council. An Autonomous Section may be further geographically oriented into Districts and Constituents.

SECTION 4. MEMBERSHIP

There shall be at least four (4) classes of Fellowship (Membership) in the College: Active, Master, Honorary, and Life. A Section may, after due deliberation and by action of its Board of Regents or its Governing Body, establish an additional class of Membership. Such a class of Membership shall not be in conflict with the provisions of this Constitution. Should a Section or Region establish an additional class of membership, that action must be reported to the Secretary-General of the College, in writing, prior to the next meeting of the International Council. Qualifications for Fellowship, and the requirements for remaining a Member in Good Standing, shall be delineated in Article II Section 1 of the Bylaws.

ARTICLE VII – GOVERNANCE

SECTION 1. INTERNATIONAL COUNCIL

The International Council shall be the governing body of the College. The International Council shall have the authority to make any and all decisions regarding the conduct of the College. Decisions and actions of the International Council shall not be in conflict with the Constitution or the Bylaws of the College. The International Council shall be structured in accordance with Article III, Section 1, of the Bylaws.

SECTION 2. EXECUTIVE COMMITTEE

The Executive Committee shall have the power to recommend policies and to enact interim policies, which require action during the interim between International Council meetings. All actions of the Executive Committee shall be presented to the International Council for ratification at the next meeting of the Council. The structure of the Executive Committee shall be in accordance with Article III, Section 2, of the Bylaws.

SECTION 3. OFFICERS

The Officers of the College shall be President, President-elect, Vice President, Treasurer, and Editor. The International Council shall have the sole authority to elect or appoint Officers of the College and shall do so at the Annual Meeting of the Council. A majority of those members present and voting shall be required.

A. Automatic Succession

The President-elect shall automatically be elected to the office of President upon the completion of a standard term of office or for any circumstance that should create a vacancy in the office of the President.

B. Elected Officers

The President, President-elect, Vice President, and Treasurer shall be the elected Officers of the College. Only members of the International Council shall be eligible. See Bylaws Article III, Section 1-C-4.

C. Appointed Officer

The Editor shall be appointed by the International Council. All members of the College shall be eligible.

D. Duties of Officers and Terms of Office

The duties and terms of the Officers shall be in accordance with Article IV, of the Bylaws. All officers are part of the Council.

SECTION 4. SECRETARY-GENERAL

The Secretary-General shall be selected by the International Council, which shall be empowered to execute a contract with the individual selected. The contract shall have a term of from three to five years and may be renewable. The Secretary-General shall serve as the Administrator of the College and shall be responsible for administrative planning, execution, and implementation of all programs and policies as directed by the International Council or the Executive Committee.

SECTION 5. DEPUTY SECRETARY-GENERAL

The Council shall have the authority to designate a member of the College as Deputy Secretary-General who shall assume the duties of the Secretary-General in the absence of the Secretary-General. See Bylaws Article IV-Section 5.

SECTION 6. STANDING COMMITTEES

The day-to-day operation of the College shall be conducted by the Secretary General and coordinated with the Officers and Committees of the College. Standing Committees of the College shall be as follows:

Awards
College Growth & Development
Communications
Constitution & Bylaws
Executive
Finance
History
Information Technology
Nominating

The President shall have the authority to appoint the members and name the Chairman of all Committees with the exception of the Executive Committee, and the Nominating Committee. This authority is further delineated in Article IV, Section 1 of the Bylaws.

SECTION 7. SPECIAL COMMITTEES

Special Committees, which hereinafter may be referred to as “Ad Hoc” Committees, may be appointed by the International Council, Executive Committee, or the President, as the need may arise.

ARTICLE VIII - INDUCTION FEES & ANNUAL DUES

SECTION 1. INDUCTION FEE

An Induction Fee, set by the International Council for each new inductee, shall be paid by a Section to the College. Said fee shall be due and payable within 60 days of induction.

SECTION 2. CAPITATION FEE

A Capitation Fee, set by the International Council, shall be assessed annually for each Active Fellow of the College. Each Section shall be responsible for remittance of the total Capitation Fee for all active Fellows. All Sections shall pay the same Capitation Fee per Fellow unless an adjustment has been requested and approved by the International Council at the Annual Meeting. Should the International Council grant a modification, such modification shall be for the next fiscal year only. Continuation of the modification shall require annual approval of the International Council. The Capitation Fee shall be payable on the date set by each Section or be considered delinquent, resulting in losing voting rights in the Council. If it occurs for two consecutive years, the Section loses the right to attend the Council Meeting.

SECTION 3. REPORTING FEES

Rosters indicating the names, postal addresses, e-mail, phone and fax of all Candidates and Fellows of a Section must accompany all payments. This applies to Annual Capitation Fees as well as Induction Fees. It shall be the duty of the Secretary General or Registrar of each Section to comply with requirement.

ARTICLE IX - ANNUAL MEETING

Should the International Council meet only once a year, then that meeting shall be the Annual Meeting. The Annual Meeting of the College shall be held at the time and place of a meeting of an Autonomous Section, at the invitation of the Section, and shall be scheduled in compliance with the schedule of the host Section.

ARTICLE X – OFFICIAL LANGUAGE

The official language of the College shall be English. The official word processing software should be Microsoft Word.

ARTICLE XI – DEFINITIONS

The authority for these definitions shall be referenced in Webster’s New Concise Dictionary whereas a word which “means”, is “intended to be” the same as.

“Active Practice”, any continuing activity related to dentistry that results in financial gain.

“Autonomous Section”, a geographically oriented division of the International College of Dentists which was established to facilitate organization of College activities at local and regional levels.

“College”, the International College of Dentists.

“Council”, the International Council of the International College of Dentists.

“Councilor”, a member of the International Council.

“District”, a geographically oriented division of an Autonomous Section.

“Fellow”, any person who is a member of the College. This is often abbreviated to F.I.C.D. (Fellow of the International College of Dentists).

“Fellowship” and “Membership” shall mean the same.

“International Section”, the division of the College with no specific geographic boundaries, which is constituted to provide a Section for those Fellows who reside where there is no Autonomous Section. Inductees of the International Section for induction in any Autonomous Section or during the Annual Meeting of the College wherever it may be hosted.

“Mail”, shall also mean e-mail.

“Month”, shall mean a calendar month.

“Office”, means the Central Office of the College.

“Region”, a geographically oriented division of the International Section.

“Seal”, means the Official Seal of the College.

“Written” or “In writing”, shall mean typing, printing, lithographing, and other modes of representation or reproducing words and figures in visible form.

ARTICLE XII – GENDER

Except where the context otherwise requires, words denoting the singular shall include the plural and words denoting the masculine shall include the feminine.

ARTICLE XIII – INDEMNITY & LIABILITY

Every member of the International Council and of the Executive Committee and any other Committee appointed in accordance with the Constitution and any salaried employee of the College shall be indemnified out of the funds of the College to pay costs, losses and expenses which any such member or employee may incur or become liable, for reason of any contract entered into or action, deed or thing done by him as a member, officer or employee, or in any way in the discharge of his duties unless the same shall arise through his own willful neglect default, breach of duty or trust. The funds of the College shall be guaranteed by a protective insurance plan, which provides for these contingencies.

ARTICLE XIV - OFFICIAL SEAL

The Secretary-General shall provide for the safe custody of the Official Seal, which shall only be used by the authority of the International Council. Every instrument to which the Seal is affixed shall be signed by the Council President, Section President, or in their absence, an officer of the International Council and shall be countersigned by the Secretary-General, Section Secretary, or in their absence, the Deputy Secretary-General.

ARTICLE XV – RULES OF ORDER

Rules contained in the most current edition of “Sturgis Standard Code” shall govern the professional conduct at all meetings of the College.

ARTICLE XVI - AMENDMENT OF THE CONSTITUTION

This Constitution may be amended at a meeting of the International Council especially convened for that purpose. The notice convening this meeting shall set forth the proposed Amendments and shall be mailed to the Councilors at least forty-two (42) days prior to the meeting. The Amendments must be passed by two-thirds (2/3) of those present. In the case of extreme circumstances a special meeting may be convened at a regular meeting of the International Council upon the approval of seven-eighths (7/8) of those present; and in such case approval of the Amendments shall require a three-fourths (3/4) majority.

ARTICLE XVII - DISSOLUTION OF THE COLLEGE

SECTION 1. DISSOLUTION OF THE COLLEGE

If upon dissolution of the College, after the satisfaction of all debts and liabilities of the College, there remains any property and/or assets, these shall not be paid to, or distributed among, the Fellows of the College; but shall be given or transferred to some other institution having similar objectives to the objectives of the College. The International Council shall determine such institution at the time of dissolution and in default thereof by the legal process of the country in which the office of the College is then located.

SECTION 2. DISSOLUTION OF A SECTION OR REGION

Upon the dissolution of an Autonomous Section or of a Region of the International Section, the same requirements as specified in Section 1 shall apply, except that any remaining assets shall be assigned to the International College of Dentists.

ARTICLE XVIII - FISCAL YEAR

The Fiscal Year of the International College of Dentists shall be the standard calendar year, January 1 through December 31.

Bylaws

Laws and Rules Governing the Internal Affairs of The International College of Dentists

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ARTICLE I – ORGANIZATION & STRUCTURE

The International College of Dentists shall be organized geographically into Sections, Regions, Districts, and Constituents, as follows:

AUTONOMOUS SECTIONS Districts Constituents INTERNATIONAL SECTION Regions

SECTION 1. SECTIONS AND REGIONS

- A.** Each Fellow of the College shall either be a member of an Autonomous Section or of the International Section.
- B.** The purpose of the above structure shall be to facilitate administration at local and regional levels and to promote, more effectively, the aims and objectives of the College.
- C.** Any area not in an Autonomous Section shall be a Region in the International Section, which shall be administered by the Executive Committee or the International Council of the College.
- D.** The International Council may vary the geographical or regional areas included in a Section either on petition of the Fellows of the area or the Section concerned. Such a petition shall be channeled through the Section officers with a copy to the Secretary-General of the College at least six (6) months prior to the next meeting of the International Council.

SECTION 2. AUTONOMOUS SECTIONS

- A.** Autonomous Sections approved by the International Council shall consist of members residing in geographically grouped areas or countries.
- B.** Each Autonomous Section shall be a self-governing body within the framework of the College and shall have its own Bylaws, none of which shall be in conflict with the Constitution or Bylaws of the College.
- C.** The International Council shall have the authority to create or dissolve an Autonomous Section, after due consultation with all parties effected by such action. However, nothing contained herein shall prejudice the individual rights and privileges of Fellows of the College by such variation or dissolution of a Section.
- D. The Bylaws of an Autonomous Section may be subject to review** by the International Council.
- E. Approved Autonomous Sections:**
- | | |
|---------------|--|
| Section I. | United States of America |
| Section II. | Canada |
| Section III. | Mexico |
| Section IV. | South America |
| Section V. | Europe, Israel |
| Section VI. | India, Sri Lanka, Nepal |
| Section VII. | Japan |
| Section VIII. | Australasian-Australia, New Zealand, Fiji Islands, Papua, New Guinea, and other Islands of the South Pacific. |
| Section IX. | Philippine Islands |
| Section X. | Middle East-Lebanon, Jordan, Iraq, Saudi Arabia, Syria, Kuwait, Bahrain, Qatar, Muscat, Oman, all Arab Emirates, and Yemen |
| Section XI. | Korea |
| Section XII. | Chinese Taipei |
| Section XIII. | China |
| Section XIV. | Myanmar |

F. Districts

In order to effectively pursue the objectives of the College, and satisfy the administration required on a local level, an Autonomous Section may further subdivide into Districts and Constituents. The Secretary-General must be provided with a written description of any and all divisions within a Section.

SECTION 3. INTERNATIONAL SECTION (SECTION 20) AND REGIONS

A. Administration

The International Council or the Executive Committee of the College shall administer the affairs of the International Section in accordance with the Constitution and Bylaws of the College including the approval of Fellows and the Assessment of all fees and dues.

B. Representation

The International Council may elect four (4) members of the International Section (Section 20) as Councilors to represent the views of their respective sections: One (1) Councilor from Asia – Region 22, 23, 24, 25, 30, 31, 33, and 34; One (1) Councilor from Africa – Region 26, 27, 28, and 29; One Councilor from English-speaking Caribbean – Region 32; and One (1) Councilor from Spanish-speaking Caribbean – Region 21. Each Councilor or his representative, shall be expected to attend at least one (1) of every two (2) International Council meetings unless excused by the International Council. The Councilors shall be appointed for the term of three (3) years and may be re-appointed.

C. Petition to become Autonomous

Fellows in a Region or Regions of the International Section who are located in the same area may directly petition the International Council to be chartered as an Autonomous Section of the College, or the International Council may, at its own discretion, grant a charter for a new Autonomous Section.

1. The submitting Region must approve a petition before it is presented to the International Council.
2. The following guidelines must be followed.
 - a. The Petition must be signed by a minimum of forty (40) Fellows.
 - b. The Petition must include a copy of the proposed new Section's Bylaws.
 - c. The Petition must include a slate of officers and committee members.
 - d. The petition must include a proposed dues structure, which includes the dues to the College and a proposed yearly budget.

D. Approved Regions of the International Section:

Asia:

- Region 22. Hong Kong, Macau
Region 23. South Asian - Thailand, Laos, and Kampuchea
Region 24. Pakistan, Afghanistan, Bangladesh
Region 25. South East Asian-Singapore, Indonesia
Region 30. Iran and Turkey
Region 31. Vietnam
Region 33. Malaysia

Africa:

- Region 26. North Africa, Libya, Morocco, Algeria, and Tunisia
Region 27. South Africa, Zimbabwe, and Zambia
Region 28. Central Africa
Region 29. Egypt and Sudan

English-speaking Caribbean:

- Region 32. Bermuda, Bahamas, Guyana, French Guiana, Suriname, English speaking Caribbean Islands

Spanish-speaking Caribbean:

- Region 21. Central America, Panama, Spanish speaking Caribbean Islands

E. Failure to maintain Section Status

If a Section fails to maintain the minimum number of 40 Fellows that allowed it to move from a Region status to an Autonomous Section status, the Section will be placed on probation. The probationary status will last for two (2) years from the date it fell below the 40 Fellow minimum standard to allow it sufficient time to correct the deficit. If not corrected within that timeframe, the Section will revert to Region status. During the probationary period, the Councilors representing the Section may attend the International Council with all privileges.

ARTICLE II - MEMBERSHIP

SECTION 1. REQUIREMENTS

A candidate for admission as a Fellow in the International College of Dentists shall:

- A. Have been, for at least five (5) years, active in the practice of dentistry or in any phase of dentistry that meets that definition such as teaching, research, or government service.
- B. Be a member in good standing in the dental organization of the Section or Region in which he resides.
- C. Be at least thirty (30) years of age and a graduate of any dental school recognized by the International College of Dentists.
- D. Be accepted as an active contributor to his profession and to his community and highly esteemed by both for his integrity and character.
- E. Be acceptable to the Board of Regents or the Governing Body of the Section or Region in which he resides.

SECTION 2. ACCOMPLISHMENTS

A candidate for Fellowship must present supportive documentation of his contributions to the dental profession and to his community.

SECTION 3. SPONSORSHIP

A candidate shall be sponsored for Fellowship by no less than two (2) Fellows who have personal knowledge of the candidate and who are in a position to know whether or not he conforms to the requirements of Article II, Section 1 of these Bylaws. (In exceptional circumstances and in developing areas, the candidate may be proposed by an officer of that Region.) The application shall be submitted and acted on as specified by the Board of Regents or Governing Body of the Section or Region concerned. In the International Section, the application shall be submitted to the Secretary-General of the College for appropriate action. In all instances candidacy for membership shall be by invitation only. The Secretary-General shall be notified of the action taken on a candidate.

SECTION 4. CLASSES OF MEMBERSHIP (FELLOWSHIP)

A. Autonomous Sections.

There shall be at least four (4) classes of fellows in the College: Active, Masters, Honorary, and Life. Membership in the College shall be by invitation only and such invitation shall emanate from the Section or Region in which the person to be invited lives or practices. Such a candidate, when elected, shall become a member of both the College and the Section or Region which proposed him.

1. Active Fellows

Fellows shall, at the time of their induction, be dentists in active practice and in good standing in their respective countries.

2. Master Fellows

Masters shall, at the time of their induction, be Active Fellows or Life Members who have rendered extraordinarily conspicuous and outstanding service to the College. Their selection shall be in accordance with the requirements of the Section which is conferring the honor, and the Board of Regents or Governing Body of the Section.

The Awarding of the status of Master shall be considered a rare distinction. Approval of the International Council or its Executive Committee must be obtained before Mastership is awarded having received prior nomination from the Section.

3. Honorary Fellows

The Board of Regents or Governing Body of a Section may confer Honorary Fellowship upon an individual, other than a member of the College and not necessarily a dentist, who has rendered conspicuous service to the cause of dental science or has contributed to the promotion of the dental profession. Honorary Fellows shall be exempt from payment of all dues and shall have no vote in College affairs. Such action shall be reported to the Secretary-General.

4. Life Members

When a Fellow has fulfilled the requirements for Life Membership set forth by the Board of Regents or Governing Body of a Section, he shall be eligible for Life Membership. He may apply to the Board of Regents or Governing Body of his Section and upon majority approval by that Board or Governing Body, Life Membership shall be conferred. It is incumbent upon Life Members who have returned to active practice to apply for restoration of active membership. A Life Member shall have all the privileges of an active Fellow and shall be eligible for a reduced fee. Such action shall be reported to the Secretary-General.

5. Others

A Section may, after due deliberation and by action of its Board of Regents or its Governing Body, establish another class of Membership. Such a class of Membership shall not be in conflict with the provisions of this Constitution. This action shall be reported to the Secretary-General of the College.

B. Section 20

1. Any active member in good standing who has been a member a minimum of ten (10) years, and is sixty-five (65) years of age or older, and is engaged in sixteen (16) hours or less a week in practice, research, administering or teaching of dentistry and has a combination of years of membership and age of eighty (80) is eligible for Life Membership and may so petition the Executive Committee of the ICD.

2. A member of the College forced to retire from practice, research, administering or teaching of dentistry due to a disabling medical problem or other extenuating circumstances may be eligible for Life Membership. A petition for same shall require the approval of the Executive Committee.

SECTION 5. PROPERTY, USE OF LETTERS, AND DELINQUENCY

A. The Fellows of a Section shall not acquire property or any parts thereof, belonging to the Section.

B. Fellows in the College, in good standing, are allowed to use the letters F.I.C.D. (Fellow of the International College of Dentists), or if applicable, M.I.C.D. (Master Fellow), immediately following their name and professional degrees depending on the customs, laws, regulations and professional ethics of their respective Sections and locality.

C. A Fellow shall be regarded as delinquent and not in good standing if he, or she, fails to pay the dues required. If a governing Section determines a Fellow has violated the provisions of Fellowship, his membership shall be terminated. The Secretary-General of the College shall be notified immediately whenever action is taken to terminate membership of a Fellow of the College. The terminated member shall also be reminded that the Certificate of Fellowship and the Key to the College are the permanent property of the College and shall no longer be displayed or used by the terminated member. The same applies to the use of the FICD designation in any form.

D. Any former Fellow whose membership has been terminated due to his failure to pay the required dues may make application for readmission to the Section. The Board of Regents of that Section shall establish the requirements for readmission.

SECTION 6. CENSURE, SUSPENSION, AND EXPULSION

A. Any Fellow of the College may be censured, suspended or expelled for misconduct in his relationship to the College or his profession as described in the Constitution and Bylaws of the College and of the Section or Region.

B. A Fellow who is expelled from the College shall lose all rights and privileges of membership in the College and shall no longer display his College certificate and key to the College. This expulsion shall be reported immediately to the Secretary-General; and to proper authorities outside the International College of Dentists if legally applicable.

SECTION 7. TRANSFER OF MEMBERSHIP

A. If a Fellow in good standing of a Section or a Region moves to another Section or Region, he may apply for a transfer of Membership.

B. If he moves into a Section, he must notify the governing authority of the Section into which he has moved. If he has moved into another Region, he must notify the Secretary-General of the College. He shall include in the notification evidence of his good standing in the Section or Region he vacated.

C. He shall remain a dues-paying Fellow of the original Section or Region until he receives acknowledgment of his membership in the new Section or Region.

D. He may be allowed to attend meetings of the new group while he awaits acknowledgment of his transfer.

E. It shall be the responsibility of the new Section to notify the Secretary-General of the transfer of membership.

SECTION 8. MEMBER IN GOOD STANDING

A member shall be adjudged to be in good standing if all applicable dues are current and there are no known convictions pending with the International College of Dentists or any component of organized dentistry.

SECTION 9. RESIGNATION

Resignation from the College shall be in writing and shall not become final until accepted by the Board of Regents of that Section or its equivalent. All property of the College shall be returned to the College. See Bylaws Article VI Section 2.

ARTICLE III - ADMINISTRATION

SECTION 1. INTERNATIONAL COUNCIL

The International Council shall govern the affairs of the College. The International Council may make any decision regarding the operation of the College as long as it is not in conflict with the Constitution and Bylaws of the College.

A. Structure of the Council

1. The International Council shall be comprised of the Officers of the College and the Councilors elected to the International Council by the Sections of the College as delineated in Article III, Section 1.B. The exception is the International Section, which shall have four (4) Councilors at the discretion of the International Council.

2. The Immediate Past President of the College shall serve as an official voting member of the Council and shall be in addition to the allotted number of representatives from that Section.

3. Secretary-General, Deputy Secretary-General Editor, and all Past Presidents of the College except the Immediate Past President mentioned in the Bylaws Article III Section 1-A-2, shall be ex-officio members of the International Council with voice privilege but no vote.

B. Representation

The International Council may, from time to time, adjust the number of Councilors to represent each Section. The number of Councilors to represent each Section at the present time shall be:

United States of America Section	10
European Section	3
Canadian Section	2
India/Sri Lanka Section	2
Japanese Section	2
International Section	4
Other Sections	1 each

C. Councilors

1. Each Section shall elect the allotted number of Councilors to represent that Section on the International Council.
2. Councilors shall be elected from among the Fellows of that Section.
3. The International Council shall elect the International Section Councilors.
4. The International Councilors serve at the discretion of the Section they represent. A Councilor ascending into an elective office of the Colleges will not be counted as a Council allocation from that Section.
5. Each Section of those Fellows who have been elected Councilors shall notify the Secretary-General of the College of that election.

D. Meetings of the International Council.

1. Time and Place

The International Council shall meet at least once a year. Should the Council only meet once within the calendar year, that meeting shall be the Annual Meeting. The time and place of the Annual Meeting shall be held at the discretion of the council and at the invitation of the host Section. The International Council shall coordinate the time and the place of the Council meeting with the host Section. In the absence of an invitation from a Section, the Council shall meet be at the discretion of the President.

2. Notice of Meeting

Written Notices of a Meeting of the International Council shall be sent to each Councilor by the Secretary-General of the College at least forty-two (42) days prior to the date for the meeting.

3. Alternate Councilors

If a Councilor is unable to attend a meeting of the International Council, an alternate representative may be appointed. The non-represented Section, for the purpose of having representation on the Council, shall make the appointment of an Alternate Councilor. The appointment shall be for one meeting only. The Alternate Councilor shall exercise such privileges as a duly elected Councilor. The name of such an alternate shall be submitted to the Secretary-General prior to the meeting. An Alternate Councilor should not be appointed for each year of the three- (3) year term of an elected Councilor. Should an elected Councilor be unable to attend for three (3) consecutive years of his term, the Secretary-General shall notify the Section and request a replacement.

4. Quorum

Ten (10) members of the International Council, personally present, shall constitute a quorum, provided those ten members represent at least five (5) Sections.

5. Agenda

The notice of an International Council Meeting shall contain a request for items to be included in the Agenda. Any items to be included in the Agenda shall be sent to the Secretary-General of the College within fourteen (14) days of receipt of the original notice. A final Agenda shall be sent to all members of the International Council at least fourteen (14 meeting) days prior to the Meeting. Additional copies shall be available at the Meeting.

6. Parliamentary procedure

In accordance with Article XV of the Constitution of the College, all International Council meetings shall be conducted under the rules contained in the most current edition of "Sturgis Standard Code".

7. Chairman of the Council

The President of the College shall serve as Chairman of the International Council.

8. Order of Business

The business of the Annual Meeting shall include the following items:

- a. Approval of agenda
- b. The minutes of the preceding International Council
- c. Officers' annual reports
- d. Secretary-General's report
- e. Standing committee reports
- f. Special committee reports
- g. Section reports. These should be in writing and received by the Secretary-General no less than sixty (60) days prior to the meeting.
- h. Any further items on the agenda and such other business that may be introduced.
- i. Budget Approval
- j. Election of Officers
- k. Appointment of the Editor

9. Voting and Proxy Votes

At meetings of the International Council, each Councilor shall have one (1) vote. Each Section is allowed to cast its full number of votes through the use of Proxy Votes, whether or not all of the Councilors from that Section are present. However, no Councilor present at the meeting shall cast more than one (1) proxy vote in addition to his own. Each Section shall have the authority to arrange how it wishes to implement the use of proxy votes. In the case of a tie vote, the Chairman shall have the deciding vote. Unless otherwise specified within the Constitution or Bylaws, the majority rules.

E. Election of Officers

1. The International Council shall, at its annual meeting, by a majority of votes, elect from its number the following Officers:

(1) President-elect, (2) Vice President, and (3) Treasurer.

2. The International Council shall, by a majority of votes, appoint, from the membership of the College, the Editor.

3. The President-elect shall automatically assume the office of President at the completion of a standard term of office or in the event of a vacancy in the office.

F. Officers Term of Office

The officers of the College shall hold office for a period of one (1) year and shall be eligible for reelection with the exception of the President, President-elect, and Vice-president who shall serve for a period of one (1) year only in each office. The Treasurer may serve multiple terms but shall be limited to four consecutive terms of one year each. A term of office is defined as January 1 through December 31 of the same year. Officers shall remain in office until their successors have been duly elected at the Annual Meeting of the International Council. Their Installation Ceremony may be held at the Annual Meeting of the International Council but their term of office shall commence on January 1 of the following year.

SECTION 2. EXECUTIVE COMMITTEE

A. Members

The Executive Committee shall consist of the President, President-elect, Vice President, the Immediate Past President, the Treasurer, Secretary-General, Deputy Secretary-General, and the Editor. All members of the Committee shall have a vote except the Secretary-General, Deputy Secretary-General, and the Editor.

B. Powers

The Executive Committee shall have the power to conduct any affairs of the College which require action during the interim between International Council meetings. All actions of the Executive Committee shall be reported to the next meeting of the International Council for discussion and final action.

C. Quorum

No meeting of the Executive Committee shall be held unless at least three (3) voting members are personally present.

D. Meetings

The Executive Committee shall meet at the call of the President or upon the request of any two (2) other members.

E. Mail Ballot

The President and the Secretary-General, in the case of an urgent matter, which cannot be delayed until the next meeting of the Executive Committee, may conduct a mail ballot. This mail ballot shall be sent to all members of the Executive Committee for their vote. A mail ballot may also be used to conduct the business of the International Council when deemed necessary by the President and the Secretary-General. This mail ballot shall be sent to all members of the International Council. The results of mail ballots shall be binding on the College until the next meeting of the Executive Committee or the International Council, when the matter shall be presented by the Secretary-General for discussion and final action. A majority of the ballots or votes received within a specified time which indicates an affirmative preference shall be required to approve a proposal unless otherwise specified in the Constitution and Bylaws of the College. The word 'mail' in this paragraph shall also mean "e-mail".

SECTION 3. SECRETARY GENERAL

A. Authority

The International Council shall have the authority to advertise, screen, interview, negotiate, and enter into contract with the person appointed as Secretary-General.

B. Contract

The contract shall be for a period of from three (3) to five (5) years and may be subject to renewal. The duties of the Secretary-General shall be delineated under that Section of these Bylaws entitled "Officers and Their Duties".

ARTICLE IV - DUTIES OF ELECTED AND APPOINTED OFFICERS AND COUNCILORS

SECTION 1. PRESIDENT OF THE COLLEGE

It shall be the duty of the President to:

- A. Preside at all meetings of the College, the International Council, and the Executive Committee.
- B. To appoint chairmen and members of all standing and ad hoc committees subject to approval of the International Council, except as may be otherwise specifically provided in these Constitution and Bylaws. See Constitution Article VII Section 6.
- C. To serve, ex-officio, as a member of all committees of the College.
- D. Actively participate, when present, in the Induction Ceremony of a Section or Region.
- E. To preside at the Induction Ceremony for new members of the International Section as his availability permits or he shall appoint his representative.
- F. To perform such other functions as usually devolve upon the President of an organization and as are prescribed by other Sections of these Bylaws or action of the International Council or Executive committee.
- G. Personally sign, if feasible, all certificates requiring his signature, in lieu of a reproduction of the signature.
- H. Shall receive a stipend for College travel as determined by the Council.

SECTION 2. PRESIDENT-ELECT

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

- A. Assist the President as requested.
- B. Perform the duties of the President in his absence or his inability to serve.
- C. Succeed to the office of President at the next annual Meeting of the College following his election as President-elect. See Article III Section 1-F of the Bylaws.
- D. Assume the office of President in the event there is a vacancy in that office. In the case of such vacancy, the President-elect shall assume the office of President for the unexpired term and continue as President for the term to which he was elected.

SECTION 3. VICE PRESIDENT

It shall be the duty of the Vice President to:

- A. Assist the President as requested.
- B. Perform the duties of the President in the absence or inability of the President or President-elect to serve.
- C. The position of Vice President shall not be filled by Fellows of the same Section in consecutive years.

SECTION 4. SECRETARY-GENERAL

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

- A. Supervise and discharge the activities and business of the College under the direction of the International Council.
- B. Act as the Secretary of the International Council and the Executive Committee and mail to the members of those groups a report of the meeting.
- C. Conduct the correspondence of the College.
- D. Collect all monies due the College and deposit same to the account of the College.
- E. Sign and issue vouchers for payment of bills of the College.
- F. Notify members of the International Council or the Executive Committee of coming meetings.
- G. Perform all other duties as may be assigned to him by these Bylaws and by the International Council.
- H. Present yearly to the International Council a written report on the activities of the College Office. When advisable, make suggestions for the improvement of the Central Office
- I. File with the College a Surety Bond, should such be required by the International Council. The premium for such Surety Bond shall be paid by the College.
- J. Deliver to his successor, upon vacating the office of Secretary-General, all monies, papers, books, and records and other property belonging to the College which may be in his possession or for which he is responsible. For these services he shall receive such emoluments as the International Council may decide.

SECTION 5. DEPUTY SECRETARY-GENERAL

The International Council may approve the appointment of a Deputy Secretary-General from the College whose duty it shall be to acquaint himself with the details and the conduct of the affairs of the College. In the event of permanent disability, withdrawal, removal, or death of the Secretary-General, the Deputy Secretary-General may assume the duties of the Secretary-General

until a new Secretary-General is appointed. In the event he is not an allocated Councilor he then will serve in an ex-officio capacity.

SECTION 6. TREASURER

It shall be the duty of the Treasurer to:

- A. Receive from the Secretary-General an accounting of all funds paid to the College.
- B. Pay all bills when presented by voucher bearing the signature of the Secretary-General.
- C. Submit a written report to the International Council at its Annual Meeting furnishing in detail the financial condition of the College. He shall also present a Budget for the coming year.
- D. File with the Secretary-General a Surety Bond in the amount to be determined by the International Council, the premium for which shall be paid by the College.
- E. Serve as a voting member of the Finance Committee of the College.

SECTION 7. EDITOR

It shall be the duty of the Editor to:

- A. Edit and publish the official publications of the College, and to perform such other duties as may be assigned by the International Council.
- B. Serve as an ex-officio member of the International Council and submit a written report at the Annual Meeting.
- C. For these services he shall receive such emoluments as the International Council may decide.
- D. The Editor shall be appointed yearly by the Council from the membership of the College.
- E. The Editor may serve as an allocated Councilor with vote.

SECTION 8. PAST PRESIDENTS

- A. The Immediate Past President shall be a fully vested member of the International Council, and not part of any Section's allocation.
- B. The Immediate Past President shall be a member of the Executive Committee.
- C. Other Past Presidents
 1. Shall become ex-officio members of the International Council without a vote.
 2. Shall receive all official correspondence.
 3. Shall serve in addition to the allotted number of representatives from their respective Sections.
 4. May be subject to call by the Council or Secretary General to serve in an advisory or otherwise needed capacity.

SECTION 9. COUNCILORS

It shall be the duty of the Councilors to:

- A. Attend all meetings of the Council.
- B. Liaison between the Council and Section.
- C. Report back to their Section all Council directives.
- D. Be responsible for all committee assignments.
- E. Be responsive to all correspondence.

SECTION 10. VACANCIES IN OFFICE

In the event of a vacancy in the office of the President, the President-elect shall assume the office of President for the unexpired term and then continue as President for the term to which he was elected.

In the event of a vacancy in any of the other offices, including President-elect, the Executive Committee shall elect a member to fill the unexpired term until the next meeting of the International Council.

ARTICLE V - COMMITTEES

The Standing Committees are designated in Article VII, Section 6, of the Constitution of the College. The President of the College shall appoint the members and name the Chairman of all Committees except as stated in Article IV Section 1 B of the Bylaws

SECTION 1. AWARDS COMMITTEE

The Awards Committee shall consist of three (3) members from at least two Sections appointed by the President of the College. The President shall appoint a member each year for a term of three (3) years. Service on the Committee shall be limited to two (2) terms of three (3) years each, or a total of six (6) years. The President of the College shall appoint the Chairman of the Committee from its members.

The purpose of the Awards Committee shall be to review and evaluate the materials presented to it and to nominate a candidate or candidates for the:

A. OTTOFY-OKUMURA Award

1. The candidate(s) may be a Section, a District, a Region, or an individual member. The nominee(s) shall be presented to the International Council for final action.

2. The Award shall consist of a Certificate and/or Plaque properly inscribed and bearing the Seal of the College. In addition, the name of the Individual, Section, Region, or District receiving the award shall be added to the plaque maintained in the College Office of the College by the Secretary-General. If the Award is to be presented to an individual, the presenting authority, whether it be the College, a Section, Region, or District; shall have the option of also commissioning the fabrication of a personal emblem which has been approved by the International Council. The presenting authority shall bear the expense of fabricating the personal emblem. Details, photographs, and estimated fabrication costs are available from the College Office.

3. Granting the Award to a Section, District, Region or member of a Section shall render that Section ineligible for competition during the following three (3) years.

4. The Award may be presented only once a year and shall be presented at the International Council Meeting of the College or at the Section's or Region's Annual Meeting. The Award shall be presented by the College President or his representative.

5. Any Section wishing to make a nomination for the Award shall submit their request along with substantiating material to the Secretary-General who will forward same to the Awards Committee.

a. Any District, Region or individual member of a Section wishing to make a nomination for the Award shall send their request along with substantiating material to their Section or Region President for his consideration and approval. If approved, the Section or Region President shall forward same to the Secretary-General.

b. All nominations and substantiating material must be received by the Awards Committee ninety (90) days before the International Council Meeting to be considered for that year's Award.

6. The Awards Committee shall deliberate at the call of its Chairman. This meeting shall be held sixty (60) days prior to the International Council Meeting to consider any and all submissions. The duties of the Committee may be fulfilled through correspondence and a final meeting, if needed may occur the night before the International Council Meeting.

7. All entries shall be kept confidential and may be considered the following year if the Committee so decides.

8. The Secretary-General shall notify all Sections' and Regions' Presidents of this award and the rules governing entries. This notification shall be mailed in January of each year. Each Section or Region shall notify its members of the Award and Rules.

B. Emeritus Recognition Award

1. The candidate/candidates are to be recognized for outstanding service as International Council Members who have contributed to the progress and achievement of the college in a special way
2. The recognition is restricted to living individuals who have retired as Council members.
3. The award recognizes a performance and contribution above normal expectations.

SECTION 2. COLLEGE GROWTH & DEVELOPMENT COMMITTEE

A. The purpose is to assist in the developmental needs of the various Sections of the College, and identify remaining areas of the world where a College presence could be brought about.

B. The Committee should propose a plan to develop College functions in selected areas and help them in the promotion of their membership and also to help them in their continuing educational pursuits by providing them with video tapes, lectures, and other educational aids.

C. This Committee should develop a plan to create a College presence in those areas of the world where the College is unknown. They should evaluate the sources of money to accomplish these objectives.

D. The Committee shall be composed of seven (7) members representing not less than four (4) Sections and the Secretary-General. Members shall be appointed for a period of three (3) years [staggered terms initially of one (1), two (2), and three (3) years so two (2) members should go off the first and second years and three (3) members off the third year] and may be reappointed.

SECTION 3. CONSTITUTION & BY-LAWS COMMITTEE

A Standing Committee to be known as the Constitution Committee shall be appointed to keep all matters pertaining to the Constitution and By-laws under review and to make appropriate recommendations to the International Council. The Committee shall be comprised of five (5) Fellows representing not less than three (3) Sections. Members shall be appointed for a term of

three (3) years in such a manner that there are no more than two (2) new appointments each year. A quorum shall consist of three (3) members.

SECTION 4. EXECUTIVE COMMITTEE

The details and descriptions of the Executive Committee are delineated in Article III, Section 2, of these Bylaws.

SECTION 5. FINANCE COMMITTEE

A. Income and property of the College shall be used toward the promotion of the objectives of the College and no portion of income or property shall be paid or transferred to any Fellow as a bonus or profit. It shall also be used to maintain the office of the College, to pay any officer, Fellow, or employees of the College for service rendered, to reimburse any officer or Fellow for expenses incurred through service to the College, upon approval of the Secretary-General and Treasurer.

B. A Standing Committee to be known as the Finance Committee shall be appointed annually. It shall consist of no less than three (3) and no more than five (5) Fellows. The Treasurer of the College shall be a member of this committee. It shall be the responsibility of the committee to keep all financial matters of the College under review and to make recommendations to the College. This account shall specify each disbursement as well as indicate the assets and liabilities of the College, Executive Committee and/or the International Council as appropriate.

C. An account shall be kept of the money received and disbursed by the College. This account shall specify each disbursement as well as indicate the assets and liabilities of the College

D. The Finance Committee shall review the accounts of the College annually. The accounts of the College shall be audited by an independent Certified Professional Accountant once every five (5) years.

E. A financial report for the past year and a projected budget for the coming year shall be presented by the Treasurer at the Annual Meeting of the International Council for its consideration.

F. A Long Term Investment Committee shall be a sub committee of the Finance Committee and shall be composed of the Treasurer and three (3) consultants appointed by the President of the College.

1. The purpose of the Long Term Investment Committee shall be make recommendations for the investment of surplus funds of the College and to supervise the status of those funds.

2. The Long Term Investment Committee shall provide a written report to the annual meeting of the International Council.

SECTION 6. NOMINATING COMMITTEE

The Nominating Committee shall be comprised of the Immediate Past President as Chairman, the two (2) most immediate Past Presidents before him able and willing to serve, the President, the President-elect, and, as ex-officio, without vote, the Secretary-General. A meeting shall occur at the conclusion of the International Council's Annual Meeting. The written report shall be submitted to the Secretary-General sixty (60) days prior to the Annual Meeting. This Committee shall present a list of nominees for the offices to be filled at the Annual Meeting of the International Council. If for any reason, a nominee becomes unable to serve if selected, the Nominating Committee may present a replacement nominee or nominees up until the opening gavel of the International Council's annual meeting. These nominees shall fulfill the requirements as set forth in this Constitution and Bylaws. Further nominations from the floor may be made by any member of the International Council.

SECTION 7. HISTORY COMMITTEE

A Standing Committee which will annually record the History of the College and provide this information to membership at least every five (5) years, either via a published document or over the ICD website. The committee shall be made up of four (4) ICD Fellows from widely dispersed Sections. The members will be appointed for a three (3) year term. The Editor shall be an Ex-Officio member of the committee.

SECTION 8. INFORMATION TECHNOLOGY COMMITTEE

A. A Standing Committee which shall maintain the Website and act as coordinator between the Web Master and Sections. The Committee shall report to the Council on an annual basis.

B. The Committee shall be made of four (4) members each having a three (3) year term.

SECTION 9. COMMUNICATIONS COMMITTEE

A. A Standing Committee which shall function to:

- Coordinate all internal and external communications activities of the College to assure an integrated effort and an informed constituency.

- Explore, develop and promulgate, with the approval of the College, new communications initiatives as appropriate.
- Advise the Council of any and all matters pertaining to communications.
- Periodically review its mandate and recommend amendments as appropriate to insure its continued relevance in serving the College.

B. The Communications Committee's strategic objective shall be to have programs that effectively promote intra- and inter-College Communications.

C. The Communications Committee shall be composed of five (5) Fellows representing not less than three (3) Sections. Members shall be appointed for a term of three (3) years in such a manner that there are no more than two (2) new appointments each year. A quorum shall consist of three (3) members.

ARTICLE VI - INDOCTRINATION, COLLEGE KEYS, PINS, CERTIFICATES, COLORS, CAPS AND GOWNS

SECTION 1. INDOCTRINATION

Candidates shall, prior to induction, receive an orientation session designed to educate them about the College: its history, identity, objectives, structure, projects, and other activities.

SECTION 2. KEYS AND CERTIFICATES

Fellows of the College shall each receive the official Certificate and an official College Key. The Certificate and Key shall be presented during the Induction Ceremony conducted at the time and place designated by the Section. The College shall be responsible for the production of the Certificate and the Section shall provide the Key, which shall be the official College Key with no Section designation upon it. All Fellows, including Masters and Honorary Fellows, shall receive an official Certificate, which shall be prepared by the College and may be duplicated by the Section. The Key and Certificate shall be permanent property of the College and shall be deemed to be held in trust by the member and upon default or resignation shall be surrendered to the College at the discretion of the Board of Regents or the Governing Body of the Section concerned.

SECTION 3. WEARING OF THE COLLEGE KEY, PIN, AND EMBLEMS

Fellows of the College, in good standing, are permitted to display their Fellowship by wearing the emblems of the College. Wearing of the College Pin is acceptable. The College Key is designed to be worn around the neck on a gold and green ribbon.

SECTION 4. COLORS

The colors of the College shall be Gold and Dark Green.

The College Key may be cast, stamped, or fabricated from gold or a metal which resembles gold. The College Key is a registered trademark of the International College of Dentists.

The official recognition pin of the College shall be a gold key or green and gold bar lapel pin.

SECTION 5. CAPS AND GOWNS

The gown shall be made of black fabric with velveteen trim. There shall be three front panels in lilac (traditional color of the dental profession), gold color and dark green. There shall be three black velveteen bars on the sleeves with a three-inch gold color band below the bars. The cap shall be a black mortarboard with gold color tassel.

ARTICLE VII - GRIEVANCES AND DISCIPLINE

The Board of Regents or the Governing Body of a Section shall have the authority of the International College of Dentists to investigate any professional misconduct on the part of a Fellow of that Section. Each Section shall establish its own rules and regulations as to the procedure to be followed. The Executive Committee shall act as the investigative body for the International Section. Its findings and recommendations shall be presented to the International Council at its next meeting for final action. The action taken in all cases shall be reported to the Secretary-General.

ARTICLE VIII - NECROLOGY

The death of a Fellow shall be recorded by the Board of Regents or the Governing Body of the Section or Region involved and the Secretary-General shall be informed. Names of the deceased shall be announced at the next meeting of the Board of Regents or Governing Body of the Section or Region.

ARTICLE IX - AMENDMENTS TO THE BYLAWS

The Bylaws may be amended at a meeting of the International Council especially convened for that purpose. The Notice convening this meeting shall set forth the proposed Amendments and shall be mailed to the Councilors at least forty-two (42) days prior to the meeting. The Amendments must be passed by a majority of those present. A Special Meeting may be convened at a regular meeting of the International Council upon consent of two-thirds (2/3) of those present and in such case, approval of the Amendments shall require a two-thirds (2/3) majority.