

# THE EDGAR D. COOLIDGE ENDODONTIC STUDY CLUB

## BYLAWS

### Article I Duties of Officers

Sec.1 *President*  
The President shall have general supervision of the Club, enforce the Constitution and Bylaws, call all special meetings of the Club or Executive Council, preside over all Club meetings, and perform such other duties of the office as may pertain thereto.

The President shall:  
Appoint officers pro-tem in case of temporary absence.

The President shall:  
Call upon the Vice-President or any other member to preside over a Club meeting at any time the President wishes to take part in a discussion or excuse themselves from a meeting.

The President shall:  
Appoint all committee chairmen, and fill vacancies due to death or resignation.

At least two weeks prior to the end of the fiscal year, the President may appoint a committee of at least two Active Members, not members of the Executive Council, to review the books of the Treasurer. The reviewers shall submit their report prior to the first business meeting of the next fiscal year.

Sec. 2 *Vice-President*  
The Vice-President shall assist the President in the performance of the President's duties and shall preside in the absence of the President at meetings of the Club. In case of the death, resignation or removal of the President, the Vice-President shall succeed to the office of President for the duration of the unexpired term. The Vice-President shall also act as Chair of the Membership Committee

Sec. 3            *Treasurer*  
The Treasurer shall prepare a budget of estimated expenditures of the organization prior to the business meeting of the year. The Treasurer shall receive all dues, fees and other monies of the organization from the Secretary and deposit them to the credit of the Club in a depository or depositories as the Executive Council may determine. The Treasurer shall assist the agent(s) of the Edgar D. Coolidge Corporation in their preparation of annual fiscal reports.

Sec. 4            *Program Chair*  
The Program Chair shall arrange for speakers and sponsors for the business meeting of the year in office. In addition, they will be the liaison with the speakers and sponsors regarding, but not limited to, date, time, location, subject and title, travel, room and board, honorarium and any other meeting arrangements.

The Program Chair will be responsible for providing CE verification for members regarding each individual meeting.

Sec. 5            *Dinner Chair*  
The Dinner Chair shall make all arrangements regarding the venue, meals, and audio-visual needs for each business meeting of the year in office.

The Dinner Chair will be responsible for informing the membership of each meeting (sending meeting announcements) regarding the date, time, location, speaker, RSVP, and other pertinent information with respect to each meeting throughout the year.

The Dinner Chair will be responsible for providing name tags for those attending each individual meeting.

Sec. 6            *Secretary*  
The Secretary shall keep minutes of all proceedings of the Club and Executive Council, which shall be kept as a permanent record in the Secretary's book. These minutes shall be presented at the regular meeting of the Club and Council. The Secretary shall act as custodian of all minutes, correspondence, documents, and other hereditaments of the preceding five years and deliver these at the expiration of their term of office to their successor.

The Secretary shall purchase all secretarial supplies.

The Secretary shall have available at all meetings a copy of the Constitution and Bylaws.

The Secretary shall take a roll call of officers and Executive Council members present at each Executive Council meeting, this to become part of the minutes of the meeting.

The Secretary shall notify officers, applicants for membership, committees and others of their election or appointment.

Sec. 7 *Historian*

The Historian shall keep all archival records of the Club. The Historian will install all officers and aid the Executive Council in maintaining continuity with the past. The Historian shall be appointed by the Executive Council.

Article II  
Executive Council

Sec. 1 The meeting of the Executive Council shall be subject to the call of the President and/or a petition of one-third of the Active Members of the organization in good standing and shall be open to all members.

Sec. 2 A majority of the members of the Executive Council shall constitute a quorum.

Sec. 3 Vacancies in any elected office, excepting the office of President, shall be filled by a majority vote of the Executive Council, for the duration of the unexpired term.

Sec. 4 The Executive Council shall have authority to transact all business of the Club not specifically provided for elsewhere. A majority vote of the Executive Council is necessary to carry any proposition and to authorize the expenditure of the Club funds other than normal administrative expense.

Article III  
Quorum

Sec. 1 A quorum shall consist of 25 (twenty-five) Active Members provided that two weeks' notice of the meeting has been given to the membership.

Article IV  
Elections

Sec. 1 The following officers are to be elected at the last business meeting of the fiscal year: President, Vice-President, Treasurer, Program Chair, Dinner Chair, and Secretary.

Article V  
Dues and Fees

- Sec. 1        The annual dues for members and membership fees for Active Members shall be such an amount as determined by the Executive Council and approved by action of two-thirds of the Active Members present and voting at a regular business meeting in which a quorum is present.
- Sec. 2        Annual dues and/or membership fees shall be payable prior to October 1 for the fiscal year in which they are due. Failure to pay all such monies by December 1 automatically suspends a member until such monies are paid. Failure to pay monies owed by January 1 automatically removes the name of the suspended member from the roll of membership. Membership so terminated may be reinstated by payment of the delinquent year's dues and/or fees, providing that such delinquency shall not have been for a period longer than one fiscal year. In case of delinquency longer than one year, the reinstatement must be passed upon by the Executive Council.

Article VI  
Fiscal Year

- Sec. 1        The fiscal year of the organization shall be from September 1 to August 31.

Article VII  
Ethics

- Sec. 1        The code of ethics of this organization shall be those of the American Dental Association and the American Association of Endodontists.
- Sec. 2        The Executive Council shall determine when a violation of the code of ethics of this organization shall exist.

Article VIII  
Parliamentary Authority

- Sec. 1        The rules contained in the current revision of *Sturgis Rules of Order* shall govern this organization in all cases in which they are not inconsistent with the Bylaws or special rules of this organization

Article IX  
Order of Business

- Sec. 1        The order of business, unless otherwise ordered by the Executive Council or Club shall be:

- a. Call to order
- b. Presentation of the Minutes by the Secretary
- c. Report of the Treasurer
- d. Report of the Program Committee
- e. Report of the Membership Committee
- f. Unfinished Business
- g. New Business
- h. Papers, Discussions and Presentations
- i. Adjournment

Amended May 12, 2022