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CONSTITUTION AND BY-LAWS AND CODE OF ETHICS

OF THE NATIONAL DENTAL ASSOCIATION

(Revised, as Amended by House of Delegates, at 1914 Session)

CONSTITUTION

ARTICLE I.

Name.

The name of this organization shall be the National Dental Association.

ARTICLE II.

Object.

The object of this Association shall be to promote the art and science of dentistry. To achieve this the Association shall endeavor to unite the dental profession of the United States into one compact body, thus creating a power the units of which, working with a harmony of purpose, will foster fraternal relations and intercourse among dentists; safeguard the material interests of the profession; elevate the standards and improve the methods of dental education; secure the enactment and enforcement of just dental laws, while aiming at a unification of state dental statutes, and enlighten and direct public opinion in relation to oral hygiene, dental prophylaxis and advanced scientific dental service.

ARTICLE III.

Membership.

The membership of this Association shall consist of the present members, and such members of the Constituent Societies, and such members of the Army Dental Corps, and of the Navy Dental Corps, and such others as shall be elected in accordance with the By-Laws, as hereinafter provided.

ARTICLE IV.

Constituent Societies.

Section 1.—State and Territorial Societies which have, or which hereafter may,

become organized in conformity with the general plan of the National Dental Association, and which have declared their allegiance to said National Dental Association, and which shall agree to the formation and perpetuation of the House of Delegates, shall be recognized as Constituent Societies, upon a majority vote of the Board of Trustees.

Sec. 2.—The term "State Society" shall be understood to mean the representative dental organization of any one of the States which have been received into the Union, and whose active membership is restricted to legal practitioners practicing within the legal borders of such State. The term "Territorial Society" shall apply in similar manner to the representative dental organization of any of the territorial possessions of the United States. Provided, however, that the term "Territorial Society" shall be held to include the societies of the District of Columbia, of the Canal Zone, and of the insular possessions of the United States.

ARTICLE V.

The House of Delegates.

Section 1.—There shall be a business body known as the House of Delegates of the National Dental Association. It shall consist of delegates elected by the Constituent Societies, and by the other dental bodies named in Section 2 of this article. The House of Delegates shall represent the delegated powers of the members of the National Dental Association, and shall be the national representative body of the Constituent Societies. It shall elect the general officers of the

Association and a board of nine trustees, and shall transact all the business of the Association, public, professional, or scientific, not otherwise provided for. The trustees shall be members of the House of Delegates, without the right to vote.

Sec. 2.—The total voting membership in the House of delegates, exclusive of the Board of Trustees, shall be as follows: One delegate shall be allowed from each Scientific Section, from the Army Dental Corps, from the Navy Dental Corps, and one from each Constituent Society. Each Constituent Society shall be entitled to one additional delegate if one hundred of its members become regularly enrolled as members of the National Dental Association; and one more delegate for each additional two hundred members enrolled.

Explanatory.—Regardless of enrollment in the National Dental Association each Constituent Society would have one delegate.

With 100 members in the National, two delegates.

With 300 members in the National, three delegates.

With 500 members in the National, four delegates.

With 700 members in the National, five delegates.

With 900 members in the National, six delegates.

With 1100 members in the National, seven delegates.

With 1300 members in the National, eight delegates.

With 1500 members in the National, nine delegates.

In case any States do not affiliate, all members of the National Dental Association residing in such States may meet together at the first meeting of any session of this Association, and elect one delegate to represent them in the House of Delegates.

Sec. 3.—In those states or territories in which more than one society is recognized as a constituent, the total number of delegates from such state or territory

shall be computed on the total number of members enrolled in the National Dental Association from such state or territory, or the District of Columbia, and the number of delegates from such constituent societies in each state or territory shall be in proportion to the membership in each.

ARTICLE VI.

Sections.

Section 1.—This Association shall be divided into three sections, as follows:

Section I shall have charge of operative dentistry, nomenclature, literature, dental education and allied subjects.

Section II shall have charge of oral surgery, anatomy, physiology, histology, pathology, etiology, prophylaxis, oral hygiene, materia medica and allied subjects.

Section III shall have charge of prosthodontia, orthodontia, metallurgy, chemistry and allied subjects.

Sec. 2.—New sections may be created or existing sections discontinued or modified by the House of Delegates.

Sec. 3.—There shall also be a State Society Officers' Section, composed of the Presidents, Vice-Presidents, Secretaries and Treasurers of the Constituent Societies. All members of this Section shall retain their active membership for one year after their official connection with their respective Societies, and shall thereafter be honorary members of this Section. All past Presidents of State Societies shall be honorary members of this Section.

ARTICLE VII.

Scientific Foundation and Research Commission.

The Association shall organize and maintain a Scientific Foundation and Research Commission of twenty-five members, who shall be elected by the Board of Trustees.

ARTICLE VIII.

Annual Sessions.

The National Dental Association shall hold an annual session at the time and

place chosen by the House of Delegates. The time and place for the session, however, may be changed by a two-thirds vote of the Board of Trustees, but not later than sixty days prior to the time selected for the session.

ARTICLE IX.

Officers.

Section 1.—The general officers of the Association shall be a President, three Vice-Presidents, a General Secretary and a Treasurer.

Sec. 2.—The officers shall be elected annually by the House of Delegates, to serve for one year, or until their successors shall have been elected and installed.

ARTICLE X.

Board of Trustees.

Section 1.—The Board of Trustees shall have charge of the property and of the financial affairs of the Association. Appropriations for other than ordinary expenses of the Association shall have the approval of a majority vote of the House of Delegates.

Sec. 2.—Three Trustees shall be elected annually by the House of Delegates, each to serve for a period of three years.

Sec. 3.—Each member of the Board of Trustees shall be elected from one of the nine districts into which the constituent societies shall be grouped for this purpose as provided for in Chapter VII, Section 2 of the by-laws.

ARTICLE XI.

Dues and Assessments.

Section 1.—The annual dues in this Association shall be one dollar, payable January 1st, for the ensuing year.

Sec. 2.—Members of the Army and Navy Dental Corps may be elected to full membership, with all privileges, on payment of the annual dues.

Sec. 3.—All members of the National Dental Association in good standing shall receive the Journal free. To members of State Dental Societies; not enrolled in the National Dental Association, the sub-

scription to the Journal shall be two dollars; and to all others the subscription shall be three dollars; provided that if this should be in conflict with the rules of the U. S. Postal authorities the Board of Trustees may reduce the general subscription to two dollars.

Sec. 4.—In case of need, in order to raise funds, the House of Delegates may order an assessment not to exceed two dollars in one year, for each member; or an assessment not to exceed fifty dollars in one year upon each Constituent Society, but not both.

ARTICLE XII.

Amendments.

The House of Delegates may amend or alter this Constitution at any annual session, due notice having been given at a previous meeting of said annual session, provided unanimous consent may be obtained. Otherwise all amendments must lie on the table until the annual session next following their introduction, at which time a two-thirds vote will be requisite for their adoption. In the latter procedure due notice of the substance, or if not too lengthy, the exact wording of the proposed changes must be sent to each member of the House of Delegates with the regular notice of the annual session.

BY-LAWS

CHAPTER I.

Membership.

Section 1.—Active members. The presentation of a properly certified roster of members in good standing of a constituent society, together with the annual dues, shall establish the full membership of each member of this Association.

Sec. 2.—Sixty (60) days after the annual meeting of the Association the General Secretary shall drop from membership roll the names of all whose dues for the current year shall not have been received.

Sec. 3.—A member who becomes a res-

ident of another State, to retain his membership in the National Dental Association, must become a member of the Constituent Society in the State to which he has removed.

Section 4.—Honorary Members.—Dentists who have arisen to pre-eminence in foreign countries shall be eligible to honorary membership. They may be elected by the House of Delegates on nomination by a Section, but not more than three honorary members shall be elected in any one year.

Sec. 5.—Associate Members.—Associate membership may be granted by the House of Delegates to distinguished visitors. Such membership accords all privileges for one year, including the Journal of the Association.

Sec. 6.—Membership of all classes may be declared forfeited by the House of Delegates for reasons considered sufficient by that body.

CHAPTER II.

Registration.

Section 1.—No member shall take part in the proceedings of the Association or of any Sections until he has registered with the General Secretary and secured an official badge of the Association.

Sec. 2.—A member desiring to take part in the scientific work of the Association shall indicate, when registering, the Section in which he wishes to be enrolled.

CHAPTER III.

Admission to Meetings.

Section 1.—Admission to all general sessions, section meetings and clinics of the Association shall be limited to those persons who have received the official badge of the Society, issued by the General Secretary.

Sec. 2.—The General Secretary shall issue membership cards to all active members when their dues are paid, and, on the occasion of the annual meeting of the Association shall issue membership badges to such members on presentation of their membership cards, or satis-

factory evidence of the fact that such cards have been issued.

Sec. 3.—Membership badges shall be issued to all honorary and associate members, on presentation of satisfactory evidence of such membership.

Sec. 4.—Guest badges may be issued to all visiting dentists from other countries, to physicians, and to non-dental friends of members, at the discretion of the General Secretary.

Sec. 5.—Exhibitors' badges may be issued to exhibitors and their employes.

Sec. 6.—A guest badge may be issued to legally qualified practitioners of dentistry residing within the United States, or its possessions, who are not members of this Association, upon the filing with the General Secretary of a properly signed application for membership, accompanied by the membership fee of this Association and of the Constituent Society in the jurisdiction of which the applicant resides, indorsed by two members of such Constituent Society. Immediately after the meeting of this Association, the General Secretary will forward all such application blanks, together with the amounts paid with each, to the proper officials of the respective constituent Societies, to be acted upon by such Societies under their rules.

CHAPTER IV.

Qualifications, Terms and Registration of Delegates and Alternates.

Section 1.—No one shall serve as a member of the House of Delegates who is not a member of this Association.

Sec. 2.—Delegates and alternates from the Scientific Sections and from the Army and Navy Dental Corps shall be elected for one year.

Sec. 3.—The number of delegates to which each Constituent Society may be entitled shall be based on the number of members from whom dues for the current year shall have been received by the General Secretary of this Association as least thirty days prior to the first day of the annual session of this Association.

Sec. 4. In the cases of those Constituent Societies which do not hold meetings of the current year at least forty-five days prior to the Annual Session of this Association, the number of delegates shall be estimated on the dues for the previous year received by the General Secretary of this Association.

Sec. 5.—To be represented in the House of Delegates the officers of each Constituent Society shall file with the General Secretary of this Association, at least thirty days prior to the first day of the Annual Session, a list of the names of its delegates and alternates.

Sec. 6.—Previous to the Annual Session the General Secretary of this Association shall prepare and have printed a list of the delegates and alternates, elected by the various Constituent Societies; also the number of paid members of each. In case any Society has elected more delegates than the number to which its paid membership shows it to be entitled, the General Secretary, in preparing the list, shall drop one or more names from the list of such Society, beginning at the bottom of the list, until the proper number of names remain.

Sec. 7.—At any election of delegates, the body electing may at the same time elect as many alternates as delegates, and the alternate of each delegate may sit in his stead in the House of Delegates in the absence of the regular delegate from any annual session, except as provided in Section 9 of this chapter.

Sec. 8.—Every delegate must present his credentials and be duly registered by the General Secretary, or other designated officer or committee before taking part in the business of the House of Delegates. Credentials shall include a certificate duly signed by the proper officials of the body delegating him, and such other evidence as may be required.

Sec. 9.—The credentials of a delegate having been accepted and his name placed on the roll of the House of Delegates,

he shall remain the duly accredited delegate of the body which he represents until final adjournment of the session, providing that when an accredited delegate finds it impossible to continue his service, his regularly selected alternate shall be entitled to be seated. In the absence of the regular alternate, such vacancy shall be filled by the delegates from such state, from the alternates present.

CHAPTER V.

Procedure of House of Delegates.

Section 1.—*Order of Business.*—The following shall be the order of business, unless changed by unanimous consent:

1. Call to order by the President.
2. Roll call.
3. Reading and adoption of minutes.
4. Reports of officers.
5. Reports of committees.
6. Unfinished business.
7. New business.

Sec. 2.—No new business shall be introduced into the House of Delegates on the last day of the annual session unless with unanimous consent; and such new business, whether in the form of a resolution, memorial or otherwise, shall require a unanimous vote for final action.

Sec. 3.—The House of Delegates shall be governed by Roberts' Rules of Order, when not in conflict with these By-Laws or with the rules of the House.

Sec. 4.—One-fifth of the voting members of the House of Delegates shall constitute a quorum.

CHAPTER VI.

Meetings of the House of Delegates.

Section 1.—The House of Delegates shall meet annually on the day preceding the opening of, and at the same place as, the annual session of the Association.

Sec. 2.—Special sessions of the House of Delegates shall be called by the President, on written request of a sufficient number of delegates to represent a majority of the Constituent Societies by mailing a written or printed notice to

the last known address of each delegate, at least twenty days before such special session is to be held, in which shall be specified the time and place of meeting and in general terms the objects of such special session, and no other business shall be transacted thereat. The time and place for the meeting of a special session must be given in the requests signed by the delegates.

CHAPTER VII.

Nomination, Election and Installation of Officers, Trustees, Honorary Members, Associate Members, Etc.

Section 1.—Nominations for office, except that of Treasurer, shall be made orally, but no nominating speech shall exceed two minutes in length. Any nominee receiving the majority of the votes cast shall be declared elected. The Treasurer shall be nominated by the Board of Trustees, who shall present two names.

Sec. 2.—To carry out the provision in Article X, Sec. 3, of the Constitution, the House of Delegates shall authorize the grouping of the Constituent Societies into nine districts, each district having about one-ninth of the active members of the Association. The House of Delegates may at any session, authorize a revision of such districts, whenever changes in the membership of the Association may indicate the desirability of so doing.

On the occasion of the Annual Meeting of the Association, the delegates from the Constituent Societies in each of those districts in which the term of office of the trustee is about to expire, shall hold a meeting for the purpose of making nominations for a new trustee. Such meeting shall in each case be called by the Trustee whose term is about to expire, or by someone appointed by the President if such Trustee should be absent, and notice of the time and place of such meeting shall be given to each delegate from the particular district.

At such meeting the delegates shall

nominate one or more trustees, whose names shall be presented to the House of Delegates. Nominations shall be made under the following rules: In case one member receives the unanimous vote of the delegates of the district, the one name only shall be presented to the House of Delegates as the nominee of the District. In case one member receives a majority vote, the minority delegates may select a second nominee. In case no one member receives a majority vote, after two ballots have been cast, the members receiving the highest, next highest and third highest vote shall be the nominees from such district. The names of the nominees shall be handed to the General Secretary, together with the vote which each nominee received, and both the names and the vote shall be announced to the House of Delegates by the General Secretary. A nominating speech of two minutes may be allowed in behalf of each nominee.

Sec. 3.—All elections shall be by ballot, and a majority of the vote cast shall be necessary to elect. In case no nominee receives a majority of the votes on the first ballot the nominee receiving the least number of votes shall be dropped and a new ballot held. This procedure shall be continued until one of the nominees receives a majority of all votes cast, when he shall be declared elected.

Sec. 4.—The election of officers shall be the first order of business of the House of Delegates after the reading of the minutes of the afternoon of the third day of the annual session.

Sec. 5. Nominations for honorary membership from the Sections shall be referred without debate to the Committee on Sections and Section Work, which shall consider the relative scientific attainments and professional character of the nominees, and shall report its conclusions to the House of Delegates for action. The election of honorary members shall immediately follow the election of officers.

Sec. 6.—Nominations for associate membership may be made by the Sections at any meeting of the House of Delegates, and may be confirmed, with or without reference to the Committee on Sections and Section Work, at the will of the majority of the House of Delegates.

Sec. 7.—The general officers of the Association shall be installed at the close of the last meeting of the annual session, at which they are elected.

CHAPTER VIII.

Officers, Trustees, Research Commission and Committees.

Section 1.—*President.*—The President shall preside at the general meetings and at the meetings of the House of Delegates, and shall perform such duties as custom and parliamentary usage require. On the morning of the first day of the annual session following his election he shall deliver an address at the general meeting not exceeding forty minutes in length.

Sec. 2.—*Vice - Presidents.*—The Vice-Presidents shall assist the President. During his absence or at his request one of them shall officiate in his place. In case of the death, resignation or removal of the President, the vacancy shall be filled by the ranking Vice-President.

Sec. 3.—*General Secretary.*—The General Secretary shall give due notice of the time and place of all annual and special sessions of the Association and of the House of Delegates, by publishing the same in the Journal of the National Dental Association and other Journals. He shall notify members of committees of their appointment, and of the duties assigned to them. It shall be his duty to verify the credentials of members of the House of Delegates and to provide a registration book for them, in which shall be recorded the name of each delegate in attendance at each session. He shall collect all dues and transmit the same to the Treasurer, as may be directed by the Board of Trustees, and as receipt for

dues shall issue certificates of membership. He shall conduct all correspondence required of him by the Association or by the House of Delegates, or which may become necessary in the rightful conduct of his office. He shall keep in separate books the minutes of the general meetings and of the House of Delegates. He shall prepare a roll of the delegates attending each session to facilitate voting by roll call. He shall prepare for publication the official programme of each session, and shall perform such other duties as may be directed by the Association or by the House of Delegates, and shall receive a salary to be fixed by the Board of Trustees.

Sec. 4.—*Treasurer.*—The Treasurer shall be the custodian of all moneys, securities and deeds belonging to the Association, and shall hold the same, subject to the direction of the Board of Trustees. He shall give to the Board of Trustees a suitable bond, and shall receive a salary to be fixed by the Board of Trustees.

CHAPTER IX.

Board of Trustees.

Section 1.—The Board of Trustees shall have charge of all properties and of the financial affairs of the Association. At the first meeting of the Board after the annual session of the Association it shall organize. In addition to the nine elected members of the Board of Trustees, the President and General Secretary shall be ex-officio members and shall hold the same positions in the Board as in the Association, but the Board shall elect a Recording Secretary from its own number, who shall keep its records and make its reports.

Sec. 2.—*Journal.*—It shall be the duty of the Board of Trustees to provide for and superintend the publication of the Journal of the National Dental Association, and of all proceedings, transactions and memoirs of the Association, subject to the approval of the House of Delegates. It shall have full dis-

cretionary power to omit from the Journal of the National Dental Association, in part or in whole, any paper that may be referred to it by any of the Sections. It shall appoint a general manager and editor of the Journal, which two positions may be held by one person, and such assistants as may be necessary, and shall determine the terms and conditions of their employment, subject to the approval of the House of Delegates.

Sec. 3. — Meetings During Annual Sessions. — During the annual sessions of the Association the Board shall hold meetings as often as may be deemed necessary by the President, and all matters referred to it by the House of Delegates shall be reported on within twenty-four hours, if so ordered by the House.

Sec. 4.—Board Reports. — The Board of Trustees shall have the accounts of the Treasurer and of the Journal office audited annually, or oftener if deemed necessary, and shall make an annual report on the same to the House of Delegates, which report shall also specify the character and cost of all the publications of the Association during the year and the amount of all property belonging to the Association.

Sec. 5.—Vacancies. — In case of vacancy in the office of Treasurer or Board Secretary, the vacancy shall be filled by the Board of Trustees.

Sec. 6.—Salaries. — The Board of Trustees shall fix the salaries of the General Secretary, the Treasurer, the Board Secretary and of the Journal manager and the editor.

Sec. 7.—Regular Meetings of Board. — Regular meetings of the Board of Trustees shall be held immediately after the annual session of the Association and at the same place, and on the first Monday in the month of February, of each year, at such place as the Board may select at its first meeting.

Sec. 8. — Special Meetings of Board. — Special meetings of the Board of Trus-

tees may be called at any time by the President, or by request of five members of the Board, due notice of which must be given to each member of the Board at least five days in advance of the meeting. The general object of a special meeting must be stated in the notice, and no other business may be transacted.

Sec. 9. — Annual Sessions, Exhibits, Clinics and General Arrangements. — The Board of Trustees shall have full control of all arrangements for the annual sessions, and shall provide meeting places for the Association, the House of Delegates and the various Sections. It shall also have control of all clinics and of all exhibits. The Board of Trustees in their discretion may appoint a local committee of arrangements, which shall at all times be under the control of the Board of Trustees.

CHAPTER X.

Scientific Foundation and Research Commission.

Section 1.—This Commission shall consist of twenty-five members, who shall be elected by the Board of Trustees, not more than two of whom shall be from any one state. In addition to the twenty-five members elected by the Board of Trustees, the President and General Secretary shall be ex-officio members. They shall serve for five years, except that of the first Commission, five shall serve for one year, five for two years, five for three years, five for four years and five for five years, as shall be designated when they are elected. They shall meet annually at the time of the meeting of the National Dental Association and as such other times as shall be designated by their executive Board.

Sec. 2. The duties of the Commission shall be to raise funds for carrying on exhaustive dental and oral research; to disseminate scientific knowledge; to support, establish and encourage research and such other duties as shall pertain to the furthering of this cause. They shall

select from their number an Executive Board of five members, which shall, when the Commission is not in session and has not given specific directions, have general control of the administration of the affairs of the Commission and general supervision of all arrangements for administration, research and other matters undertaken or promoted by the Commission. They shall organize and incorporate a corporation to be known as the National Dental Research Foundation and Institute, or such other name as the Commission shall select, which corporation shall receive, invest and disburse all the moneys provided by the Commission and by themselves. They shall organize this corporation in accordance with the laws and requirements controlling such institutions, except that not less than one-third of the trustees of said corporation shall be provided by the National Dental Association. This corporation shall seek bequests, endowments, fellowships and such other contributions as shall perfect the purpose and plan of the National Dental Association. They shall make a written annual report to the Commission and to the National Dental Association.

CHAPTER XI. Committees.

Section 1.—Committees shall be classified as (a) Standing Committee, (b) Reference Committees, (c) Special Committees. These committees shall be elected by the House of Delegates. The standing committees shall be nominated by the Board of Trustees.

Sec. 2. — *Committees, Appointment and Powers.* — Reference committees shall be nominated from among the House of Delegates, but any member of the Association shall be eligible to serve on standing or special committees. All members of committees who are not members of the House of Delegates shall have the right to present their reports in person to the House of Delegates, and to participate

in the debate thereon, but shall not have the right to vote.

Sec. 3. — *Standing Committees.* — Standing committees shall be as follows:

- (a) A Judicial Council.
- (b) A Committee on Oral and Dental Education.
- (c) A Committee on Dental Legislation.
- (d) A Committee on Transportation and Place of Session.

Sec. 4. — *Judicial Council.* — The Judicial Council shall be composed of five members. It shall organize by electing a Chairman and a Secretary. The latter shall keep a permanent record of its proceedings, shall conduct all correspondence, etc. The Judicial Council shall hold such meetings during the annual session, and during the year, as it may deem necessary. Three members shall constitute a quorum. It shall make an annual report of its proceedings to the House of Delegates. To this Council shall be referred all questions, complaints, protests and matters of an ethical nature. When such complaints, protests, etc., concern an individual's relations with his local or state society, they shall be considered by this Council only after the same shall have been referred to the Constituent Society concerned, or on an appeal from such Constituent Society. Its decisions shall be subject to appeal to the House of Delegates.

Sec. 5.—*Committee on Dental Education.* —The Committee on Dental Education shall consist of five members. One member shall be elected to serve one year, one for two years, one for three years, one for four years, and one for five years. Thereafter one member shall be elected each year to serve five years. The committee shall organize, shall elect a Chairman and Secretary, and shall adopt such regulations for the government of its actions as it may deem expedient. It shall expend money or contract financial obligations only as shall be au-

thorized in writing by the Board of Trustees. The functions of the Committee on Dental Education shall be: (1) To make an annual report to the House of Delegates on the existing conditions of Dental Education in the United States. (2) To make suggestions as to the means and methods by which the National Dental Association may best influence favorably dental education. (3) To act as the agent of the National Dental Association, under instructions of the House of Delegates, in its effort to elevate the standards of dental education.

Sec. 6.—*Committee on Dental Legislation.*—The Committee on Dental Legislation shall consist of five members. One member shall be elected for one year, one for two years, one for three years, one for four years and one for five years. Thereafter one member shall be elected each year to serve for five years. The committee shall organize, shall elect a Chairman and Secretary, and shall adopt such regulations for the government of its action as it may deem expedient. It shall expend money or contract financial obligations only as shall be authorized in writing by the Board of Trustees. This committee shall have the authority to appoint a sub-committee, consisting of one member from each Constituent Society, and shall have the power to co-operate with the officers of the state and local societies, and with the chief officers of the United States Army and Navy in regard to legislation affecting the welfare of dentistry. The Committee on Dental Legislation shall report to the House of Delegates at each annual session its proceedings during the previous year, and shall recommend such action in respect to pending legislation as it shall deem proper.

Sec. 7.—*Committee on Transportation and Place of Sessions.*—The Committee on Transportation and Place of Sessions shall consist of five members. Invitation for the Association to convene in any

city or place shall be presented to this committee, whose duty it shall be to recommend to the House of Delegates the places available for an annual session, with advantages and disadvantages of each. The committee shall secure railroad rates for the annual session, and shall publish same in the Journal of the National Dental Association, and other journals, at the earliest possible time prior to the date of the annual session.

Sec. 8.—*Reports of Standing Committees.*—The reports of standing committees shall, as far as possible, be transmitted to the General Secretary ten days before the date of the annual session, and he shall have them printed for distribution to members of the House of Delegates at the first meeting of the annual session.

Sec. 9.—*Reference Committees.*—(a). Immediately after the organization of the House of Delegates, at each annual session, the President shall appoint from among its members such committees as may be deemed expedient by the House of Delegates. Each committee shall consist of three members unless otherwise provided, the chairman to be specified by the President. The members of these committees shall serve during the session at which they are appointed.

(b) To the appropriate committee shall be referred resolutions, measures and propositions presented to the House of Delegates before final action shall be taken, unless otherwise unanimously ordered by the House of Delegates.

(c) Each reference committee shall, as soon as possible after the adjournment of each meeting, or during the meeting, if necessary, take up and consider such business as may have been referred to it, and shall report on the same at the next meeting, or when called on to do so.

(d) The following reference committees are hereby provided:

1. A Committee on Sections and Sec-

tion Work, to which shall be referred all business relating to the Sections.

2. A Committee on Rules and Order of Business, to which shall be referred all matters regarding rules governing the action, methods of procedure and order of business of the House of Delegates.

3. A Committee on Dental Education, to which shall be referred all matters relating to dental colleges and dental education. The members of the standing Committee on Dental Education shall be ex-officio members of this reference committee.

4. A Committee on Legislation, to which shall be referred all matters relating to state and national legislation. The members of the standing Committee on Dental Legislation shall be ex-officio members of this reference Committee.

5. A Committee on Amendments to the Constitution and By-Laws, to which shall be referred all business relating to this subject.

6. A Committee on Reports of Officers, to which shall be referred the President's address and the Secretary's and Trustees' reports.

7. A Committee on Credentials, to which shall be referred all questions regarding the registration and the credentials of delegates.

8. A Committee on Miscellaneous Business, to which shall be referred all business not otherwise disposed of.

CHAPTER XII.

General Meetings.

Section 1.—*Time of General Meetings.*—The general meetings shall be held at 10:30 a. m. and at 8 p. m. of the first day of the annual session, and at 8 p. m. of the subsequent days.

Sec. 2.—*Addresses.*—At the first general meeting shall be delivered the address of the President, whose recommendations shall thereon go to the House of Delegates for action. The balance of the time of the first meeting shall be devoted to such other addresses as may be pro-

vided. The first evening meeting shall be devoted to a paper recommended by Section I, the second evening meeting to a paper recommended by Section II, and the third evening meeting to a paper recommended by Section III.

Sec. 3.—*Order of Business.*—The order of the first general meeting shall be as follows:

1. Calling the meeting to order.
2. Prayer.
3. Address of Welcome and Response.
4. Report of Committee of Arrangements.
5. President's annual address.
6. Literary program.
7. Adjournment.

CHAPTER XIII.

Sections.

Section 1.—*Meetings.*—Each Section shall hold its first meeting at 2 p. m. of the first day of the annual session, and on each subsequent day at 9 a. m., until the program is completed or as the Section may decide; provided that a Section shall hold no meeting that will conflict with the general meetings. The State Society's Officers' Section shall hold its first meeting at 2:00 p. m. on the first day of the annual session.

Sec. 2.—*Officers of Sections.*—The officers of each Section shall consist of a Chairman, Vice-Chairman and a Secretary. These shall serve for one year, or until their successors are elected and qualify; provided that each Section may elect its Secretary to serve a longer time at its discretion. Each Section, except the State Society Officers' Section, shall also elect annually one representative and an alternate to the House of Delegates of the National Dental Association, to serve for one year.

Sec. 3.—*Election of Officers.*—The election of officers of each Section shall be the first order of business of the morning meeting of the last day of each annual session.

Sec. 4.—Duties of Section Officers.—(a) Each Chairman shall perform the usual duties of such office, and shall cooperate with the Section Secretary in procuring papers and in the arrangement of the program for his Section. (b) Each Vice-Chairman shall assist his Chairman, and take his place when necessary. (c) Each Secretary shall keep the records of the Section in a book provided for such purpose; shall, with the co-operation of the Chairman, conduct all correspondence necessary to secure papers and perfect the program for his Section; and he shall forward to the General Secretary, at least forty days prior to the date of the annual session, a copy of his Section program for insertion in the official program, and shall perform all other duties pertaining to the office of Secretary.

Sec. 5.—Executive Committee.—Each Section shall have an Executive Committee, which shall consist of the last three retired chairmen. In the absence of a member of this committee the acting chairman shall sit in his stead. At the first organization of each Section, in 1913, an Executive Committee of three shall be elected, one to serve for one year, one for two years and one for three years, by which time the Executive Committee will be constituted as above provided. The Executive Committee shall examine and pass on all papers read before the Section, and shall indorse for publication only those that are of scientific or of practical value; it shall also examine all papers offered to the Section, prior to the reading thereof and shall, except in the case of the State Society Officers' Section, choose the one to be read before the general meeting devoted to the work of its particular Section, and such paper shall not be read before the Section meeting.

Sec. 6.—Honorary and Associate Members.—Each Section, except the State Society Officers' Section, at its opening meeting, may make nominations for honorary and

for associate members, in accordance with Sections 4 and 5 of Chapter I. The Secretary shall immediately notify the General Secretary of such nominations.

CHAPTER XIV.

Papers and Discussions.

Section 1.—Titles and abstracts of papers offered to Sections must be in the hands of the Section Secretary at least forty-five days prior to the annual session.

Sec. 2.—The time allowed for the presentation of a paper before a Section shall be limited to thirty minutes, except by unanimous consent. No one shall address a Section more than once on the same subject, nor for longer than five minutes, except with the consent of the majority of those present.

Sec. 3.—Each Section may provide By-Laws for its own government, provided same do not conflict with the Constitution and By-Laws of the Association.

CHAPTER XV.

Publication.

Section 1.—No paper shall be published as having been read before a Section unless it has received the approval of the Executive Committee of said Section.

Sec. 2.—Each author shall hand his manuscript to the Section Secretary immediately after the reading thereof, and such manuscript must be ready for publication at that time, and must be accompanied by copy for all illustrations needed. The Secretary shall indorse thereon that it has been read, and shall hand it to the Executive Committee for its action. All papers approved by the Executive Committee shall be returned to the Section Secretary, who shall at once forward them for publication to the editor of the Journal.

Sec. 3.—No paper shall be published as having been read before a Section unless it has actually been read, or unless, for special reasons, when the author has been present and prepared to read the

paper, the Section shall vote to have it read by title.

Sec. 4.—All papers and reports presented to a Section, and approved by the Executive Committee, shall become the exclusive property of the Association, provided that the Board of Trustees may permit an author to publish his paper elsewhere than in the Journal of the National Dental Association.

Sec. 5.—*Official Resolutions Approved by the House of Delegates.*—No memorial, resolution or opinion of any character whatever shall be issued in the name of the National Dental Association, unless it shall have been approved by the House of Delegates.

CHAPTER XVI—AMENDMENTS.

Articles of Incorporation.

Section 1.—The House of Delegates at any annual session, wherever the same may be held, may instruct the Board of Trustees to make any changes in the articles of incorporation in accordance with the law, which may appear desirable or which may be made necessary, by any change or amendment to the Constitution and By-Laws of this Association.

Sec. 2.—These By-Laws may be amended on a two-thirds vote of the House of Delegates, provided that no amendment shall be acted on till the day following that on which it is introduced, except that the Board of Trustees may by unanimous vote make such changes, and such changes only, as may be required to adapt them to the rules and regulations of the United States Postal authorities.

CODE OF ETHICS

ARTICLE I.

The Duties of the Profession to Their Patients.

Section 1.—The dentist should be ever ready to respond to the wants of his patrons, and should fully recognize the obligations involved in the discharge of his duties toward them. As they are in most

cases unable to correctly estimate the character of his operations, his own sense of right must guarantee faithfulness in their performance. His manner should be firm, yet kind and sympathizing, so as to gain the respect and confidence of his patients, and even the simplest case committed to his care should receive that attention which is due to operations performed on living, sensitive tissue.

Sec. 2.—It is not to be expected that the patient will possess a very extended or a very accurate knowledge of professional matters. The dentist should make due allowance for this, patiently explaining many things which may seem quite clear to himself, thus endeavoring to educate the public mind so that it will properly appreciate the beneficent efforts of our profession. He should encourage no false hopes by promising success when, in the nature of the case, there is uncertainty.

Sec. 3.—The dentist should be temperate in all things, keeping both mind and body in the best possible health, that his patients may have the benefit of that clearness of judgment and skill which is their right.

ARTICLE II.

Maintaining Professional Character.

Section 1.—A member of the dental profession is bound to maintain its honor, and to labor earnestly to extend its sphere of usefulness. He should avoid everything in language and conduct calculated to dishonor his profession, and should ever manifest a due respect for his brethren. The young should show special respect to their seniors; the aged, special encouragement to their juniors.

Section 2.—It is unprofessional to resort to public advertisement, cards, handbills, posters, or signs, calling attention to peculiar styles of work, lowness of prices, special modes of operating; or to claim superiority over neighboring practitioners; to publish reports of cases or

certificates in the public prints, to circulate or recommend nostrums; or to perform any other similar acts. But nothing in this section shall be so construed as to imply that it is unprofessional for dentists to announce in the public prints, or by cards, simply their names, occupation, and place of business, or in the same manner to announce their removal, absence from, or return to business, or to issue to their patients appointment cards, having a fee bill for professional services thereon.

Sec. 3.—When consulted by the patient of another practitioner the dentist should guard against inquiries or hints disparaging to the family dentist or calculated to weaken the patient's confidence in him; and if the interest of the patient will not be endangered thereby, the case should be temporarily treated, and referred back to the family dentist.

Sec. 4. When general rules shall have been adopted by members of the profession practicing in the same localities in relation to fees, it is unprofessional and dishonorable to depart from those rules, except when variation of circumstances requires it. And it is ever to be regarded as unprofessional to warrant operations as an inducement to patronage.

ARTICLE III.

Consultations.

Consultations should be promoted in difficult or protracted cases, as they give rise to confidence, energy, and broader views in practice. In consultations that

courtesy and just dealing which is the right of all should be especially observed.

ARTICLE IV.

The Relative Duties of Dentists and Physicians.

Dental surgery is a specialty in medical science. Physicians and dentists should both bear this in mind. The dentist is professionally limited to diseases of the dental organs and adjacent parts. With these he should be more familiar than the general practitioner is expected to be; and while he recognizes the broader knowledge of the physician in regard to diseases of the general system, the latter is under equal obligations to respect his higher attainments in his specialty.

ARTICLE V.

The Mutual Duties of the Profession and the Public.

Dentists are frequent witnesses, and at the same time the best judges, of the impositions perpetrated by quacks, and it is their duty to enlighten and warn the public in regard to them. For this and many other benefits conferred by the competent and honorable dentist, the profession is entitled to the confidence and respect of the public, who should always discriminate in favor of the true man of science and integrity against the empiric and imposter. The public has no right to tax the time and talents of the profession in examinations, prescriptions, or in any way, without proper remuneration.