



# *The American Board of Dental Public Health Incorporated 1950*

## **BYLAWS OF THE**

### **AMERICAN BOARD OF DENTAL PUBLIC HEALTH**

#### ARTICLE I. The Corporation

- Section 1. The name of this Corporation is the American Board of Dental Public Health (ABDPH).
- Section 2. The Board serves as the Executive Council of the Corporation.
- Section 3. The American Association of Public Health Dentistry (AAPHD) is the sponsoring organization for the ABDPH.

#### ARTICLE II. The Board

- Section 1. The American Board of Dental Public Health (The Board, ABDPH) shall consist of five Directors who shall be certified Diplomates of the Board plus a Director-Elect.
- Section 2. Officers of the Board are known as Directors and shall be a President, a Vice-President-Auditor, a Secretary-Treasurer, two Directors, and one Director-Elect.
- Section 3. The term of office of each Director of the Board shall be one year, beginning when inducted into office at the close of the Annual Meeting of the Diplomates, and terminated when the successor is inducted into office at the next Annual Meeting of the Diplomates. Once the year has been completed, the Director progresses to his or her next year through the ranking. The ranking progression is: Director-Elect, two years as Director, Secretary-Treasurer, Vice-President-Auditor, and then President.
- Section 4. Any Director who has completed one five-year term may not be reappointed to the Board until one year has elapsed since his/her period of service.
- Section 5. A Director-Elect will be elected each year by the Diplomates of the Board. Diplomates in good standing (see Article III and Article IV, Section 6) are encouraged to submit their names as candidates for Director-Elect position to the ABDPH Executive Director at the time of the annual registration. In January of each calendar year, a committee consisting of two representatives of the ABDPH and two primary membership dentists from AAPHD will serve as the nominating committee. The committee will review all candidates and

will determine a slate of 2 or more Diplomates for the Director-Elect position based on scope, competencies and the diversity of the Specialty within the Board. The slate of candidates will be voted on by all active Diplomates, in good standing, no later than March 15<sup>th</sup> of each year. The candidate receiving the most votes will be the new Director-Elect. The President will notify the President and Executive Director of the AAPHD of the election results.

Section 6. If an unexpected vacancy occurs in the Directorship of the Board, the President will nominate a replacement and the Board will vote on the nomination.

Section 7. The Board may appoint an Executive Director to assist in the conduct of its affairs. (see Article VI.)

### ARTICLE III. Membership

Section 1. Members of the American Board of Dental Public Health are Directors and Diplomates.

Section 2. Directors are Diplomates who are have been selected to serve as members of the Board as specified in Article II.

Section 3. A Diplomat is a person who has successfully completed all requirements to become a specialist in dental public health as per the standards determined by the Board.

Section 4. Diplomates are required to register annually every year and pay annual registration fees.

Section 5. Diplomates are encouraged to maintain a high level of competency by completing continuing education training. Diplomates certified after the year 2000 are required to complete 100 hours of continuing education every 10 years. Diplomates certified prior to 2000 are encouraged to participate in the recertification process and complete the same level of continuing education.

Section 6. The Board may grant life membership to Diplomates who are in good standing, paid all annual registrations, and maintained the moral and ethical precepts of the specialty. Categories: (1) Diplomat must be completely retired from the practice of dental public health and has been an active Diplomat for 20 or more years. (2) Diplomat must be completely retired from the practice of dental public health, has been an active Diplomat for at least 10 or more years, and is at least 65 years of age, (3) Diplomat completely retired from the practice of dental public health, less than age 65, less than 10 years as an active Diplomat, and has paid a one-time fee set by ABDPH, and (4) Diplomat retired from the practice of dental public health, but

practicing no more than 200 hours per year can become eligible for life membership by paying a one-time fee set by ABDPH.

Section 7. The Board may grant honorary certification to individuals who do not possess all of the educational and practice limiting requirements to be eligible for specialty examination, but who have demonstrated unusual capability in related areas of endeavor and have made outstanding contributions to dental public health.

#### ARTICLE IV. Responsibilities and Activities of the Board

Section 1. The Board shall study and create standards for the practice of dental public health in all its aspects and relationships with a focus towards improving the public's health.

Section 2. The Board shall determine the qualifications of candidates for certification as a Diplomate.

Section 3. The Board shall announce through the office of the Executive Director the time and place of examination of candidates for certification of the Board.

Section 4. The Board shall formulate and execute policies and rules with regard to the examination of candidates for certification by the Board.

Section 5. The Board shall register Diplomates on an annual basis.

Section 6. The Board shall have the power to revoke certificates whenever:

- a. The Diplomate departs grossly from the tenets of sound public health practice or engages in unethical behavior, in the judgment of four of the Directors of the Board.
- b. Diplomates with 10-year, time-limited certificates fail to meet the recertification criteria as indicated in Article III, Sections 4 and 5.

Section 7. Policy on Discrimination/Harassment. The ABDPH does not condone or accept discrimination or harassment based on age, gender, race, creed, sexual orientation, place of education, or country of origin or residence, against candidates or Board Diplomates. The ABDPH will formally consider all complaints filed in writing and signed by any candidate or Board Diplomate made to any Director of the Board, including the Executive Director. The ABDPH will take necessary actions to remediate validated claims.

Section 8. The ABDPH shall have the power to require Diplomates to show evidence of continuing competence as a requisite to recertification as per Article III, Section 5 and Article IV, Section 6.

Section 9. The ABDPH shall establish ad hoc or permanent committees or task forces to help the Board in the fulfillment of its mission. Members to such committees and task forces shall be selected by the Board from the membership.

ARTICLE V. Duties of Officers

Section 1. President. The President shall preside at the meetings of the Board, and perform such other duties as pertain to the office. The President shall make an annual report to the Directors and the membership during the annual meeting.

Section 2. Vice President-Auditor. The Vice President-Auditor shall assume the duties of the President during the President's absence. The Vice President-Auditor shall make an annual inspection and audit of the Treasurer's account and report the findings to the Board Directors and the membership during the annual meeting.

Section 3. Secretary-Treasurer. The Secretary-Treasurer shall be entrusted with the funds of the Corporation, and shall issue checks against such funds as authorized by the President. The Secretary-Treasurer shall turn over the financial records and accounts annually to the Vice President-Auditor of the Board for inspection and audit. The Executive Director shall apply annually for a Professional Protector Plan (Liability) Policy as determined by the Board.

Section 4. At a meeting at which a quorum is present, in the absence of both the President and Vice President-Auditor, the Secretary-Treasurer shall preside over the conduct of the Board's business to be transacted at that meeting only.

Section 5. Past-President. The Immediate Past President is responsible for planning the ABDPH Symposium for the National Oral Health Conference, and Chair, Honorary Member Nomination Committee.

ARTICLE VI. Executive Director

Section 1. The President shall be responsible for the direction of an Executive Director and shall be empowered to delegate to an Executive Director such specific functions as are affirmed by the Board. These shall include: a. keeping of the minutes of all meetings of the Board, which shall be an accurate and detailed record of all transactions. b. entrusted with the funds of the Corporation, and shall issue checks against such funds as authorized by the President, c. all correspondence of the Board shall be within the province of the President and Executive Director, forwarding of appropriate forms to candidates for the certification of the Board, ABDPH Newsletter, and e. the custodian of the Corporation's records.

Section 2. The term of the Executive Director shall be indefinite with renewal annually. The term may be terminated by either party provided that a 60-day written notice is provided to the other party.

Section 3. The remuneration to the Executive Director for services shall be determined by the President in consultation with the Board.

ARTICLE VII. Remuneration

Section 1. Directors of the Board, except as provided in Section 2 of this Article, shall receive no remuneration for their services.

Section 2. Directors of the Board shall be reimbursed for necessary expenses incurred in the conduct of the regular business of the Board.

Section 3. An Executive Director shall receive reimbursement for expenses incurred in performance of Board duties, the amount to be determined by the Board. The Executive Director is reimbursed for services at the direction of the Board.

ARTICLE VIII. Meetings

Section 1. The Board shall meet annually at a time and place designated by the President of the Board.

Section 2. Examinations of candidates for certification will be scheduled at a time and place designated by a majority of the Board's Directors.

Section 3. Special meetings of the Board may be called for the conduct of business.

Section 4. In any meeting of the Board or any balloting by telephone, U. S. mail, or electronic mail, unless otherwise specified in the bylaws, a decision shall be reached through a minimum of three (3) votes in agreement.

ARTICLE IX. Quorum

A quorum shall consist of three Directors.

ARTICLE X. Order of Business

The order of business at all meetings of the Board shall be as follows:

- a. Meeting called to order
- b. Roll call
- c. Approval of minutes of previous meeting
- d. Report of officers
- e. Unfinished business

- f. New business
- g. Examination of candidates (if any)
- h. Adjournment

ARTICLE XI. Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority of this Corporation.

ARTICLE XII. Amendment of Bylaws

The bylaws may be amended by agreement of at least four votes of the Directors, during an official meeting of the Board.

Amended 02/09/15

E. Joseph Alderman, DDS, MPH  
Executive Director

Jeffrey Chaffin, DDS, MPH, MBA, MHA  
President