



Bylaws

Article I. Name

Section 1.1 Name of the Organization

The name of the organization is the American Association for Community Dental Programs, hereafter referred to as the “association” or “AACDP.”

Article II. Purpose

Section 2.1 Purpose

AACDP, founded in 1983 and incorporated in the state of Ohio, is a national organization comprising representatives and staff of oral health programs, such as city, county, and local health departments; community-based programs, including safety-net programs; and other health professionals interested in the oral health of populations at high risk for oral disease. The association values the pursuit of innovation, collaboration, leadership, research, and advocacy to reduce oral disease in these populations.

Section 2.2 Vision

The association’s vision is to promote and protect the oral health of the residents of cities, counties, and communities in the United States by stimulating, improving, and maintaining city, county, and community-based oral health programs.

Section 2.3 Mission

The association’s mission is to

- Provide leadership and support to local public health agencies through technical assistance; policy and program development; and the public health functions of assessment, assurance, and evaluation.
- Foster the development of new programs, and enhance existing programs.
- Promote the inclusion and integration of oral health into city, county, and community-based programs.
- Provide technical assistance to develop and enhance the services of local oral health programs.
- Provide a forum wherein local health agencies and programs can share information about oral health and can develop strategies and resources for improving oral health.
- Stimulate and support policies and practices at the national, state, and local levels to improve oral health and community-based oral health programs.
- Partner with other national organizations and federal and state agencies to foster and support linkages with city, county, and community-based programs to improve oral health.
- Represent city, county, and community-based oral health programs at the federal, state, and local levels.

Article III. Governance

Section 3.1 Legislative and Governing Body

The governing body of the association shall be the assembly of voting members present at the annual business meeting, hereafter referred to as the “assembly.”

Section 3.2 Administrative Body

The administrative body of the association shall be the executive committee.

Article IV. Membership

Section 4.1 Categories

The association’s membership categories are individual, life, honorary, organizational, and sponsoring.

Section 4.2 Eligibility

- a. Individual member: Any person who works in a city, county, or community-based program or who is a health professional interested in the oral health of populations at risk for oral diseases.
- b. Life member: Any member of the association who (1) is no longer active in public oral health programs, (2) has attained a minimum age of 65, (3) has been an individual member of the association for a minimum of 10 years (not necessarily consecutive), and (4) is recommended by the executive committee.
- c. Honorary member: Any person who has made an outstanding contribution to public health dentistry, preventive dentistry, or a related field of study and is recommended by the executive committee.
- d. Organizational member: Any organization whose mission is consistent with the vision, mission, and values of the association and that offers or plans to offer oral health programming.
- e. Sponsoring organizational member: Any organization that provides financial support or in-kind contributions to the association.

Section 4.3 Applications

Application and fees for membership shall be submitted by the applicant to the secretary/treasurer.

Section 4.4 Privileges of Membership

- a. An individual member shall receive all publications of the association, be eligible for election or appointment to office or committee of the association, and be entitled to vote on matters presented to the members of the association.
- b. A life member shall be entitled to all the rights and privileges of membership that the member possessed prior to becoming a life member and be entitled to vote on matters presented to the members of the association.
- c. An honorary member shall receive all publications of the association, be eligible to serve on committees of the association, and be eligible to vote on matters presented to the members of the association.

- d. An organizational member shall receive all publications of the association and be entitled to vote on matters presented to the members of the association (one vote per organizational membership).
- e. A sponsoring organizational member shall receive all publications of the association and be eligible to vote on matters presented to the members of the association (one vote per organizational membership).

Section 4.5 Dues, Late Fees, and Reinstatement

Dues shall be determined annually by the executive committee.

- a. All dues shall be payable on or before January 1 of each year. The membership year is January 1 through December 31.

New members whose applications are received and approved in the final quarter of a calendar year shall pay dues for the coming membership year upon acceptance.

- b. Members who have not paid dues by the annual business meeting shall retain their membership but immediately forfeit all rights and privileges of that membership until dues are paid.

Article V. Assembly

Section 5.1 Composition

- a. The assembly shall be those voting members present at the annual business meeting. Voting members may appoint a proxy by writing to the secretary/treasurer at least 10 days prior to the business meeting or may submit a vote by proxy.
- b. The secretary/treasurer shall determine, upon request of the president, the eligibility to vote of any member present at the annual business meeting.

Section 5.2 Powers

The assembly shall have the power to enact, amend, and repeal the Articles of Incorporation and the bylaws, to elect the nominated officers of the executive committee, and to approve proposed resolutions or positions of the association.

Section 5.3 Transfer of Powers and Duties of the Assembly

The powers and duties of the assembly, except the power to enact, amend, and repeal the Articles of Incorporation and the bylaws, shall be assumed by the executive committee between annual business meetings following assembly guidelines.

Section 5.4 Annual Symposium

The annual symposium of the association shall be held contemporaneously with the National Oral Health Conference, when feasible, at a time and place to be determined by the executive committee.

Section 5.5 Special Meetings

Special meetings of the association shall be called by the president by a majority affirmative vote of the members of the executive committee.

Article VI. Executive Committee

Section 6.1 Composition of Executive Committee

The executive committee shall consist of the president, the president-elect, the past president, the executive director, the secretary/treasurer, and at least three at-large members.

Section 6.2 Executive Committee Meetings

The executive committee shall meet before or after the association's annual symposium, via conference call, and at other times at the request of the president. The president shall preside at all meetings of the executive committee.

Article VII. Elected Officers

Section 7.1 Elected Officers

The elected officers of the association shall be the president and the president-elect.

Section 7.2 Eligibility Requirements

Only a member in good standing shall be eligible to serve as an elected officer of the association.

Section 7.3 Nomination

Nominations for elected officers shall be made by any member of the association to the secretary/treasurer. The president-elect shall be nominated and elected at the annual business meeting held 1 or 2 years before the president-elect begins serving as president.

Section 7.4 Elections

At each annual business meeting of the association, or at least biennially, the membership shall elect officers.

Section 7.5 Term of Office

The term of office of the president-elect shall be 2 years, after which the president-elect becomes the president for a term of 2 years.

Section 7.6 Installation of Officers

The officers of the association shall be installed at the close of the association's annual business meeting.

Section 7.7 Vacancy

In the event that the office of president becomes vacant, the president-elect shall serve as president for the unexpired portion of the term. In the event that the office of president-elect becomes vacant, a person shall be elected by majority vote of the executive committee to fill that office.

Section 7.8 Removal from Office

An elected officer may be removed from office if a description of due cause and recommendations for action are presented in writing to all members of the executive committee, including the officer in question, and are approved by a two-thirds vote of the executive committee. Due cause shall be limited to conduct by an officer that reflects adversely upon the association or action or inaction in the discharge of an officer's duties that is counter to the association's bylaws.

Article VIII. At-Large Members

Section 8.1 Eligibility Requirements

Only a member in good standing shall be eligible to serve as an at-large member to the executive committee.

Section 8.2 Nominations

Nominations for members to serve as an at-large member on the executive committee shall be made by the membership to the secretary/treasurer.

Section 8.3 Elections

At the annual business meeting, the association shall elect at least three at-large members to the executive committee.

Section 8.4 Term of Office

The at-large members to the executive committee shall be installed at the close of the association's annual business meeting at which they are elected.

Section 8.5 Vacancy

In the event that an at-large member position becomes vacant, the president shall appoint a member of the association to that position until the next election.

Article IV. Appointed Officers

Section 9.1 Appointed Officers

The appointed officers of the association shall be the executive director and the secretary/treasurer; both officers are appointed by the executive committee.

Section 9.2 Vacancy

In the event that an appointed office becomes vacant, the president shall appoint a member of the association to that office.

Article X. Indemnification

Section 10.1 Indemnification

The association shall indemnify the executive committee members to the fullest extent permitted by the laws of the state of Ohio and shall purchase insurance for the executive committee.

Article XI. Dissolution

Section 11. Dissolution

Upon dissolution of AACDP, the executive committee will, after paying or making provision for the payment of all the liabilities of the association, dispose of all of the assets of the association exclusively for the purposes of the association in such manner, or to such organization or organizations which are then qualified as exempt within the meaning of Section 501(c)(6) or Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding revision of any subsequent U.S. Revenue Law) as the executive committee will determine.

Article XII. Amendments

Section 12.1 Amendments

The association's bylaws may be amended by a two-thirds vote of the members as long as previous notice has been provided to the membership at least 14 calendar days prior to the vote.

Amended October 1, 2013