

# Constitution & Bylaws

Revised January 18, 2018

## Constitution Table of Contents

I.	Name
II.	Motto
III.	Mission Statement
IV.	Objectives
V.	Authority
VI.	Organization
	1. Incorporation
	2. Central Office
	3. Sections & Regions
	4. Membership
VII.	Governance
	1. International Council
	2. Executive Committee
	3. Officers
	4. Secretary General
	5. Standing Committees
	6. Special Committees
VIII.	Initiation Fees & Annual Dues
IX.	Annual Meeting
X.	Official Language
XI.	Definitions
XII.	Gender
XIII.	Indemnity & Liability
XIV.	Official Seal
XV.	Rules of Order
XVI.	Amendments
XVII.	Dissolution of the College
XVIII.	Fiscal Year

## 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 honor society for dentists 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 – CORE VALUES

- 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.

### 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 Section XX: Regions 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 Section XX, which shall be administered by the Executive Committee or the International Council. An Autonomous Section and Section XX: Regions 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. The International Council shall have the final authority to determine the recipients of Awards granted by the College.

#### 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, Immediate Past President, Treasurer, and Editor. The Speaker of the Council is an Officer of the International Council only. 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.

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

#### **B. Elected Officers**

The President, President-Elect, Vice President, Immediate Past President and Treasurer shall be the elected Officers of the College. Only members of the International Council shall be eligible. The Speaker of the Council shall be elected by the International Council. All Fellows of the College membership shall be eligible. See Bylaws Article III, Section E, Paragraph 1.

#### **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. 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
- Communications
- Constitution & Bylaws
- Executive
- Finance
- History
- Nominating
- Membership
- Projects

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 6. 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. The term of all Special (Ad Hoc) Committee chairs and members shall be coterminous with that of the entity making the appointment. (President, Executive Committee and International Council).

## **ARTICLE VIII - INITIATION FEES & ANNUAL DUES**

### **SECTION 1. INITIATION FEE**

An Initiation 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. ANNUAL DUES**

Annual Dues, 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 Annual Dues for all active Fellows. All Sections shall pay the same Annual Dues 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 Annual Dues shall be payable in the first quarter of the financial year. The payment policy for Annual Dues, for Sections that do not pay in full the first quarter, be required for 33% of each Section's total Annual Dues to be submitted to the College according to the following schedule: 1<sup>st</sup> Installment due not later than April 30<sup>th</sup> each year; 2<sup>nd</sup> Installment due not later than June 30<sup>th</sup> each year; and the 3<sup>rd</sup> Installment due not later than November 30<sup>th</sup> each year. If the Section fails to pay their Annual Dues in that financial year, they will be considered delinquent resulting in losing their 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 Dues as well as Initiation Fees. It shall be the duty of the Secretary General or Registrar of each Section to comply with this 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 shall be divided into two Sessions (See Order of Business). The Annual Meeting of the College shall be held at the discretion of the Council and at the invitation of the Section. The invitation shall be limited to the months of September, October and November of each year with the preferred dates being from the last week of September to the second week of November of each year. In unusual circumstances and with two thirds (2/3) approval of the International Council assembled, the Annual Meeting may be scheduled outside of these parameters. The International Council shall coordinate the time and place of the Council meeting with 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 Council 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. Section XX: Regions, 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 Section XX for induction may be inducted 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 Section XX.

"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 “*American Institute of Parliamentarians Standard Code of Parliamentary Procedure*” shall govern the professional conduct at all meetings of the College. This publication is the American Institute of Parliamentarians’ continued edition of Alice Sturgis’ philosophy on parliamentary procedures.

## 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. A special meeting may be convened at a regular meeting of the International Council upon the approval of two-thirds (2/3) 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 Section XX, 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

### Table of Contents

#### I. Organization & Structure

1. Sections & Regions
2. Autonomous Sections
3. Section XX: Regions

#### II. Membership (Fellowship)

1. Requirements
2. Accomplishments
3. Sponsorship
4. Classes of Membership
5. Property, Use of Letters, and Delinquency
6. Censure, Suspension, Expulsion
7. Transfer of Membership
8. Member in Good Standing
9. Resignation

#### III. Administration

1. International Council
  - A. Structure
  - B. Representation
  - C. Councilors
  - D. Meetings of the International Council
  - E. Election of Officers
  - F. Officers Term of Office
2. Executive Committee
  - A. Members
  - B. Powers
  - C. Quorum
  - D. Meetings
  - E. Mail Ballot
3. Secretary General
  - A. Authority
  - B. Contract

#### IV. Duties of Elected and Appointed Officers and Councilors

1. President of the College
2. President-Elect
3. Vice President
4. Secretary General
5. Treasurer
6. Speaker
7. Editor
8. Past Presidents
9. Councilors
10. Vacancies in Office

#### V. Committees

1. Awards
  - A. Ottofy-Okumura Award
  - B. Emeritus Recognition Award
2. Constitution and Bylaws
3. Executive
4. Finance
5. Nominating
6. History
7. Communications
8. Projects and Committee
9. Membership

#### VI. Indoctrination, College Keys, Pins, Certificates, Colors, Caps & Gowns

1. Indoctrination
2. Keys and Certificates
3. Wearing of the College Key, Pin and Emblems
4. Colors
5. Caps and Gowns

#### VII. Grievances & Discipline

#### VIII. Necrology

#### IX. Amendments to the Bylaws

## 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 SECTION XX: Regions

#### SECTION 1. SECTIONS AND REGIONS

- A.** Each Fellow of the College shall either be a member of an Autonomous Section or of Section XX: Regions.
- 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 Section XX, 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.
- E.** The International College of Dentists will be limited to 15 Sections (14 Autonomous Sections and 1 International Section) as of January 1, 2013. However, the International Council may consider additional Sections upon proper petition by Fellows in a Region or Regions.

#### SECTION 2. AUTONOMOUS SECTIONS

- A.** Autonomous Sections approved by the International Council shall consist of at least 120 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 affected 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 XV.   | Afghanistan, Bangladesh, Brunei, Cambodia, Hong Kong, Indonesia, Laos, Macau, Malaysia, Pakistan, Singapore, Thailand, and Vietnam |

#### **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 XX) AND REGIONS

##### **A. Administration**

The International Council or the Executive Committee of the College shall administer the affairs of the Section XX, through its Secretary General who also serves the College as Registrar of Section XX, in accordance with the Constitution and Bylaws of the College including the approval of Fellows, appointment or removal of Section XX Councilors and Regents and the Assessment and Collection of all fees and dues.

##### **B. Representation**

The International Council may elect four (4) members of the International Section (Section XX) as Councilors to represent the views of their respective sections: One (1) Councilor from Asia – Region 30, 36, 37, 39, and 42; One (1) Councilor from Africa – Region 26, 27, 28, 29, 34, and 35; Two (2) Councilors-at-Large. Each Councilor, or their 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 Section XX 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 Section XX:**

###### Asia Sector:

- Region 30. Iran
- Region 36. Mongolia
- Region 37. Turkey
- Region 39. Kazakhstan
- Region 42. Myanmar

###### Africa Sector:

- Region 26. North Africa, Libya, Morocco, Algeria, and Tunisia
- Region 27. Botswana, Lesotho, Malawi, Mozambique, Namibia, South Africa, Swaziland, Zambia and Zimbabwe
- Region 28. Central Africa
- Region 29. Egypt and Sudan
- Region 34. West Africa - Cameroon, Nigeria and Ghana
- Region 35. East Africa – Kenya, Uganda, Tanzania, Rwanda, Burundi, South Sudan

###### Other Regions:

- Region 32. Bermuda, Bahamas, Guyana, French Guiana, Suriname, English Caribbean Islands
- Region 21. Central America, Guatemala
- Region 40. Russia
- Region 50. At Large

##### **E. Failure to maintain Section Status**

If a Section fails to maintain the minimum number of 120 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 120 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.

##### **F. Districts**

In order to effectively pursue the objectives of the College, and satisfy the administration required on a local level, Section XX: Regions may further be subdivided into Districts and Constituents. The Secretary General must provide the International Council with a written description of any and all divisions within a Region of Section XX.

## 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.** If being a member of the dental organization of the Section or Region in which he resides, be a member in good standing. Being a member is not compulsory unless the Section or Region to which he belongs have their own requirement in this respect delineated in their own Constitution & Bylaws.
- C.** Be 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.** A dentist who qualifies for ICD fellowship may be invited and accepted for fellowship by any ICD Section, provided that the Section where that candidate lives or works be informed and requested to confirm that the dentist is in good standing.

**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 Section XX, 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 Follow 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, administrating 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 Section XX, 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, 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.

4. The Speaker of the Council shall serve as a non-voting Officer of the Council and shall preside over the meetings of the International Council in an impartial manner and in accordance with the Rules of Order established and listed in Article XV of the International College of Dentists' Bylaws.

#### **B. Representation**

All Sections shall be represented by at least one Councilor. A minimum of 500 Active Fellows is required in order to obtain and maintain each additional Councilor. (This change to take effect not later than 2019) 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
Section XX: Regions	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 Section XX 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. However, any Councilor on being elected to a position on the Executive Committee, may, at the request of his or her Section, retain the voting right for that Section. This action would then entitle the Councilor so involved, to two votes at the Council's Annual meeting, one as an elected Officer of the Council and the second as the representative of his or her 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 Annual Meeting shall be divided into two Sessions (See Order of Business). The time and place of the Annual Meeting shall be held at the discretion of the council and at the invitation with the host Section. The invitation shall be limited to the months of September, October and November of each year with the preferred dates being from the last week of September to the second week of November of each year. In unusual circumstances and with two thirds (2/3) approval of the International Council assembled, the Annual Meeting may be scheduled outside of these parameters. 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 "American Institute of Parliamentarian's Standard Code of Parliamentary Procedure".

#### **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:

First Session:

- a. Approval of agenda with power to the President to change order if needed.
- 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. Old Business
- i. New Business (introduction only)

Second Session

- j. New Business (consideration and vote)
- k. Budget Approval
- l. Election of Officers
- m. Appointment of the Editor

#### **9. Voting and Proxy Votes**

At meetings of the International Council, each Councilor present shall have one (1) vote. 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, (3) Treasurer, and, from the College membership, (4) Speaker of the Council.

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 re-election with the exception of the President, President-Elect, and Vice President who shall serve for a period of one (1) term only in each office. The Treasurer and Speaker of the Council may serve multiple terms but shall be limited to four consecutive terms of one year each. On advice by the Executive Committee, the Council will yearly vote on nomination and election of a Speaker for the next Annual Meeting, provided the advice by the Executive Committee includes appropriately the need and the financial feasibility of having a Speaker available in the next annual meeting. Officers shall remain in office until their successors have been duly elected and installed at the Annual Meeting of the International Council. Their installation ceremony will be held at the Annual Meeting of the International Council, and their term of office will commence at the end of the Annual Meeting at which they were elected and installed.

### **SECTION 2. EXECUTIVE COMMITTEE**

#### **A. Members**

The Executive Committee shall consist of the President, President-Elect, Vice President, the Treasurer, Secretary General and the Editor. All members of the Committee shall have a vote except the 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 except the Annual Meeting (aka Annual Business Meeting), which will be the duty of the Speaker of the Council. Alter the Order of Business of the International College at his/her discretion to assure an orderly flow in the conduct of the meeting.
- B.** The incoming President is granted the authority to appoint the Chairman and members to all Standing and Special Committees in the interest of efficiency and fairness, except the Awards, Executive and Nominations Committee.
- 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 Section XX 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.** Direct the internal and external relationships of the College.
  1. Represent the College to related health professions around the world.
  2. Maintain close and cordial communications with the leadership throughout the Regions and Sections of the College, serving as a conduit for information to and from these components.
  3. Public relations: represent and promote the College to the public worldwide.
  4. Travel when necessary to represent the College in various world venues.
- B.** Manage the finances of the College, together with the College Treasurer and the Finance Committee, including accounts payable, reserve account oversight and budget development.
- C.** Section XX Administrator: Emphasis on:
  1. Evaluate the performance of the Regions. Offer assistance and guidance when needed.
  2. Assist Regions that wish to apply for autonomous status.
  3. Establish ongoing dialogue and working relationships with the leaders of the Regions.
  4. Coordinate and support individuals who are assigned to be mentors to the Regions.
  5. Approval of Fellows, appointment or removal of Section XX Councilors and Regents and the Assessment and Collection of all fees and dues with approval of the International Council or the Executive Committee.
- D.** Monitor and facilitate the implementation and submit an annual report of the directives and policies of the International Council.
- E.** Follow administrative policies and procedures in the Central Office operations, develop new policies and procedures as needed, and supervise the performance of the Central Office Administrator.
- F.** Oversee the performance of, and assist when appropriate, the autonomous Sections of the College.
- G.** Central Office Protocol:
  1. Develop staff and self-evaluation mechanisms and participate in the annual review of the Central Office by the Executive Committee.
  2. Provide timely and periodic updates regarding Central Office activities and issues of importance to the President and International Council.
  3. Serve as counsel to the individual officers or members of the International Council.
- H.** Act as Secretary of the International Council and Executive Committee being responsible for the records, documents, correspondence, delegation of the recording of the minutes, and being responsible for the accuracy of such records.
- I.** College Communications:
  1. The Secretary General manages the flow of information for the International College and its Executive Committee including reviewing, determining its significance and distributing to appropriate parties, information both received and to be sent by the College.
  2. The Secretary General, acting as a representative of the Executive Committee, exercises day to day executive authority over the printed and electronic communications of the College including any for profit advertisements.
- J.** Assist the Executive Committee, International Council and the ICD Committees in the development and implementation of a strategic direction and growth for the advancement of the College in meeting its objectives.
- K.** Negotiate and exercise contract agreements with third parties and vendors and in consultation with the Executive Committee when needed.

### **SECTION 5. 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.** Receive the accountant's monthly review of checks written by the Secretary General as to coding and available voucher.
- 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 the Chairman of the Finance Committee of the College.

### **SECTION 6. SPEAKER OF THE COUNCIL**

It shall be the duty of the Speaker of the Council to:

- A.** Preside over the Annual Meeting (aka Annual Business Meeting) of the International Council in an impartial manner and in accordance with the Rules of Order listed in these Bylaws.
- B.** Serve as an ex-officio Officer of the International Council (without vote).

C. Serve as Parliamentarian of the Council.

#### **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. 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) shall be an individual Fellow. The nominee(s) shall be presented to the International Council for final action. The individual Fellow shall not be eligible (qualified) for the Award until 3 years has elapsed since he or she last served the College or a Section on any Executive level. Similarly, a Fellow serving as a paid employee of the College or a Section shall not be eligible (qualified) for the Award until 3 years has elapsed following such employment. Once qualified (eligible), the nominee(s) shall be presented to the International Council for consideration and 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 receiving the award shall be added to the plaque maintained in the College Office of the College by the Secretary General.

3. Granting the Award to a 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. The recipient may defer the presentation of the Award to a future meeting

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. If the Awards Committee feels it needs additional substantiating material, it may request additional information from the sponsoring Section or other ICD sources.

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. All entries shall be kept confidential and may be considered the following year if the Committee so decides. If the submission clearly violates the spirit and intent of the Award, the Awards Committee shall not bring the proposal to the International Council.

7. The International Council must approve the Award submission by a 2/3 majority vote, by secret ballot, of those present and voting.

##### **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. CONSTITUTION & BY-LAWS COMMITTEE**

A Standing Committee to be known as 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 3. EXECUTIVE COMMITTEE**

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

#### **SECTION 4. 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 serve as the Chairman 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. The Finance Committee shall be make recommendations for the investment of surplus funds of the College and to supervise the status of those funds and shall provide a written report to the annual meeting of the International Council.



## **SECTION 5. NOMINATING COMMITTEE**

The Nominating Committee shall be comprised of the Immediate Past President as Chairman, the President, the President-Elect, the Vice President, and one member elected by the Council. The latter should be elected by the Council as the last order of business at the International Council meeting. Wherein one of the five (5) designated members of the Nominating Committee is absent, a new fifth member would be elected from and by the entire Council, prior to its adjournment. The Nominating Committee cannot nominate a member of that Committee for any office. The Secretary General will act as an advisor to the Committee and provide guidance to it, but will not be a voting member. The nominated candidates will be announced to the International Council not later than 30 days prior to the election. A verbal report may be released by committee members to International Councilors at the conclusion of their 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.

The process of nomination and endorsement by a Section of the College should involve the following actions: Submit name, certified by the President of the Section, to the Secretary General not later than 60 days prior to the annual meeting of the International Council. Examination and scrutiny of candidates by the Nominating Committee: This scrutiny should include the examination of the history of the candidate on ICD Council and the holding of some positions of importance, that the candidate or candidates fulfilled the requirements of experience, past performance in an appropriate capacity, communication skills, enthusiasm, etc. The final function of the Nominating Committee is to bring forward the name of a favored candidate for office consideration by the Council. Nominations are permitted from Sections, Regions or Councilors.

The Nominating Committee should be concerned with the full slate of officers of the College, including the Vice President, the Treasurer and the Editor. It is important that the position of Vice President to be seen and understood as a protected position, meaning that the Vice President moves on automatically to President-Elect and President.

## **SECTION 6. 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 7. 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.

**D.** A Strategic Thinking Subcommittee shall be a part of the Communications Committee. It shall be composed of a Chairman and a recorder appointed by the President.

## **SECTION 8. PROJECTS**

Duties of this Committee shall include but not limited to:

- A. Cataloging projects being done around the world.
- B. Outline the highlights of each project.
- C. Review the impact the project had on the area involved.
- D. Evaluate the cost and means of financing the projects.
- E. Evaluate the involvement of local Fellows.
- F. Evaluate the transferability of each project to another Section or Region.
- G. Continue to search for a "Signature Project" for the College.

## **SECTION 9. MEMBERSHIP**

A Standing Committee to be known as the Membership Committee shall be appointed to:

- A. Foster growth, recruitment and retention of Fellows
- B. Study, review and recommend membership best practices to the International Council
- C. Provide oversight of the College development initiatives

The Membership Committee guidelines will come from the College's adopted Strategic Plan, including its mission, vision and goals. The committee chair will create biannual reports on College membership, which will be submitted to the College Office 45 days prior to the Executive Committee and International Council annual meetings.

## **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 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 Section XX: Regions. 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 two-thirds (2/3) 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 three fourths (3/4) majority.