

AMERICAN DENTAL ASSOCIATION  
ARCHIVES  
DO NOT CIRCULATE

Charter,  
Constitutional and  
Administrative By-Laws  
*and*  
Code of Ethics  
*of the*  
*American Dental*  
*Association*

1944

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1944

# CERTIFICATE OF INCORPORATION

of the

## AMERICAN DENTAL ASSOCIATION

Certificate Number 5379

STATE OF ILLINOIS

Office of

The Secretary of State.

To all to whom these presents shall come, greeting:

Whereas, a Certificate, duly signed and acknowledged has been filed in the Office of the Secretary of State, on the 19th day of June, A. D. 1922, for the organization of the

### AMERICAN DENTAL ASSOCIATION

Under and in accordance with the provisions of "An Act Concerning Corporations" approved April 18, 1872, and in force July 1, 1872, and all acts amendatory thereof, a copy of which certificate is hereto attached:

Now therefore, I, Louis L. Emmerson, Secretary of State of the State of Illinois, by virtue of the powers and duties vested in me by law, do hereby certify that the said

### AMERICAN DENTAL ASSOCIATION

is a legally organized Corporation under the laws of this State.

In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois.

Seal of the State  
of Illinois  
Aug. 26, 1818.

Done at the City of Springfield  
this 19th day of June, A. D. 1922  
and of the independence of the  
United States the one hundred and  
forty-sixth.

(Signed) LOUIS L. EMMERSON  
Secretary of State.

STATE OF ILLINOIS }  
COOK COUNTY, } ss.

To LOUIS L. EMMERSON, Secretary of State:

We, the undersigned, Thomas B. Hartzell, Otto U. King,  
C. W. Hall and W. H. G. Logan

Citizens of the United States, propose to form a corporation under an Act of the General Assembly of the State of Illinois, entitled, "An Act Concerning Corporations," approved April 18, 1872, and all acts amendatory thereof; and for the purpose of such organization we hereby state as follows, to-wit:

1. The name of such corporation is AMERICAN DENTAL ASSOCIATION

2. The object for which it is formed is

To cultivate and promote the art and science of dentistry, and of its collateral branches; to conduct, direct, encourage, support or provide for exhaustive dental and oral research; to elevate and sustain the professional character and education of Dentists; to promote among them mutual improvement, social intercourse, and good will; to disseminate knowledge of Dentistry and Dental Discoveries; to enlighten and direct public opinion in relation to Oral Hygiene, dental prophylaxis and advanced scientific dental service, and in relation to the advantages and progress of enacting and enforcing proper, just and uniform Dental Laws in the several States; and collectively to repre

sent, have cognizance of and to safeguard the common interests of the members of the Dental Profession; with express powers to acquire property for the purposes of the corporation by purchase, deed, gift, bequest or otherwise, and to hold and administer the same, and to publish Dental Journals, reports and treatises.

3. The management of the aforesaid American Dental Association shall be vested in a board of thirteen directors, to be known as trustees.

4. The following persons are hereby selected as the directors to control and manage said corporation for the first year of its corporate existence, to-wit:

Thomas B. Hartzell, 716 Donaldson Bldg., Minneapolis, Minn.

John P. Buckley, 1550 Hayworth Bldg., Los Angeles, Calif.

Otto U. King, 127 North Dearborn St., Chicago, Illinois.  
R. H. Volland, Iowa City, Ia.

C. C. Allen, Tenth & Troost St., Kansas City, Mo.

John D. Millikin, Elkan Gunst Bldg., San Francisco, Calif.

Thomas P. Hinman, Fourth National Bank, Atlanta, Ga.

H. J. Burkhart, 300 Sibley Block, Rochester, New York.

C. W. Hall, Alhambra Building, Milwaukee, Wis.

Waldo E. Boardman, 419 Boylston St., Boston, Mass.

Clarence J. Grieves, 201 Madison St., Baltimore, Md.

Carl D. Lucas, 902 Hume Mansur Building, Indianapolis, Ind.

Arthur R. Melendy, Holston Nat. Bank Bldg., Knoxville Tenn.

5. The location is in the city of Chicago, in the county of Cook, in the State of Illinois, and the post office address of its business office is at No. 5 North Wabash Ave.

(Signed) THOMAS B. HARTZELL  
OTTO U. KING  
C. W. HALL  
W. H. G. LOGAN.

State of Illinois }  
Cook County } ss.

I, Betty V. Borris, a Notary Public in and for the County and State aforesaid, do hereby certify that on this 10th day of June, A. D. 1922, personally appeared before me Thomas B. Hartzell, Otto U. King, C. W. Hall and W. H. G. Logan, to me personally known to be the same persons who executed the foregoing certificate, and severally acknowledged that they had executed the same for the purpose therein set forth.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year above written.

BETTY V. BORRIS,  
Notary Public

(Betty V. Borris)  
(Notary Public )  
(Cook County, Ill.)

Filed June 19, 1922, Louis L. Emmerson, Sec'y of State.

Filed for Record, June 21, 1922, Joseph F. Haas, Recorder.

## CONSTITUTIONAL BY-LAWS

### ARTICLE I

#### *Name*

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

### ARTICLE II

#### *Object*

Cultivate  
Art and  
Science  
of  
Dentistry

Research

Disseminate  
Knowl-  
edge

Enlighten  
Public  
Opinion

Uniform  
Laws

Acquire  
Property

"To improve oral and dental health services to the public by cultivating and promoting the art and science of dentistry; by encouraging and providing for dental research; by disseminating among the profession advanced scientific knowledge; by elevating and sustaining the education of dentists in formal institutions of learning, and by establishing devices that provide opportunities for continuing education after graduation; by promoting in the several states the enactment and enforcement of just dental laws, designed to serve the health interests of the people; by enlightening public opinion with respect to the prevention of oral diseases and the care of oral health, as it relates to general health; by directing the procedures and energies of the members of the profession in the interests of public health and welfare. The Association shall have power to acquire property by purchases, deed, gift, bequest or otherwise, to hold and administer the same; and to publish journals, reports and treatises."

### ARTICLE III

#### *Membership*

The membership of this Association shall consist of two classes, as follows:

Corporate  
Membership

A. *Corporate Membership.*—The regularly elected and qualified members of the House of Delegates, as described, constituted and provided for in these By-Laws, shall constitute the membership of this Association in its corporate capacity.

General  
Membership

B. *General Membership.*—The general membership of this Association shall consist of the members of the constituent societies and such members of the Army Dental Corps, of the Navy Dental Corps, of the Public Health Service, of the Veterans Administration, and others as may be elected or appointed in accordance with the Administrative By-Laws as hereinafter provided.

Sub-  
Classes

The General Membership may be divided into subclasses as provided in Chapter I of the Administrative By-Laws.

When the word "member" or "membership" is used in either the Constitutional or Administrative By-Laws, there shall be meant the "general membership" of the Association unless it is otherwise specifically stated.

### ARTICLE IV

#### *Constituent Societies*

Admission

SECTION 1. State and Territorial Societies which have, or which hereafter may become organized in conformity with the general plan of the American Dental Association shall be recognized as constituent societies, upon a majority vote of the Board of Trustees.

Plan

The plan of organization of the American Dental Association stipulates that an active member of the American Dental Association must be a member of the constituent society and of the component society if such exists, and cannot be an active member of the constituent society without being a member of the American Dental Association.

State  
Society

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

**Territorial Society** 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.

SEC. 3. "All constituent Societies of the American Dental Association shall operate under Constitutions and By-Laws that are in harmony with the Constitution and By-Laws of the American Dental Association."

**Transfer to A.D.A.** SEC. 4. All state and territorial societies which may be regularly recognized and admitted constituent societies of the National Dental Association, heretofore existing and incorporated under the Laws of the District of Columbia, on the day said former Association may transfer its activities and membership to this Association, shall upon such transfer becoming effective, become and be constituent societies of this Association, with the same rank and standing as that held by them, respectively, on said date in said former Association.

## ARTICLE V

### *The House of Delegates*

**House of Delegates Represents Legislative Powers Elect Officers** SECTION 1: There shall be a business body known as the House of Delegates of the American 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 American Dental Association, and shall be the national representative body of the constituent societies. The legislative powers of the Association reside in the House of Delegates. It shall transact all the business of the Association, public, professional and scientific, not otherwise provided for by these By-Laws; and elect the general officers of the Association and thirteen Trustees. The thirteen Trustees elected as such by the House of Delegates and former presidents shall be members of the House of Delegates without the right to vote.

**Voting Membership** SEC. 2. The total voting membership in the House of Delegates, exclusive of the Board of Trustees, shall be as follows: One delegate each shall be allowed from the Army Dental Corps, from the Navy Dental Corps, from the Public Health Service, from the Veterans Administration, 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 American Dental Association; and to one more delegate for each additional two hundred members enrolled.

**Explanatory** Explanatory: Regardless of enrollment in the American Dental Association each constituent society would have one delegate.  
With 100 members in the American, two delegates.  
With 300 members in the American, three delegates.  
With 500 members in the American, four delegates.  
With 700 members in the American, five delegates.  
With 900 members in the American, six delegates.  
With 1,100 members in the American, seven delegates.  
With 1,300 members in the American, eight delegates.  
With 1,500 members in the American, nine delegates.

**Non-Affiliation** In case any state does not affiliate, all members of the American Dental Association residing in such state may meet together at the first session of any meeting of this Association, and elect one delegate to represent them in the House of Delegates.

**More than one Constituent Society** 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 American Dental Association from such state or territory, or District of Columbia, and the number of delegates from each constituent society in such state or territory shall be in proportion to the membership in each.

**First House** SEC. 4. The voting membership of the first House of Delegates of this Association shall consist of the following:

The thirteen Trustees named in the Statement for Incorporation of this Association.

The delegates heretofore selected, qualified and duly accredited to the House of Delegates of the National Dental Association of the District of Columbia for the 1922 meeting at Los Angeles.

The delegates duly selected, qualified and accredited by the scientific sections of the National Dental Association to its 1922 meeting at Los Angeles.

The delegates duly selected, qualified and accredited by the Army Dental Corps and by the Navy Dental Corps to the 1922 meeting of the House of Delegates of the National Dental Association of the District of Columbia at Los Angeles.

The credentials of such delegates, certified by the secretary or proper credentials committee of said National Dental Association of the District of Columbia shall be conclusive proof of the qualification and due selection of such delegates.

## ARTICLE VI

### *Sections*

**Sections** This Association shall be divided into the following sections:

1. Operative Dentistry, Materia Medica and Therapeutics.
2. Full Denture Prosthesis.
3. Partial Denture Prosthesis.
4. Oral Surgery, Exodontia and Anesthesia.
5. Orthodontia.
6. Children's Dentistry and Oral Hygiene.
7. Histology, Physiology, Pathology, Bacteriology and Chemistry (Research).
8. Periodontia.
9. Practice Management.
10. Radiology.
11. Hospital Dental Service.

## ARTICLE VII

### *Research Commission and Dental Foundation*

**Organize Research Commission** SECTION 1. The Association shall organize and maintain a Research Commission of twenty-five members, who shall be nominated by the Board of Trustees and elected by the House of Delegates. The President and President-elect shall be ex-officio members.

**American Dental Foundation** SEC. 2. The Association shall organize and maintain, as may be necessary, a corporation to be known as the American Dental Foundation, Incorporated.

## ARTICLE VIII

### *Annual Meetings*

**Meetings Time and Place** The American Dental Association shall hold an annual meeting at the time and place chosen by the House of Delegates. The time and place for the meeting, 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 meeting. The first annual meeting of this Association shall convene at Los Angeles, California, July 17, 1922.

## ARTICLE IX

### *Officers*

**Officers** SECTION 1. The General Officers of the Association shall be a President, President-Elect, First, Second and Third Vice-President, a general Secretary and a Treasurer.

**General Secretary Specified Term** SEC. 2. The officers with the exception of the General Secretary, shall be elected annually, by the House of Delegates to serve for one year or until their successors shall have been elected and installed. The General Secretary shall be nominated by the Board of Trustees for a specified term and elected by the House of Delegates.

## ARTICLE X

### *Board of Trustees*

**Duties** SECTION 1. The Board of Trustees shall have charge of the property and of the financial affairs of the Association, includ-

ing the publication of the dental journal, subject to the approval of a majority vote of the House of Delegates.

**Grouped** SEC. 2. The Trustees shall be divided into three groups of four, four, and five respectively, each group to serve for a period of three years. One group shall be elected annually.

**Districts** SEC. 3. One member of the Board of Trustees shall be elected from each of the thirteen districts into which the constituent societies shall be grouped for this purpose as provided for in Chapter VII, Section 2, of the Administrative By-Laws.

## ARTICLE XI

### Dues

**When Payable** SECTION 1. The annual dues of this Association shall be \$6.00, payable January 1 for the ensuing year. Members elected after July 1 shall pay \$3.00 for the year they are elected to membership. Annual dues for junior or other classes of members will be provided for in the Administrative By-Laws.

**Junior Members** SEC. 2. Members of the Army and Navy Dental Corps, the Public Health Service and the Veterans Administration may be elected to full membership, with all privileges on payment of the annual dues.

**Service Corps** SEC. 3. All members of the American Dental Association in good standing shall receive the Journal, the subscription price of which is \$2.50 per year. Complimentary copies of the Journal may be sent to non-members under regulations approved by the Board of Trustees, subject to the rules and regulations of the Post Office Department.

**Receive Journal** 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.

**Complimentary Copies** SEC. 5. A proposal for an increase in dues shall not be considered at the annual meeting at which it is proposed but must lie over until the next annual meeting.

**Assessments** SEC. 6. Within ten days after the close of any annual meeting at which a proposal is made to increase the annual dues, the General Secretary of this Association must cause to be mailed to the secretaries of all state and territorial societies a copy of the proposed amendment, for the information and consideration of various societies at their annual meetings.

**Increasing Dues** SEC. 7. There shall be established in the American Dental Association a membership known as "Junior Membership." This membership shall in no way conflict with the executive or scientific privileges of the American Dental Association and shall carry with it no voting power. Students of reputable dental colleges or dental departments of universities, members of the sophomore, junior and senior classes, shall be eligible for Junior Membership under the following conditions: They shall be of good moral character and have a satisfactory scholastic standing; they shall be selected by the faculty council or executive committee of the faculty from an eligibility list recommended by the Dean of their respective dental schools.

**Amendments Mailed** SEC. 8. The Secretary of the American Dental Association shall request annually the Deans of the various dental colleges to report the names of those who are Junior Members in their institutions as well as the names of those students who have been newly elected to Junior Membership. The Secretary shall record these names and addresses as part of the official records in the central office of the American Dental Association.

**How Considered** SEC. 9. The Secretary of the American Dental Association shall request the several constituent and component societies to extend the privileges of their meetings and furnish Journals to Junior Members when requested.

**Students of Dental Colleges** SEC. 10. DUES—The annual dues for Junior Membership shall be three dollars (\$3.00). Two and one-half dollars (\$2.50) of which shall be allocated to the Journal Fund of the American Dental Association, the balance to the General Treasury. The fiscal year for Junior Members shall run from October 1st to September 30th.

**Deans to Report Newly Elected Junior Members** PRIVILEGES—Each member shall receive a Junior Membership card, the Journal of the American Dental Association, a copy of the annual events program, and shall be privileged to attend the meetings of the American Dental Association.

**Constituent Societies Extend Privileges** ORGANIZATION—The membership of each college or dental department in any university shall be entitled to form from among its membership, an associate organization, known as an Associate Junior Society.

**Dues** The Associate Junior Society will take its name from the college or dental department of the university with which the Junior Society is associated.

## ADMINISTRATIVE BY-LAWS

### CHAPTER I

#### Membership

**Active Members in Good Standing** 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 thereof as a member of this Association.

**Active Members Residing Abroad** SEC. 2. Citizens of the United States residing in and practicing dentistry in foreign countries may become active members of this Association with the approval of the Board of Trustees

tees and the House of Delegates. Application for membership must be made through the secretary of the state society in the state in which they claim residence, and must have the written approval and indorsement of two members of this Association residing in said state. The membership fee for such persons shall be \$5.00 which will entitle them to receive The Journal of the American Dental Association. They shall be automatically dropped from membership on the nonpayment of their dues.

**Dues**

**Dropping of Members**

**Reinstatement**

**Transfers**

**Who May Be Honorary Members**

**Granted by House of Delegates**

**Junior Membership**

**Students of Dental Colleges**

**Deans to Report Newly Elected Junior Members**

**Constituent Societies Extend Privileges**

**Dues**

**Nature of Privileges**

**Forming of University Organizations**

**Name**

May  
Adopt  
By-Laws

Associate Junior Societies shall have the privilege of adopting by-laws for the government of their individual activities not in conflict with the by-laws of the American Dental Association and such by-laws must have the approval of the Board of Trustees.

Pan  
American  
Membership

SEC. 8. *Pan-American Membership.*—There shall be established in the American Dental Association a membership known as Pan-American membership. All dentists practicing in the countries of the Americas, exclusive of the United States, its territorial and insular possessions, providing they are members in good standing in their respective national dental societies, may be eligible to membership.

Application for such membership shall be accompanied by certification from the secretary of the national dental organization in which the applicant holds membership, together with dues of \$5.00.

These members shall receive a Pan-American membership card and the Journal of the American Dental Association, also a copy of the Annual Meeting Program and the privilege of attending the scientific sessions.

Memberships  
Forfeited

SEC. 9. Membership of all classes may be declared forfeited by the House of Delegates for reasons considered sufficient by that body.

National  
Association  
Members  
Transfer to  
A. D. A.

SEC. 10. All members of the National Dental Association incorporated under the laws of the District of Columbia, of every class, who may be members of said Association, on the day when said Association shall transfer its activities and properties to this Association, shall become and be members of this Association, with the same rank, class and standing held by them respectively on said date in said former Association.

Transfer of  
Members of  
Constituent  
Societies

SEC. 11. A member of the American Dental Association who changes the location at which he practices dentistry from the state through whose constituent society he holds membership in the American Dental Association to another state in which there is a constituent society, is eligible to membership in the constituent society of his new location on the presentation of a transfer card and an official statement that his dues have been paid in full in the society in which he holds membership; provided that no evidence which would otherwise disqualify him arises. Furthermore, if the constituent society in whose territory such member has moved should refuse him membership, the member shall be privileged to appeal to the Judicial Council of this Association to determine whether or not he is guilty of an act that warrants the enforcement of the provisions of this section. Pending the decision of such appeal, he shall retain his membership in the American Dental Association through his original state association.

Life  
Members  
Relieved  
from Pay-  
ment of  
Dues

SEC. 12. A member of the American Dental Association who is made an honorary or life member of his constituent society or is connected with his constituent society in an equivalent manner, whereby he is relieved from the payment of dues or fees, on the request of his constituent society may be made a life member of the American Dental Association by a majority vote of the House of Delegates of this Association. No life member of a constituent society shall be eligible for election as a life member until he shall have attained the age of 65 years and shall have paid dues in the American Dental Association for 25 years. A life member shall have all the rights and privileges of an active member. He shall not be required to pay dues in the American Dental Association.

Must  
Attain  
Age of  
Sixty-Five  
Privileges

Certain  
Exemptions

## CHAPTER II *Registration*

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.

Members  
Must Register to  
Secure  
Official  
Badges

## CHAPTER III *Admission to Meetings*

SECTION 1. Admission to all general meetings, 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.

Admissions  
Limited to  
Badge  
Holders

Membership  
Cards

SEC. 2. The General Secretary shall issue membership badges to such members on presentation of their membership cards, or satisfactory 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.

Guest  
Badges

SEC. 4. Guest badges may be issued to all visiting dentists from other countries, to graduates of dental schools at the first annual meeting of the American Dental Association after graduation, to physicians, and visitors' badges to non-dental friends of members at the discretion of the General Secretary.

Visitors'  
Badges

Exhibitors'  
Badges

SEC. 5. Exhibitors' badges may be issued to exhibitors and their employees.

Foreign  
Practi-  
tioners

SEC. 6. A guest badge may be issued to legally qualified practitioners of dentistry residing outside the United States and its possessions, who present membership cards of recognized dental associations of their provinces or national organization from the country in which they reside.

## CHAPTER IV *Qualifications, Terms and Registration of Delegates and Alternates*

Delegates  
Must Be  
Members

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

Delegates  
from  
Services

SEC. 2. Delegates and Alternates from the Army Dental Corps, the Navy Dental Corps, the Public Health Service, and the Veterans Administration shall be elected according to Rules which are to be formulated by the members of these services.

Basis of  
Representa-  
tion

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 at least thirty days prior to the first day of the annual meeting of this Association.

Societies'  
Representa-  
tion Esti-  
mated

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 meeting 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.

Society  
Must File  
List

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 meeting, a list of the names of its delegates and alternates.

General  
Secretary's  
List of  
Delegates

SEC. 6. Previous to the annual meeting, 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.

General  
Secretary  
to Drop  
Excess  
Delegates

Alternates

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 act in the absence of the regular delegate from any annual meeting, except as provided in Section 9 of this chapter.

Delegates  
Must  
Register

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.

Alternates,  
How  
Seated

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 meeting, provided 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.

Filling  
Vacancies  
in  
Delegation

SEC. 10. If at the second session of the House of Delegates it be found that there are not enough regular and alternate delegates to fill the quota of any constituent society the members of such society may meet and elect from members in attendance a sufficient number to represent them in the House of Delegates until such time as other regular or alternate delegates may arrive.

#### 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.

Order  
of  
Business

No New  
Business on  
Last Day

Roberts'  
Rules of  
Order

Appropriation  
Resolutions  
Referred to  
Trustees

Quorum

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

SEC. 3. The House of Delegates shall be governed by Roberts' Rules of Order, when they are not in conflict with the Administrative By-Laws or with the rules of the House.

SEC. 4. A resolution presented in the House of Delegates proposing an appropriation of funds of this Association shall be referred without debate to the Board of Trustees for consideration by the Budget and Finance Committee of that Body. The Board of Trustees shall make a report on such resolution at the same or a later meeting of the House of Delegates.

SEC. 5. One-fifth of the voting members of the House of Delegates shall constitute a quorum.

#### CHAPTER VI

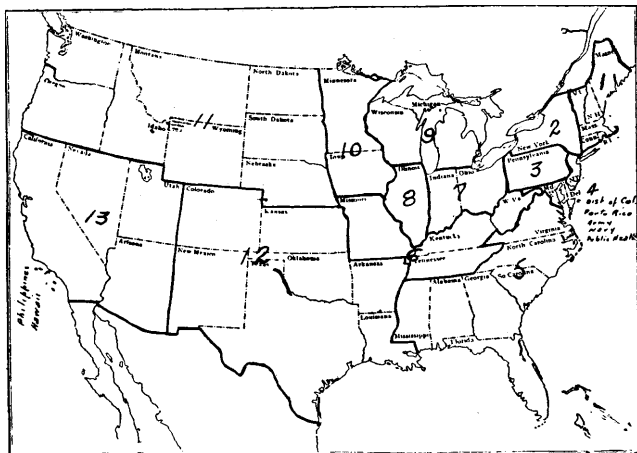
##### *Meetings of the House of Delegates*

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

SEC. 2. Special meetings 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 a written or printed notice mailed to the last known address of each delegate, at least twenty-five days before such special meeting is to be held, in which shall be specified the time and place of meeting and in general terms the objects of such special meeting, and no other business shall be transacted thereat. The time and place for the special meeting must be given in the requests signed by the delegates.

Meet  
Annually

Special  
Meeting



#### CHAPTER VII

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

Nominations  
Made  
Orally

President-  
Elect

Treasurer  
and  
Secretary

Trustee  
District  
Grouping

Nominations  
of  
Trustees

Called by  
Retiring  
Trustee

Rules  
Governing  
Nominations

Elections  
by  
Ballot

Majority  
Vote  
Necessary  
to Elect

Election  
First  
Order  
of  
Business

Nominations  
for  
Honorary  
Membership

Nominations  
for  
Associate  
Membership

SECTION 1. Nominations for office, except that of Treasurer and General Secretary, shall be made orally, but no nominating speech shall exceed three minutes in length. Any nominees receiving the majority of the votes cast shall be declared elected. The President shall be nominated and elected at the meeting held one year previous to his installation, and shall be known as the President-Elect until he is installed. The Treasurer shall be nominated by the Board of Trustees. The General Secretary shall be nominated by the Board of Trustees for a specified term and elected by the House of Delegates. (See Art. IX, Sec. 2.)

SEC. 2. To carry out the provisions in Article X, Sec. 3, of the Constitutional By-Laws, the House of Delegates shall authorize the groupings of the constituent societies into thirteen districts, each district having about one-thirteenth of the active members of the Association. The House of Delegates may at any meeting authorize a revision of such districts, whenever changes in memberships 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 these 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 by the President.

At such meeting the delegates shall nominate one or more candidates for the office of trustee, whose name or 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 for the particular office, 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 (except as hereinafter provided), and a majority of the votes 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; however, if there be only one nominee the House of Delegates may empower one vote to be cast for the election of the nominee.

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 meeting of the House of Delegates.

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 session of the House of Delegates, and may be confirmed, with or without reference to the Commit-



tee 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 session of the annual meeting at which they are elected.

SEC. 8. In case of the death, resignation or removal of the President-Elect before being installed as President, the vacancy shall be filled by the election of a President by the House of Delegates at the next regular annual meeting following such vacancy, in which case the President so elected to fill such vacancy shall be installed at the same session at which he is elected.

## CHAPTER VIII Officers

SECTION 1. *President.*—The President shall preside at the general sessions and at the sessions 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 meeting following his election he shall deliver an address at the general session not exceeding forty minutes in length.

The President shall make a report to the House of Delegates at the first session of the annual meeting. In the event of the death, resignation, removal from a district or election to another office of a Trustee, the President shall have authority to fill such vacancy by the appointment of a person from the district where the vacancy occurs, to serve until a successor is chosen at the next annual meeting.

SEC. 2. *President-Elect.*—The President-Elect shall assist the President and become an ex-officio member of such committees as do the President and Secretary. In case of the death, resignation or removal of the President, he shall succeed to this office. At the installation of officers at the next annual meeting following that at which he was elected President-Elect, he shall become and assume the office of President of this Association without other election. He shall make an annual report to the House of Delegates on the pertinent activities of the Board of Trustees that should be brought before the House of Delegates.

SEC. 3. *Vice-Presidents.*—The Vice-Presidents shall assist the President. During his absence or at his request, one of them shall officiate in his place. The First Vice-President shall succeed to the office of President in case the offices of President and President-Elect should both be vacated from any cause in the same year.

SEC. 4. *General Secretary.*—The Secretary shall be the executive head of the Central Office. He shall coordinate all professional activities of the American Dental Association, and implement all public and professional relations.

The Secretary shall give due notice of the time and place of all annual and special meetings of the Association and of the House of Delegates by publishing the same in The Journal of the American Dental Association, and that special meetings of the House of Delegates shall be given notice in conformity with Chapter VI, Section 2. He shall publish in The Journal of the American Dental Association at the earliest possible time prior to the date of the annual meeting all data pertaining to the meeting of interest to the members of this Association. 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. 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 program of each meeting, 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. 5. *Treasurer.*—The Treasurer shall be the custodian of all monies, 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 and all monies receivable by the Association shall be disbursed under the direct supervision of the Board of Trustees of the Association, subject to the approval of a majority vote of the House of Delegates. At the first meeting of the Board after the annual meeting of the Association it shall organize. In addition to the thirteen elected members of the Board of Trustees, the President, President-Elect, General Secretary and Treasurer, shall be ex-officio members of the Board of Trustees without the right to vote except in case of tie, the President shall have the deciding vote. They shall hold the same position in the Board as in the Association.

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 American Dental Association, and of all proceedings, transactions and Memoirs of the Association, and such other publications as may be authorized, subject to the approval of the House of Delegates. It shall have full discretionary power to omit from The Journal of the American Dental Association in part or in whole, any paper that may be referred to it by any of the sections. It shall appoint a business manager and an 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. *Sessions During Annual Meetings.*—During the annual meetings of the Association, the Board shall hold sessions 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 publications of the Association during the year and the amount of all property belonging to the Association. The books of the Association shall be closed at the close of business on the 30th day of June of each year, when they shall be audited without delay and the report transmitted to the officers of the Association and the Board of Trustees within thirty days.

SEC. 5. *Vacancies.*—In case of vacancy in the office of the Treasurer or General Secretary, the vacancy shall be filled by the Board of Trustees. A vacancy in the Board of Trustees shall be filled in the manner provided in Chap. VIII, Sec. 1, of the Administrative By-Laws.

SEC. 6. *Salaries.*—The Board of Trustees shall fix the salaries of the General Secretary, the Treasurer, the Editor and the Business Manager of The Journal.

SEC. 7. *Regular Meetings of Board.*—Regular meetings of the Board of Trustees shall be held immediately after the annual meeting 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 Trustees 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. *The Ad Interim Committee* of the Board of Trustees shall consist of five members who shall be elected by the Board of Trustees each year. The President, President-Elect, and General Secretary shall be members ex-officio, and the President and

the General Secretary shall be the Chairman and the Secretary of the Ad Interim Committee.

**Duties** The Ad Interim Committee shall, when the Board of Trustees is not in session and has not given specific directions, have general control and administration of the affairs of the Association of a routine or ordinary nature, and shall have such additional authority as shall from time to time be delegated to it by the Board of Trustees, or the House of Delegates. The General Secretary shall keep a permanent record of the proceedings of this Committee, in the same book and in chronological sequence with the record of proceedings of the Board of Trustees, and the minutes of such proceedings shall be read at the succeeding meeting of the Board of Trustees, and shall have all the effect of like action taken by the Board of Trustees.

**Records** Meetings of the Ad Interim Committee may be called by the President or President-Elect at any time by giving three days' notice by mail. Three members of the Ad Interim Committee shall constitute a quorum for the transaction of business. No report from the committee shall be necessary other than the record of its proceedings by the General Secretary to the next meeting of the Board of Trustees.

**Meetings** SEC. 10. Any action of the Board of Trustees, concurred in by three-fourths of the Trustees, in writing, as by mail or correspondence, shall be as binding and effective as if taken in meeting regularly called and convened.

**Quorum** SEC. 11. *Annual Meetings, Exhibits, Clinics and General Arrangements.*—The Board of Trustees shall have full control of all arrangements for the annual meetings, 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 exhibits, and of all money received therefrom. The Board of Trustees in its discretion may appoint a local committee on arrangements, which shall at all times be under the control of the Board of Trustees.

**Local Committee** SEC. 12. Invitations for the Association to convene in any city or place shall be presented to the Board of Trustees who shall recommend to the House of Delegates the places available for an annual meeting with the advantages and disadvantages of each.

**Mail Votes** SEC. 10. Any action of the Board of Trustees, concurred in by three-fourths of the Trustees, in writing, as by mail or correspondence, shall be as binding and effective as if taken in meeting regularly called and convened.

**Control of Annual Meeting** SEC. 11. *Annual Meetings, Exhibits, Clinics and General Arrangements.*—The Board of Trustees shall have full control of all arrangements for the annual meetings, 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 exhibits, and of all money received therefrom. The Board of Trustees in its discretion may appoint a local committee on arrangements, which shall at all times be under the control of the Board of Trustees.

**Invitations for Annual Meetings** SEC. 12. Invitations for the Association to convene in any city or place shall be presented to the Board of Trustees who shall recommend to the House of Delegates the places available for an annual meeting with the advantages and disadvantages of each.

## CHAPTER X Committees

**Classification** SECTION 1. Committees shall be classified as (a) standing committees, (b) reference committees, (c) special committees.

**Standing Committee—How Elected Vacancies** SEC. 2. *Committees, Appointments and Powers.*—Standing committees shall be nominated by the Board of Trustees and shall be elected by the House of Delegates except as otherwise provided. In the event of a vacancy on any standing committee the President shall have authority to fill such vacancy by the appointment of a member from the District where the vacancy occurred, to serve until a successor is chosen at the next annual meeting except as otherwise provided.

**Reference Committees Appointed** Reference committees shall be appointed by the President from among the delegates.

**Members Eligible** Any member of the Association shall be eligible to serve on standing or special committees except as otherwise provided.

**Non-Members Eligible** When considered advisable in order to facilitate the work of the Association, persons who possess special knowledge and who are not members of the Association, may be appointed to serve on standing or special committees.

**Committee Members to Present Reports** 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, but shall not have the right to vote.

**Expending of Funds** No committee, commission, council or any other body organized by and working under the American Dental Association shall expend money or contract financial obligations except as it shall be authorized in writing by the Board of Trustees.

**Secretary to Notify Chairman** SEC. 3. (a) The General Secretary shall upon request by the Board of Trustees notify the Chairmen of Standing Com-

mittees, Commissions and Councils to report to the Board of Trustees at such time and place as the Board of Trustees shall designate.

**When Reports Are Presented** (b) All Standing Committees, Commissions, Councils, and Officers, except as otherwise provided in these By-Laws, must report to the House of Delegates before the end of the second session. Supplemental reports may be submitted by specific authorization of the House of Delegates after the end of the second session. Reference Committees or Special Committees appointed during the meeting may make reports from time to time according to the regular order of business. When a report is presented which has not been published in the Proceedings of the Board of Trustees and Reports of Officers and Committees, a triplicate copy must be submitted.

**In Triplicate** SEC. 4. *Reference Committees.*—(a) As soon as practicable after the General Secretary has received the list of delegates and alternates from the constituent societies, the President shall appoint from such lists such Reference Committees as may be provided in the By-Laws and/or authorized by the House of Delegates.

**When 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.

**Number of Members** (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.

**Resolutions Referred** (d) The following reference committees are hereby provided:

**Consider and Report** 1. A Committee on Sections and Section Work, to which shall be referred all business relating to the sections.

**Reference Committees Provided** 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.

4. A Committee on Legislation, to which shall be referred all matters relating to state and national legislation.

5. A Committee on Amendments to Constitutional and Administrative 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 General Secretary's and Board of 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.

9. A Committee on Council on Dental Therapeutics, to which shall be referred all matters relating to Therapeutics.

10. A Committee on Economics, to which shall be referred all matters relating to Economics.

11. A Committee on Public Health, to which shall be referred all matters relating to Public Health.

### SPECIAL REFERENCE COMMITTEES

12. A Committee on War Service, to which shall be referred the reports of the War Service Committee.

13. A Committee on Prosthetic Dental Service, to which shall be referred the reports of the Prosthetic Dental Service Committee.

## CHAPTER XI

### STANDING COMMITTEES

**Standing Committees** SEC. 1. *Standing Committees.*—Standing Committees shall be as follows:

- (a) A Judicial Council
- (b) A Council on Dental Education (Successor to The Dental Educational Council of America)

- (c) A Committee on Dental Legislation
- (d) A Council on Dental Health
- (e) A Committee on American Red Cross
- (f) A Relief Commission
- (g) A Committee on Library and Indexing Service
- (h) A National Board of Dental Examiners
- (i) A Committee on Patents
- (j) A Committee on Membership
- (k) A Council on Dental Therapeutics
- (l) A Committee on Economics
- (m) A Committee on Insurance
- (n) A Research Commission
- (o) A Committee on Nomenclature
- (p) A Committee on History
- (q) A Committee on the National Dental Museum and the Dental Registry
- (r) A Committee on Constitutional and Administrative By-Laws
- (s) A Committee on Scientific and Health Exhibits
- (t) A Committee on Motion Pictures
- (u) A Committee on International Relations

**Members** SEC. 2. *Judicial Council.*—The Judicial Council shall be composed of five members. One member shall be elected each year to serve for a period of five years. It shall organize by electing a chairman.

**Chairman** The Judicial Council shall hold such sessions during the annual meeting and during the year as it may deem necessary.

**Meetings** Three members shall constitute a quorum. To this Council shall be referred all questions, complaints, protests and matters pertaining to ethics.

**Quorum** The Judicial Council shall not initiate or try any first causes. It shall only consider questions on appeal from the decisions of a state society on matters which concern an individual's relation with his local or state society.

**Questions Referred** If a member of the American Dental Association shall have been accused of a violation of the By-Laws, transgression of the Code of Ethics, or any conduct deemed unprofessional, and if he has been adjudged guilty by his local society and the penalty imposed shall impair his membership in the American Dental Association, he may then file an appeal with the constituent state society of which his local society is an affiliate, provided such appeal in affidavit form is filed with the secretary of the state society within thirty days after the accused member has been found guilty and has received official notice of the decision and the penalty imposed. If the constituent state society shall concur in the findings of the local society and shall affirm the penalty imposed and the member feels that justice has not been done him, he shall have recourse by an appeal to the Judicial Council of the American Dental Association, provided such an appeal in affidavit form is filed with the Chairman of the Judicial Council within thirty days after the accused member has been notified of the action taken by the constituent state society.

**Membership Impaired** If upon an appeal of a member of a local society to the state society, the decision of the local society shall be reversed, then the local society shall be privileged to appeal to the Judicial Council.

**Concurrence by Constituent Society** If either of the parties to the above action is dissatisfied with the decision of the Judicial Council, they or either one of them may appeal to the House of Delegates, provided such appeal is filed, in affidavit form, with the Secretary of the American Dental Association within thirty days after having received official notice of the decision of the Judicial Council.

**Appeal to Judicial Council** No penalty impairing the membership of a member of the American Dental Association shall become effective until all means of appeal, as herein provided, shall have been exhausted.

**Local Society May Appeal** SECTION 3. *Council on Dental Education* (Successor to The Dental Educational Council of America).—1. The Council on Dental Education shall be a standing committee composed of nine members as follows:

**Appeal to House of Delegates** (a) Three members shall be nominated by the Board of Trustees of the American Dental Association and elected by the House of Delegates, who are not directly or indirectly con-

**Stay** nected with a dental school or a member of a state examining board.

**Members** (b) Three members shall be elected by the National Association of Dental Examiners from the membership of this body who are not connected directly or indirectly with any dental school.

**Nominations** (c) Three members of professorial rank shall be elected by the American Association of Dental Schools from the membership of this body who are not members of any state examining board.

**Term of Office**

(d) All members of each of these groups shall serve for three years, provided, that at the first election following the adoption of this report one member of each group shall be elected for one year, one for two years, and one for three years.

**Powers**

(e) When the term of office of a member of any of these three groups expires or terminates for any reason more than ninety days previous to the annual meeting of the organization represented by the retiring member, the president of such organization shall fill the vacancy until the next annual meeting.

**Duties**

2. The Council on Dental Education shall have full authority to appoint committees or advisors for any purpose within the jurisdiction of the Council, provided, however, that if such appointments involve the expenditure of funds of the American Dental Association they must be ratified by the Board of Trustees of the American Dental Association.

**Secretary**

3. The duties of the Council on Dental Education shall be: (a) To act as the agency of the American Dental Association in investigating conditions of dental education and associated subjects.

**Funds**

(b) To suggest to the House of Delegates and Board of Trustees means and methods by which the same may be improved.

**Membership**

4. The Council on Dental Education shall have a Secretary to be nominated by the Council and elected by the Trustees of the American Dental Association who shall fix his salary and tenure of office. The Secretary shall be preferably a dentist, and shall be an ex-officio member of the Council without vote. The duties of the Secretary shall be determined by the Council on Dental Education. The office of the Secretary shall be located in the headquarters of the American Dental Association.

**District Delegates Recommend Members**

5. The American Dental Association shall appropriate as necessity arises, and funds permit, sums of money sufficient to cover the administrative expenses of the Council, employ a Secretary, and enable the Council to inspect a limited number of schools each year.

**Four Groups**

SEC. 4. *Committee on Legislation.*—There shall be a Committee on Legislation consisting of thirteen members, one from each of the Trustee Districts, into which the Constituent Societies have been grouped. The members from each of the Trustee Districts shall be recommended for nomination by the delegates of that district assembled at an annual meeting. This recommendation shall be referred to the Trustees and by them presented to the House of Delegates for election.

**Chairman**

The committee shall be divided into four groups; three, three, three, and four respectively. One group shall be elected for one year, one group for two years, one group for three years, and one group for four years, and thereafter one group shall be elected at each annual meeting to serve for four years.

**Executive Committee**

The Chairman shall be named by the Board of Trustees each year. The Chairman shall appoint two but not more than four members of the Committee to serve with him in an executive capacity, and they shall be known as the Executive Committee.

**Vice-Chairman**

The Executive Committee shall have supervision over the activities of the Committee in order to expedite the work and be able to meet emergencies more properly.

**Duties of Committee**

The Chairman shall appoint a vice-chairman to preside over all meetings during the Chairman's absence.

The duties of the Committee shall be as follows: 1. To protect and further the interest of the dental profession in all matters of Federal Legislation and/or regulation; 2. To promote such policies which call for legislative action as may be initiated and carried to the legislative point in other

committees where such studies rightfully belong and which have been approved by the Association;

3. To oppose or attempt to modify any proposed federal legislation or regulation which is in conflict with existing policies of the Association;

4. To take appropriate and prompt action in cases of extreme emergency pending an immediate decision by the Ad Interim Committee;

5. To aid and assist the respective constituent societies in their problems of state legislation or regulation, when such aid or assistance may be requested by the accredited officials;

6. To initiate and promote studies of legislation in the various states in the development of factual data, to tabulate such data and to make such information available to all the constituent societies for their information and use if it can be applied;

7. To advise constituent societies through official bulletins and the profession through the columns of the Journal of the American Dental Association concerning legislation, regulation, litigation or related matters of interest and importance to the profession;

8. To include in the annual report to the House of Delegates such recommendations as the Committee considers advisable.

**Employees** *Employees.* The Board of Trustees shall assign a suitable person to be Secretary of the Committee whose office shall be located in the Central Office of the American Dental Association. The Board of Trustees shall be empowered, on the recommendation of the committee, to employ such person or persons as may be deemed advisable to carry on the activities of the committee in the following capacities: A legislative representative to represent the Committee and the American Dental Association before the Congress or any state legislature, or in Federal or State Legislative or departmental matters, an assistant secretary and other clerical help.

**State Deputies** *Deputies.* Each member of this committee representing a Trustee District shall appoint a deputy from each state in the district to cooperate in all legislative and regulatory matters pertaining to their respective states.

**Duties of Members** *Duties of individual members.* Each member of the Committee on Legislation shall be a representative of the American Dental Association in all legislative activities in his district, and shall keep the Chairman and Secretary of the committee fully informed of those activities. He shall report to and consult with the Trustee of his district on all legislative and regulatory matters and also cooperate with the member of the American Dental Association Committee on Economics from that district. He shall cooperate with the officers and all groups of individuals who are interested in or have charge of legislative and regulatory problems of the state societies in his district. He shall promote such studies and investigations in his district as may assist members of the American Dental Association to secure improved legislation and regulations.

**Meetings** *Meetings.* The Committee shall meet annually just prior to or during the annual meeting at the same time, place or such other time and place as shall be designated by the Committee.

**Membership** **Term** *SEC. 5. Council on Dental Health.*—The Council on Dental Health shall be a standing committee and shall consist of nine members nominated by the Board of Trustees and elected by the House of Delegates. Three members shall be elected for a term of one year, three members shall be elected for a term of two years and three members shall be elected for a term of three years. Thereafter, all members shall be elected for a term of three years. The Director of the Bureau of Public Relations shall be an ex-officio member of the Committee.

**Elect Chairman** The Council on Dental Health shall annually elect a chairman from among its members. The Council shall have the power to appoint subcommittees within its membership and adopt such regulations for the government of its actions as may be deemed expedient.

The Council shall have authority to appoint consultants or advisors and recommend for employment such other personnel as

is needed from within or without the membership of the American Dental Association for any purpose within its jurisdiction, provided that if such appointments involve expenditures of funds they must be approved by the Board of Trustees.

The Office of the Council shall be in the Headquarters of the A. D. A. The Council shall hold such meetings at the annual session of the A. D. A. and during the year as it deems necessary.

**Duties** The duties of the Council on Dental Health shall be:

1. To study the need, develop plans and programs for the provision of more adequate dental care for the public and to study and make recommendations concerning any other plans or programs developed to promote the dental health of the public.

2. To assist constituent and component societies in the development of dental health policies and programs within their jurisdiction.

3. To establish and maintain relations with agencies interested in programs for dental health.

4. To appoint a committee from its membership and such consultants as may be desirable to coordinate the activities of, and to act in an advisory capacity to, the Bureau of Public Relations.

5. To correlate its activities with that of the other standing committees of the A. D. A. when situations of mutual concern present.

**Members** **Elections** **Chairman** *SEC. 6. Committee on American Red Cross.*—There shall be a Standing Committee on American Red Cross consisting of three members nominated by the Board of Trustees and elected by the House of Delegates, one member to be elected for one year, one member for two years, one member for three years; and one member elected annually thereafter for three years. The Chairman of this committee shall be named by the Board of Trustees.

**Duties** The duties of this committee shall be to act as a liaison between the American Red Cross and the American Dental Association. It shall also be the duty of this committee to assist the Board of Trustees in appointing one coordinating officer from each Trustee District.

**Membership Terms Name Chairman and Secretary** *SEC. 7. A Relief Commission.*—(a) There shall be a Relief Commission consisting of six members to be nominated by the Board of Trustees and elected by the House of Delegates, for terms of one, two, three, four, five and six years respectively, and thereafter one each year for a term of six years. The Chairman and the Secretary shall be named by the Board of Trustees. Nothing in this amendment shall change the present members of these committees.

**Duties** (b) It shall be the duty of this Commission to formulate and adopt plans for the increase of the A.D.A. Relief Funds and the granting of financial aid to dentists, their widows and dependents, or orphans, and such other emergency grants, recommended by this Commission and approved by the Board of Trustees.

(c) The Commission shall organize and adopt such regulations for the government of its actions not inconsistent with these By-Laws as it may find from time to time expedient. The Secretary shall keep a continuous record of its proceedings and report from time to time its recommendations through the General Secretary to the Board of Trustees, and make an annual report to the Board of Trustees.

(d) The Commission shall receive applications in writing from persons soliciting grants for themselves or for others; shall investigate personally or through their agents all applications, and shall require such proofs or verifications as the Commission may deem proper; shall pass on such applications, recommending or disapproving them in whole or in part, and report their recommendations, through the General Secretary, to the Board of Trustees, stating the amount of grant recommended, the time or times for payment, and the person or persons to whom it should be made payable.

**Recommendation to Board of Trustees** (e) Such recommendations shall be promptly brought before the Board of Trustees, and if it is approved by said Board, the usual order for payment out of the proper fund shall be made

out by the General Secretary, (which, if found correct, shall be countersigned by the Secretary of the Relief Commission) and paid by the Treasurer by check countersigned by the General Secretary of the American Dental Association.

(f) No grant shall be made or paid under this section unless an equal amount has been secured or promised to be paid to the same beneficiary by the constituent society to which the applicant belongs.

(g) The Commission shall select one representative in each state to be known as an associate member whose duties shall be to cooperate in the activities of the Commission in that state.

(h) The A.D.A. Relief Fund contributed in the name of this relief and collected by this Commission shall be earmarked as a separate fund from the other funds and assets of the American Dental Association, the interest only of which can be expended by this Commission with approval of the Board of Trustees in this service.

SEC. 8. *Committee on Library and Indexing Service.*—There shall be a standing Committee on Library and Indexing Service composed of seven members, nominated by the Board of Trustees and elected by the House of Delegates. Four members of this committee shall be Dentists, one to be elected for one year, one for two years, one for three years, one for four years, one to be elected annually thereafter for four years.

Three members shall be Librarians. One to be elected for one year, one to be elected for two years and one to be elected for three years; and one to be elected annually thereafter for three years.

The Chairman of this committee to be appointed by the Board of Trustees.

There shall also be an Advisory Committee within the Central Office consisting of the Secretary of the Committee on Dental Education, the Secretary of the Council of Dental Therapeutics, the Executive Secretary, and the Editor of the Journal.

The duties of this Committee are as follows:

1. To supervise and build up a suitable Library and Library service for the American Dental Association.

2. To index current periodical literature relating to Dentistry and publish at least triannually in bound volume.

All publications received for indexing and volume published under the direction of the Committee shall become a property of the American Dental Association.

The Board of Trustees shall employ the necessary assistance for the conduct of the Library and Index Service.

SEC. 9. *National Board of Dental Examiners.*—(a) The National Board of Dental Examiners shall consist of *twenty-one* elected members and *four* Dental Officers designated by and representing, respectively, the Surgeons General of the United States Army, United States Navy, United States Public Health Service, and Medical Director of the United States Veterans Administration.

(b) The twenty-one elected members of the National Board of Dental Examiners shall consist of three groups:

1. *Seven* members of the National Association of Dental Examiners who are members of the American Dental Association.

2. *Seven* active members of the American Association of Dental Schools of professorial rank, who are members of the American Dental Association.

3. *Seven* active members of the American Dental Association who are not affiliated with any State Board of Dental Examiners or with any Dental College.

Groups 1 and 2 shall be elected by their respective associations.

Group 3 shall be nominated by the Board of Trustees of the American Dental Association and elected by the House of Delegates of the American Dental Association.

In each group, one member shall be elected for a term of one year, one member for a term of two years, one member for a term of three years, two members for a term of four years, two members for a term of five years, and annually thereafter at the expiration of such terms successors shall be elected for a term of

Nominations five years. At no time shall there be more than one member from any one State Board of Dental Examiners or more than one member of any Dental Faculty on the National Board of Dental Examiners. When a member of the National Board of Dental Examiners shall cease to be a member of the Group by which he was elected as above specified, his membership on the National Board of Dental Examiners shall terminate at the time of the next annual meeting of the Group by which he was elected, provided that if either groups, one or two, fail to fill any vacancy in their representation, such vacancy may be filled by the American Dental Association as for Group 3, after a lapse of one year. But such nomination and election shall be respective of the required qualifications of the Group in which the vacancy is thus being filled.

(Of the two members added in each Group by this 1942 amendment, one member shall be elected for a term of 4 years and one member for a term of 5 years; and at the expiration of such terms, successors shall be elected for a term of 5 years.)

This amendment shall become effective at the next annual session of the respective elective groups, following its adoption.

Purpose and Duties (c) The purpose and duty of the National Board of Dental Examiners shall be to provide and conduct examinations in the theory of the science of dentistry to determine the qualifications of persons who would enter the practice of dentistry in any state, territory or dependency of the United States, such entrance to practice being subject, however, to the dental laws of the several states; all practical examinations shall be reserved to the several state boards of dental examiners. The National Board of Dental Examiners shall make such rules and regulations as may be necessary for the conduct of said examination and for the issuance of a certificate of qualifications to successful candidates, which certificate may be recognized by the several state boards of dental examiners and accepted by them in lieu of their written examination; provided, however, that nothing in this section shall be mandatory upon any state board of dental examiners.

Organize, Elect Chairman, Secretary and Executive Committee (d) The Board shall organize, elect a chairman, vice chairman, a secretary and an executive committee, and shall adopt such regulations for the government of its actions not inconsistent with these By-Laws as it may deem expedient from time to time.

The executive committee shall be composed of the chairman, the secretary and three other members of the Board, and shall, when the Board is not in session or has not specially provided otherwise, have general control and supervision of the Board's affairs and activities.

Duties of Chairman and Secretary The chairman, vice chairman, and secretary shall be elected from members of the Board and shall perform such duties as usually devolve upon such officers. The secretary shall keep a continuous record of the proceedings of the Board and shall submit for the Board an approved comprehensive annual report to the House of Delegates of the American Dental Association, the American Association of Dental Schools, and the National Association of Dental Examiners. The Board may from time to time create within itself other committees under secretaries and directors to carry out and direct certain lines of work under its jurisdiction when the need and expedience shall arise.

Sub-Committee Annual Meeting (e) The Board shall meet yearly at the time and place of the annual meeting of the American Dental Association and at such other time and place as shall be designated by its executive committee, and/or chairman.

Annual Budget Not later than July 1st the National Board of Dental Examiners through its Secretary, shall furnish in writing to the Secretary of the American Dental Association, a detailed budget containing the estimated expenses and expenditures of this Board in order to carry out its prescribed duties during the ensuing fiscal year of this Association.

Expenditures All expenditures from any appropriations authorized by the Board of Trustees and approved by the House of Delegates for

the National Board of Dental Examiners, shall be made in accordance with the plans, rules and regulations governing like expenditures for officers, committees and commissions as are now or may be established by the Board of Trustees and approved by the House of Delegates.

**Receipts**

All receipts of this Board from fees or any other source shall be paid to the Treasurer of the American Dental Association and credited to the general fund. Receipts other than those received from fees may be otherwise disposed of for the benefit of the Board's activities by vote of the Board of Trustees subject to approval of the House of Delegates.

**Membership and Terms**

SEC. 10. *Committee on Patents.*—1. The Committee on Patents shall be composed of five members, who shall be nominated by the Board of Trustees and elected by the House of Delegates. One member shall be elected annually to serve for a period of five years. The Chairman shall be named by the Committee.

**Duties**

2. The duties of the Committee on Patents shall be:

(a) To ascertain by means of litigation, up through the highest court of record, if necessary, the validity of all patents upon processes, or methods used in connection with the practice of dentistry whenever such patent or patents are made use of directly or indirectly for the purpose of collecting royalties or license fees from the dentists in this country or whenever such patents are used in any other manner which tends to hamper the progress of manipulative skill of the dental profession. No process patent shall be compromised.

**Litigation**

(b) To employ attorneys, agents and office help; to appoint committees and to perform such other duties as shall pertain to the furthering of the litigation.

(c) To raise funds from the membership or other sources to help defray the cost of litigation, if in the opinion of the Board of Trustees that would be indicated.

**Raise Funds to Engage Agents**

(d) The Board of Trustees shall authorize the treasurer to pay over, when needed, to the Patent Committee, the sum of One Thousand Dollars (\$1,000). This money is to be used for the initial expense of litigation, the raising of defense funds or for any other purpose as may be decided by the Committee. All funds advanced in this manner shall be considered a loan to be repaid by the committee to the Treasury of the American Dental Association at the termination of the litigation for which the loan was advanced, provided sufficient funds are available.

3. (a) To recommend to the Board of Trustees, individuals living or dead, whose contributions to the advancement of dentistry may deserve special recognition.

(b) To design an Honorary Award and to make the necessary arrangements for its presentation to those whom the profession desires to honor.

(c) Only one award shall be conferred annually upon a living person.

4. (a) To hold such session during the annual meeting of the American Dental Association and during the year as it may deem necessary. Three members shall constitute a quorum.

(b) To make an annual written report and financial statement to the Board of Trustees, said report to be published at the discretion of the Trustees.

**Procedure if Committee Decides Against Litigation**

5. (a) The American Dental Association, through its constituted officers, may authorize the Patent Committee to take such steps as may be necessary to acquire control or ownership of patents or copyrights useful in the practice of dentistry.

(b) All patents and copyrights so acquired shall be held in trust. Any profits accruing from such patents or copyrights shall be used for educational and scientific purposes.

**Membership**

SEC. 11. *Committee on Membership.*—The Committee on Membership shall consist of thirteen members, one from each of the Trustee Districts into which the constituent societies have been grouped.

The members from each of the Trustee Districts shall be

**Recommendations by Delegates**

recommended for nomination by the delegates of that District assembled at an annual session.

This recommendation shall be referred to the Trustees and by them presented to the House of Delegates for election.

**How Grouped**

The Committee shall be divided into five groups, of two, two, three, three, and three, respectively. One group shall be elected for one year, one for two years, one for three years, and one for four years, and one for five years; and thereafter, one group at each annual meeting to serve for five years. The Chairman shall be named by the Board of Trustees each year. The Chairman shall select two members of the Committee to act with him in an Executive capacity to expedite the business of the Committee that may need early or immediate attention, one of these to be designated Vice-Chairman who will assume the duties of the Chairman should he be unable to function. The General Secretary of the American Dental Association shall be the Secretary of the Committee.

**Chairman Named by Trustees**

**Executive Committee**

**General Secretary to Act as Secretary**

**Records**

The Secretary shall keep a permanent record of the proceedings of the Committee and shall conduct all correspondence. The office of the Committee shall be at the headquarters of the Association. The Committee shall hold such meetings during the annual meeting and during the year as it may deem necessary. Three members shall constitute a quorum.

**Meetings and Quorum**

**Adopt Rules**

The Committee shall adopt such rules and regulations for the government of its actions as it may deem expedient.

The duties of this Committee shall be:

**Duties**

(1) To promote and superintend membership contests and determine the classifications and status of membership of constituent societies in accordance with the plan adopted.

(2) To submit recommendations to constituent societies of changes considered advisable to strengthen their organization and to make this Association more effective.

(3) To recommend to the House of Delegates for adoption such plans as may seem expedient to maintain the highest level of membership.

(4) The Committee may appoint sub-committees to assist in carrying on its work.

**Terms and Membership**

SEC. 12. *The Council on Dental Therapeutics.*—This Council shall be composed of twelve (12) persons, who shall be nominated by the Board of Trustees, and elected by the House of Delegates. Each person shall serve for a term of six (6) years.

Two (2) persons shall be elected each year for a term of six (6) years.

Six (6) members of the Council must be members of the dental profession, one of whom shall serve as chairman to be elected by the Board of Trustees. Six (6) members may be scientists from other groups.

**Assist Bureau of Chemistry**

The Council on Dental Therapeutics shall study and evaluate drugs, devices, cosmetics and other chemical mixtures which are offered to the dental profession or to the public for dental use. The primary object of the Council shall be to inform and to protect the dental profession and the public against fraud, imposition, undesirable secrecy and objectionable advertising in connection with the distribution of dental products. It shall also disseminate information pertaining to dental therapeutics.

**Attend U. S. Pharmacopoeia Conventions**

The Council on Dental Therapeutics shall designate delegates to represent the American Dental Association at conventions of the United States Pharmacopoeia and, upon request, to other governmental and private agencies which are engaged in activities related to those of the Council.

The Council shall establish such rules as it deems necessary to govern its conduct.

The Council on Dental Therapeutics shall utilize the reports of the Bureau of Chemistry in its evaluation of products which come within its scope. The Secretary of the Council shall serve as the Director of the Bureau of Chemistry.

**Membership** SEC. 13. *Committee on Dental Economics.*—There shall be a Committee on Economics consisting of fourteen members, one from each of the Trustee Districts into which the constituent societies have been grouped, and a representative of the U. S. Public Health Service. The member from each district shall be recommended for nomination by the Trustee representing that district. The representative of the U. S. Public Health Service shall be a dental health officer of this service, who shall be recommended by the Surgeon-General of the U. S. Public Health Service. The committee shall be divided into five groups of two, three, three, three, and three, respectively. One group shall be elected for one year, one for two years, one for three years, one for four years, and one for five years, and thereafter, one group at each annual meeting to serve for five years. The chairman shall be named by the Board of Trustees each year. The chairman shall select two members of the committee to act with him in an executive capacity to expedite the business of the committee that may need early or immediate attention, one of these to be designated vice-chairman, who will assume the duties of the chairman should he be unable to function. The Secretary shall be an employe of the American Dental Association in the Central Office at Chicago.

**Grouped**

**Chairman Named by Trustee**

**Executive Committee and Vice-Chairman Secretary**

**Duties** Each member of the committee shall represent the American Dental Association in all economic activities in his district and shall keep the chairman and the secretary of the committee fully informed of these activities. He will also report to and consult with the Trustee of his district on economic matters of national importance. He shall cooperate with the American Dental Association Committee on Legislation. He shall cooperate with the officers and all groups and individuals in his district who have to do with economic problems of state and local societies. He shall assist or promote such studies and investigations in his district as may help members of the American Dental Association to better economic security.

**Meetings** The committee shall meet annually during or just preceding the annual meeting of the American Dental Association and at the same place and at such other time and place as shall be designated by its executive committee.

**Members** SEC. 14. *Committee on Insurance.*—There shall be a standing committee on Insurance, consisting of five members to be nominated by the Board of Trustees and elected by the House of Delegates. 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, and thereafter, one member shall be elected each year for five years. It shall organize and elect a Chairman and a Secretary. This committee shall have supervision of all the insurance activities of the American Dental Association. It shall analyze the standing of different insurance companies, and when called upon by the Board of Trustees shall submit to them data relative to these companies. It shall also study and formulate methods of notification of the members in reference to the payments of premiums, the systems of accounting and various other activities connected with the general subject of insurance. The committee shall make a comprehensive report each year to the Board of Trustees and to the House of Delegates. This report shall contain a complete statement of all receipts, disbursements, and other financial operations which have been carried on by those officers or committees having charge of the collection of premiums. The relations of the members of the Association to the insurance company carrying the risks at any time shall be a subject to be studied by this committee so that the membership may be kept informed of any changes in their relation to the insurance carrier. This report shall be printed each year in The Journal of the American Dental Association for the information of the members at large.

**How Composed** SEC. 15. *Research Commission.*—The Research Commission shall be a standing committee of the American Dental Association and shall consist of twenty-five members, who shall be nominated by the Board of Trustees and elected by the House of Delegates.

In addition to the twenty-five members elected by the

House of Delegates, the President and the President-Elect shall be ex-officio members.

Not more than three members of this Commission shall be from any one State. They shall serve for five years, five being elected each year. They shall meet annually at the time of the annual session of the American Dental Association and at such other times as shall be designated by their Executive Board.

**Duties** 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.

**Elect Chairman and Secretary** 3. The Commission shall organize, shall elect a chairman and secretary, and shall adopt such regulations for the government of its actions, not inconsistent with these By-Laws, as it may find expedient from time to time. They shall elect 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. The secretary shall keep a continuous record of its proceedings and report from time to time its recommendations through the General Secretary to the Board of Trustees, and make an annual report to the Board of Trustees.

**Application for Funds** 4. The Commission shall receive applications in writing from persons soliciting funds for research for themselves or for others; shall investigate personally or through their agents all applications, and shall require such proofs or verifications as the Commission may deem proper; shall pass on such applications, recommending or disapproving them in whole or in part, and report their recommendations, through the general secretary, to the Board of Trustees, stating the amount of grant recommended, the time or times for payment, and the person or persons to whom it should be made payable.

**Payment of Grants** 5. Such recommendations shall be promptly brought before the Board of Trustees, and if it is approved by said Board, the usual order for payment out of the proper Research Fund shall be made out by the General Secretary, which if found correct, shall be countersigned by the secretary of the Research Commission, and paid by the Treasurer of the Association.

**May Undertake Research** 6. The Research Commission may also undertake and superintend research work, under its direct supervision, on the approval of the Board of Trustees.

**Prepare Budget** 7. The Research Commission shall each year, immediately before the annual meeting, make and submit to the Board of Trustees, through the General Secretary, a budget for the ensuing calendar year, including estimated expenses for research work directly under the supervision of the Commission.

**Disbursements by Vouchers** 8. All disbursements and payments shall be made by vouchers or orders drawn by the General Secretary or business manager countersigned by the secretary of the Research Commission, if within the scope of appropriations already authorized or made, which when so countersigned shall then be paid by the Treasurer of the Association.

**Members** SEC. 16. *Committee on Nomenclature.*—There shall be a Committee on Nomenclature, consisting of eight members to be nominated by the Board of Trustees and elected by the House of Delegates. The Chairman shall be named by the Board of Trustees. Two members to be elected for one year; two members for two years; two members for three years; and two members for four years; and thereafter two members to be elected annually for a period of four years. These members are to include a representative from each of the specialties of Dental Practice; namely, Exodontia, Oral Surgery, Periodontia, Orthodontia, and Prosthodontia. The editor shall be a member of this committee ex-officio. The duties of this committee shall be to direct the development of scientific terminology related to dentistry.

**Duties**

**Members** SEC. 17. *Committee on History.*—There shall be a Committee on History composed of five members nominated by the Board of Trustees and elected by the House of Delegates. One member shall be elected for one year; one member for two years; one member for three years; one member for four years; one member for five years and one member to be elected annually thereafter for a term of five years. The Chairman of this Committee shall be named by the Board of Trustees. The duties of this committee shall be to collect data and material and to investigate such questions regarding the history of dentistry as may be referred to it.

**Members** SEC. 18. *Committee on National Dental Museum and the Dental Registry.*—There shall be a Standing Committee on National Dental Museum and the Dental Registry consisting of thirteen members, one from each of the Trustee districts and two ex-officio members. The members from the Trustee Districts shall be nominated by the Board of Trustees and elected by the House of Delegates. The Chairman shall be appointed by the Board of Trustees. The Curator of the Army Medical Museum and the officer of the Dental Corps who is in charge of the Dental Division of the Museum shall be members ex-officio of this committee. The officer of the Dental Corps, above stated, shall be the secretary of the committee.

**Nominations**  
**Chairman**  
**Ex-officio Members**

**Elections** The committee shall be divided into four groups: 3-3-3-4, respectively. One group shall be elected for one year, one group for two years, one group for three years and one group for four years, and thereafter one group shall be elected at each annual meeting to serve for four years. The Chairman shall appoint four members of the committee to serve with him as an Advisory Council. The Chairman shall appoint a vice-chairman.

**Duties** The duties of the committee shall be:

(1) Secure materials for Museum. Exhibits (pathological and historical).

(2) Maintenance and records of the Registry of Dental-Oral Pathology.

(3) Create active interest among component societies in the study, use and historical interest of museum exhibits and material. Spread information concerning essential preparation of specimens for the museum and the preparation of case histories for each specimen. Act in an advisory capacity with the Surgeon General in the development of the Dental Section of the Army Medical Museum. It will cooperate with the museum in the selection of suitable materials to be placed in the Dental Section of the museum and all matters concerned therewith.

**Members** SEC. 19. *Committee on Constitutional and Administrative By-Laws.*—There shall be a standing committee on Constitutional and Administrative By-Laws consisting of three members nominated by the Board of Trustees and elected by the House of Delegates. One member to be elected for a term of one year, one member for a term of two years, and one member for a term of three years; and one member elected annually thereafter for a term of three years. The Chairmen shall be designated by the Board of Trustees.

**Elections**  
**Chairman**

**Duties** The duties of this Committee shall be to receive and consider all proposed amendments to the Constitutional and Administrative By-Laws.

**Members** SEC. 20. *Scientific and Health Exhibits Committee.*—There shall be a Committee on Scientific and Health Exhibits consisting of five members and a secretary who shall be an ex-officio member. All members shall be elected by the House of Delegates upon nomination by the Board of Trustees. One member shall be elected to serve for one year, one member to serve for two years, one member to serve for three years, one member to serve for four years and one member to serve for five years, and thereafter one to be elected each year for a term of five years.

**Chairman** The Committee shall elect a chairman and adopt such regulations for the government of its actions as it may deem expedient.

The office of the secretary of the Committee shall be at the headquarters of the Association.

**Duties** The duties of the Committee shall be to:

1. Promote and develop the display of scientific and health exhibits at the Annual Meeting of the American Dental Association.

2. Encourage the development by others of scientific and health exhibits on dental subjects.

3. Pass upon all applications submitted for scientific and health exhibits to be displayed at the Annual Meeting.

The Committee may appoint such subcommittees as may be deemed advisable to carry on its work.

**Members** SEC. 21. *Motion Picture Committee.*—There shall be a Committee on Motion Pictures consisting of five members elected by the House of Delegates upon nomination by the Board of Trustees, and four additional members appointed by the chairman for his assistance.

The five members of the Committee elected by the House of Delegates must be in attendance at the meeting at which they are elected, and shall immediately convene and elect a chairman and adopt such regulations for the government of the Committee's actions as they may deem expedient.

Such secretarial assistance as is required for efficient conduct of the business of the committee shall be appropriated.

**Duties** The duties of the Motion Picture Committee shall be to:

1. Promote and develop the display of motion pictures for the Annual Meeting of the American Dental Association.

2. Encourage the development by others of motion pictures of dental subjects.

3. Review and pass on all motion pictures before they are accepted for showing at the Annual Meeting.

4. Complete all the necessary details including the presentation of the Motion Picture Program at the Annual Meeting.

**Members** SEC. 22. *International Relations Committee.*—There shall be a committee on International Relations consisting of ten members, nominated by the Board of Trustees and elected by the House of Delegates, two members for terms of one, two, three, four and five years respectively, and, thereafter, two each year for a term of five years.

**Election** The Committee shall annually elect a chairman and adopt such regulations for the government of its activities as it may deem expedient. The Committee may appoint such subcommittees or deputies as may be found advisable to carry on its work.

**Duties** The duties and purposes of the International Relations Committee shall be to cooperate with and promote knowledge, information, and activities with the Dental Societies in the Western Hemisphere.

## CHAPTER XII

### General Sessions

**When Held** SECTION 1. *Time of General Sessions.*—The general sessions shall be held at 10:30 A. M. and at 8 P. M. of the first day of the annual meeting, and at 8 P. M. of the subsequent days.

**Addresses** SEC. 2. *Address.*—At the first general session there 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 session shall be devoted to such other addresses as may be provided.

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

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



## CHAPTER XIII

### Sections

**Meetings** SECTION 1. *Meetings.*—Each section shall hold its sessions during the annual meeting; provided that a section shall hold no session that will conflict with the general assemblies.

**Officers** SEC. 2. *Officers of Section.*—The officers of each section shall consist of a chairman, vice-chairman, and secretary. These shall serve for one year, or until their successors are elected and qualify; but each section may elect its secretary to serve a longer time at its discretion.

**Elections** SEC. 3. *Election of Officers.*—The first order of business of the First Session of the Section shall be the appointment of a nominating committee of three members by the Chairman of the Section.

The first order of business of the last session of the Section shall be the report of the nominating committee and the election of officers.

**Chairman** 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 cooperation 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 meeting, a copy of his section program for insertion in the official program, and shall perform all other duties pertaining to the office of secretary.

**Vice-Chairman**  
**Secretary**  
  
**Executive Committee** 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. 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.

**Honorary and Associate Members** SEC. 6. *Honorary and Associate Members.*—Each section, at its opening meeting, may make nominations for honorary and for associate members, in accordance with Sections 5 and 6 of Chapter I. The secretary shall immediately notify the General Secretary of such nominations.

### Papers and Discussions

**Titles and Abstracts** SECTION 7. 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 meeting.

**Time for Presentation** SEC. 8. 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.

**Section By-Laws** SEC. 9. Each section may provide by-laws for its own government provided they shall not conflict with the Constitutional and Administrative By-Laws of the Association.

### Publication

**Executive Committee Approve Papers** SECTION 10. 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.

**Manuscripts Ready for Publication** SEC. 11. 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.

**Papers Must Be Read**

SEC. 12. 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.

**Papers Property of A. D. A.**

SEC. 13. All papers and reports presented to a section, and approved by the Executive Committee, shall become the exclusive property of the Association; but the Board of Trustees may permit an author to publish his paper elsewhere than in The Journal of the American Dental Association.

**Resolutions Approved by House of Delegates**

SEC. 14. *Official Resolutions Approved by the House of Delegates.*—No memorial, resolution or opinion of any character whatsoever shall be issued in the name of the American Dental Association, unless it shall have been approved by the House of Delegates.

## CHAPTER XIV

### Budget

**Financial Requirements**

That all committees and commissions of this Association requesting funds for carrying on the work of this Association must present their financial requirements for the ensuing year to the Board of Trustees sufficiently in advance of the annual meeting of this Association that these requests may receive careful consideration by the Board of Trustees for the preparation of a budget. The budget when prepared by the Budget and Finance Committee of the Board of Trustees, and upon being approved by the Board, shall be printed and presented to the House of Delegates for its approval. If the budget so presented is not acceptable to the House of Delegates, it must be referred back to the Board of Trustees for further consideration.

**Prepared, Approved and Presented**

**Referred Back**

## CHAPTER XV

### Investing Funds

**Formulate Investment Policies**

It shall be the duty of the Budget and Finance Committee of the Board of Trustees to act with the Treasurer and Business Manager in formulating investment policies. When such policy has been adopted the Treasurer and the Business Manager are authorized to buy and sell securities in accordance with this adopted policy. The investment policy is to be reconsidered from time to time as conditions change.

**Investment Counsel**

The Budget and Finance Committee may secure, subject to the approval of the Board of Trustees, the services of high grade investment counsel which is unaffiliated with any investment selling organization.

## CHAPTER XVI

### Amendments

**Changes in Articles of Incorporation**

SECTION 1. *Articles of Incorporation.*—The House of Delegates at any annual meeting, 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 Constitutional and Administrative By-Laws of this Association.

**Two-Thirds Vote**

SEC. 2. These Administrative By-Laws may be amended on a two-thirds vote of the House of Delegates, provided that no amendments 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.

**U. S. Postal Regulations**

# STANDING RESOLUTION

## SPEAKER—HOUSE OF DELEGATES

*Resolved:* That the President may appoint a Speaker of the House of Delegates to be approved by the House of Delegates. The Speaker shall perform such duties as are assigned to the office by Parliamentary Law, not otherwise conflicting with the Constitutional and Administrative By-Laws. (Transactions 1930, page 294.)

## PRINCIPLES OF ETHICS

### of the AMERICAN DENTAL ASSOCIATION

#### IN GENERAL

SEC. 1. The following Code of Ethics is prescribed in order that dentists may more clearly understand their responsibilities and obligations to patients, to the community at large, to fellow practitioners and to the profession.

#### ADVERTISING

SEC. 2. It is desirable for dentists to endeavor to merit a reputation for good judgment, professional skill and fidelity with fellow practitioners, and the public. This desirable end cannot be forced, for it is the result of time and of excellence of conduct and abilities. Advertising is inconsistent with acceptable professional behavior; and, if used, it not only reflects upon the quality of the individual who employs such measures, but also has the far more consequential effect of lowering the entire profession in public esteem.

It is therefore unprofessional to solicit patients. Advertising in any form, whether by individuals, groups or institutions, is in itself evidence of such solicitation.

#### CARDS, LETTERHEADS AND ANNOUNCEMENTS

SEC. 3. It is not considered improper to use ordinary simple business cards and letterheads, but information printed thereon should be in good taste and in keeping with the custom of dentists of the community.

The use of the words "specialist" and "specialty" should be avoided. If, however, a dentist limits his practice to one of the traditional specialties of dentistry, it should not be deemed improper to include that information on his professional cards and letterheads. There should be little or no occasion for sending announcements to one's patients. Judicious exceptions may be made in instances in which one changes his place of practice, or discontinues general practice to engage in a specialty or returns to practice after protracted absence. Such announcements should be simple in form and in good taste and, if sent to other than fellow practitioners, should be mailed to patients of record only.

#### DIRECTORIES

SEC. 4. The manner in which dentists permit their names to appear in community directories, while of proper concern to the whole profession, should be guided by the expressed wishes of the dentists of the community. It would obviously be improper to permit one's name to be listed in a community directory that does not include all, or practically all, the names of dentists of that community. The use of a printer's type, or a color or any other device that permits one's name to stand out from others is to be avoided. If one limits his practice to one of the traditional specialties, and the dentists of the community, through their appropriate district societies are agreeable to the inclusion of that

information in the directory, such arrangement should not be deemed a violation.

#### OFFICE DOOR LETTERING AND SIGNS

SEC. 5. The use of lettering and signs that forcefully attract attention is not good professional practice, for it reduces respect for the user, and lowers public respect for the profession. It is recognized that requirements as to door lettering and the use of window lettering and signs, when permissible, must vary in rural communities and neighborhood districts as compared with office buildings.

Questions arising should be the subject of code interpretation and rulings of appropriate committees of the district societies in keeping with practical considerations and continued efforts to maintain the profession on a high plane of public respect. Information afforded should be confined to the name or names of the dentist or dentists, the word "dentist" or "dentists" or "dentistry" and, if desirable, the office hours. In those instances in which the practice is limited, such information may be appropriately afforded.

#### SPLIT FEES, COMMISSIONS AND REBATES

SEC. 6. It is a violation of sound ethical principles for a dentist to accept part of a fee paid to another dentist or a physician and surgeon for any reason, and if a fee is "split" by two members of the professions, both should be deemed violators. Likewise, acceptance of rebates or commissions offered as an inducement to refer patients to others, including radiographers, pathologic laboratories, drug stores, etc., are violations of good conduct.

#### PATENTS AND COPYRIGHTS

SEC. 7. Every one who practices a healing art is heir to a wealth of accumulated knowledge, technics, instruments, and methods of treatment, all of which were contributed from time to time by others to the cause of better health and the profession's warfare against the ravages of disease. It follows that the fruits of our discoveries, labor and skill, in the field of health service, should be likewise contributed to this common pool of knowledge and procedures without extraction of premiums by the discoverer. The procurement of a patent right or a copyright, either in whole or in part, for reasons other than the protection of the public and profession, is not good professional practice.

#### TOOTH CLEANSERS, THERAPEUTIC AGENTS AND EXCLUSIVE METHODS

SEC. 8. It is unprofessional for a dentist to prescribe or dispense secret medicines or other secret remedial agents or to manufacture or promote their use in any way.

It is unprofessional to permit one's name to be used to designate toothbrushes, mouth washes, tooth powders, tooth pastes, liquid cleansers, etc.

It is also unprofessional for a dentist to indicate in any way that any remedy, technic, method of treatment or instrument is exclusive to himself, or to a group of which he is a member.

#### UNJUST CRITICISMS, EMERGENCY SERVICE, CONSULTATION

SEC. 9. Consultations between dentists leading to prognosis and treatment as well as consultations between dentists and medical practitioners and specialists afford reassurance of sound procedure and better opportunity for favorable results, and are indeed desirable in those instances in which a patient is suffering from consequential illness, or when there may be doubt as to indications for surgery, restorations or method of treatment.

One dentist should not refer disparagingly to the services of another in the presence of patients. Criticism of defective restora-

tions, faulty operations or improper diagnosis or treatment may be unjust because of lack of knowledge of the conditions under which the services or directions were afforded. However, the welfare of the patient is paramount to every other consideration, and should be conserved to the utmost of the practitioner's ability. If he finds indisputable evidence that a patient is suffering from previous faulty treatment, it is his duty to institute correct treatment at once, doing it with as little comment as possible, and in such a manner as to avoid reflection on his predecessor and the profession. If a dentist is consulted in an emergency by the patient of another practitioner who is temporarily absent from his office, or by a patient who is away from home, the duty of a dentist so consulted is to relieve the patient of any immediate disability and then refer the patient back to his regular dentist. To urge or institute a different plan of treatment is unethical, except, however, in those instances in which it is manifest that a change has occurred, obviously not anticipated by the patient's regular dentist.

When a dentist is called in consultation by a fellow practitioner, he should hold the discussion in the consultation as confidential, and under no circumstances should he accept the case without the consent of the dentist who has been attending it or until he has been assured that any differences concerning the patient's obligation to the previous dentist have been satisfactorily adjusted.

#### GROUPS, CLINICS AND CONTRACTS

SEC. 10. The requirements of good professional practice for groups and clinics are precisely as for individuals. Members of groups or those participating in clinic service are not relieved of any ethical responsibility that pertains to individuals. The use of the name "clinic" or "institute" or any other similar title that may suggest a public or semipublic activity to designate what is in fact an individual or a group private practice is misleading, and therefore unethical.

It is unprofessional for a dentist to enter into a contract which imposes or invites conditions that make it difficult or impossible to deal fairly with the public or one's fellow practitioners.

NOTE: Whenever there arises between members of the American Dental Association a grave difference of opinion regarding professional conduct or questions of an ethical nature which cannot be adjusted without assistance, the dispute should be referred for consideration and settlement as follows:

1. To a committee of impartial dentists, preferably the Committee on Ethics or a similar committee of the local component society.

2. Should the verdict be unsatisfactory to either party, appeal may be taken to a similar committee of the state or constituent society of which the component society is a part.

3. Should the verdict still be unsatisfactory to either party, appeal may be made for settlement to the Judicial Council and ultimately to the House of the Delegates of the American Dental Association.

4. When differences arise between members of their respective local societies or official units thereof, and such differences cannot be adjusted within the society, the matter should be referred first to the state society and thereafter, if need be, to the Judicial Council and ultimately to the House of Delegates of the American Dental Association.

5. State and district societies are urged to establish codes of ethics not inconsistent with that of the parent association and, in addition, to determine interpretations, particularly with respect to those parts of the parent association's code purposely left to component societies, designed to afford more precise regulations.

The Judicial Council was created to assist officers and committees of state and district societies in discharging responsibilities incidental to code creation, management and interpretation.

#### CONCLUSION

The foregoing statements are intended to express in a general way, the responsibilities of dentists to the public, to their patients,

to the profession, and to practitioners of dentistry. It is not anticipated that these cover the whole field of ethics for members of the profession. There are many obligations assumed by those who choose dentistry as their life's work, in addition to those included in the foregoing statements. To know the answers to most questions not presented in this code, we need but to be guided by the Christian rule to do unto others as we would have others do unto us.

#### AMERICAN DENTAL ASSOCIATION

222 East Superior Street  
Chicago 11, Illinois

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Published only on approval of Section. (XIII—10, 11).....	28	2. Full Denture Prosthesis. (VI—2).....	5
If presented becomes property of Association. (XIII—13).....	29	3. Partial Denture Prosthesis. (VI—3).....	5
PRESIDENT		4. Oral Surgery, Exodontia and Anesthesia. (VI—4).....	5
Nomination orally (VII—1).....	11	5. Orthodontia. (VI—5).....	5
Elected by House of Delegates. (V—1).....	4	6. Children's Dentistry and Oral Hygiene. (VI—6).....	5
Term of office one year. (IX—2).....	6	7. Histology, Physiology, Pathology, Bacteriology, Chemistry	
Address general session first morning. (VIII—1) (XII—2).....	12, 27	(Research) (VI—7).....	5
Report to House of Delegates. (VIII—1).....	12	8. Periodontia. (VI—8).....	5
Shall appoint Reference Committees immediately after organiza-		9. Practice Management. (VI—9).....	5
tion of the House. (X—2—4).....	14, 15	10. Radiology (VI—10).....	5
Former Presidents, Delegates without vote. ((V—1).....	4	11. Hospital Dental Service (VI—11).....	5
PRESIDENT ELECT		Meetings of Sections. (XIII—1).....	28
Is an officer. (IX—1) (VIII—2).....	5, 12	Officers of each section. (XIII—2).....	28
Duties assist President. Member of Coms., become President		Duties. (XIII—4).....	28
(VIII—2).....	12	Executive Committee on each section 3 retired chairmen.	
Shall assume office of President one year after election. (VIII—2).....	12	(XIII—5).....	28
Vacancy filled. (VII—8).....	12	Honorary and Associate members nominated by each section.	
PROGRAM—(Official)		(XIII—6).....	28
Shall be prepared by Secretary. (VIII—4).....	12	Section By-Laws (XIII—9).....	28
PROPERTY		Papers selected by Executive Committees. (XIII—7, 8).....	28
The Association may take and hold property. (Ch. 2) (II).....	2, 3	SOCIETIES	
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Subject to Vote of House of Delegates. (X—1) (IX—1).....	5, 13	Territorial. (IV—1) (IV—2).....	3, 4
PUBLIC HEALTH SERVICE (V—2) (XI—2).....	4, 6	Recognized or admitted by Trustees. (IV—1).....	3
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Judicial Council. (XI—2).....	16	Of Board of Trustees. Notice, 5 days. (IX—8).....	13
Council on Dental Health. (XI—5).....	18	Action approved in writing, not in open meeting, valid and	
Ad Interim Committee. (XI—9).....	13	binding (IX—10).....	14
REFERENCE		STANDING RESOLUTION	
In House. All matters referred except by unanimous consent.		Speaker—House of Delegates.....	30
(X—4—B).....	15	STATES NOT AFFILIATED. (V—2).....	4
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