

B&F – 20 – 1**2020 – 2021 Budget**

RESOLVED, that the 2020 - 2021 Tennessee Dental Association budget of \$1,658,520 as prepared by the Budget and Finance Committee, be approved.

The Board of Trustees recommends adoption.

BT2 – 20 – 1

Allow the Consolidation of the Council on Scientific Programs and Continuing Education with the Annual Session Committee

Background Statement: The President’s Task Force on Consolidation has recently examined options to improve the organization, effectiveness, and flexibility of the TDA entities concerned with the planning and execution of the Annual Session. Our recommendation is to dissolve the Council on Scientific Programs and Continuing Education and its sub-entity, the Committee on Annual Session. A new Board-appointed committee will be formed with a new organizational structure and assume most of the duties of the previous Council and Committee. The Task Force has provided detail for the Councils and Committees Handbook regarding the structure and function of this committee.

Therefore, be it

RESOLVED, that the *TDA Bylaws*, Chapter VI, Scientific Sessions, Section 30, Management shall be amended to read:

~~The Council on Scientific Programs and Continuing Education and the Committee on Annual Session~~ Board of Trustees shall have full charge of all details relating to the annual scientific session. ~~and shall operate in accordance with the procedural manual adopted by the Board of Trustees.;~~

and be it further,

RESOLVED, that the *TDA Bylaws*, Chapter IX, Councils, Section 10, Titles, be amended to read:

The councils of this Association shall be ~~four (4)~~ three (3) in number: ~~1. Council on Scientific Programs and Continuing Education~~ 1. Council on Dental Benefit Programs ~~2. Council on State Agencies, Awards, Ethics and Judicial Affairs~~ 3. Council on Membership, Communications and Relief;

and be it further,

RESOLVED, that the *TDA Bylaws*, Chapter IX, Councils, Section 130, Council on Scientific Programs and Continuing Education be eliminated in its entirety and subsequent sections be renumbered:

~~The Council on Scientific Programs and Continuing Education shall be composed of nine (9) members, one from each component society. The council’s duties shall be: A. Develop and conduct scientific programs for the membership. B. Coordinate and provide oversight to the annual scientific session. C. Study, recommend and initiate programs designed to promote continuing education and training programs for the dental profession and its auxiliary personnel. D. Supervise and conduct planning of all programs of the~~

TDA Councils and Committees Handbook

REVISIONS

Organizational Structure of the TDA Councils and Committees

New diagram will need to be made (p4)

General Information Relevant to the Council/Committees

A. Membership

The EXCEPTIONS: section can be removed (p5)

Information Specific to Councils/Committee **Standing Committees of the Board of Trustees**

ADD: Annual Session Committee

Composition: President's Annual Session Director, as Chairman, President, President-elect, and President-elect's Annual Session Director all serving as the Annual Session Leadership Committee; Continuing Education Subcommittee Chair; Events, Registration, and Marketing Subcommittee Chair; Exhibitor Relations and Fundraising Subcommittee Chair; and nine (9) members-at-large. A good faith effort will be made to have all nine districts represented on this Committee.

Term: The Annual Session Leadership Committee will serve during their two-year term. The subcommittee chairs and members-at-large will serve a three-year term and may serve a maximum of two terms.

Meetings: The Annual Session Leadership Committee will determine the number of meetings that are appropriate every year. The entire committee is not required to meet together. Often, the Annual Session Leadership Committee will meet with the Subcommittee Chairs and then the Subcommittee Chairs will meet separately with their member-at-large to accomplish their goals and report back to the Annual Session Leadership Committee.

Duties: The duties of the committee shall be:

- A. Develop, organize, and oversee all aspects of the Annual Session
- B. Study, recommend, and initiate continuing education programs for the dental professions
- C. Provide onsite meeting management by assisting the TDA staff and appointing volunteers
- D. Coordinate fundraising strategies and recruit sponsors for the Annual Session

COUNCIL ON SCIENTIFIC PROGRAMS & CONTINUING EDUCATION
p15-p22 can be deleted

It is strongly recommended that the President and the Board of Trustees consider representation of all nine (9) component societies in this committee. Because component representation can occur at any level of leadership on this committee, it was decided that no set quota be made at any level of service of the committee. This recommendation also allows for strategic placement of members with strong interests in certain subcommittees to serve in those capacities directly without limitation of other members.

I. C. MEMBERSHIP TERMS

The TDA President, President-elect, and their Annual Session Directors will each serve two-year terms during their President-elect to President stint. The Chairperson will serve a one-year term during that person's year as the President's Annual Session Director. The Chairperson will have already served on the committee for one year. It should be noted that the Annual Sessions Directors need not be from the same component society as their President-elect/President.

The subcommittee chairs will serve a three-year term with a maximum of two (2) terms. The President will select all three subcommittee chairs. The terms will be staggered until a rotation can be established as follows so that only one subcommittee chair term will end per year:

- Exhibitor Relations and Fundraising- initial 1-year term
- Events, Registration, and Marketing- initial 2-year term
- Continuing Education- initial 3-year term

After the initial terms have been served, the remaining terms for the subcommittee chairs will be three years. Any initial partial term will not count toward their two-term maximum if they choose to continue to serve both full terms. Initial terms will start immediately after appointment and be approved by the Board at the next Board meeting.

The members-at-large will serve a three-year term with a maximum of two (2) terms. The Trustees of the Board of Trustees will submit nominations to the President, and these appointments will be reviewed and approved by the Board of Trustees. The positions will be numbered #1-9 to provide a distinguishing designation. The Annual Session Leadership Committee will select all nine members-at-large for the first year, and their terms will begin immediately after appointment and be approved by the Board of Trustees at the next Board meeting.

<u>CE SC</u>	<u>Events & Registration SC</u>	<u>Exhibitor Relations SC</u>
Member-at-Large #1	Member-at-Large #4	Member-at-Large #7
Member-at-Large #2	Member-at-Large #5	Member-at-Large #8
Member-at-Large #3	Member-at-Large #6	Member-at-Large #9

The initial terms will then be staggered as follows so that only one member-at-large per subcommittee will be selected per year.

Members-at-Large #1, 4, 7- initial 1-year term
 Members-at-Large #2, 5, 8- initial 2-year term
 Members-at-Large #3, 6, 9- initial 3-year term

Any initial partial term will not count toward their two-term maximum if they choose to continue to serve both full terms.

The allied staff representatives will serve a three-year term with a maximum of two (2) terms. The Trustees of the Board of Trustees will submit nominations to the President, and these appointments will be reviewed and approved by the Board of Trustees at the next Board meeting. One must be a Registered Dental Hygienist and one must be a Registered Dental Assistant in the state of Tennessee. They will begin their functions on the committee immediately after appointment.

Should a member of the Annual Session Committee chose to not finish his or her full term, the President will select an eligible replacement, and the appointment will be effective immediately. The member's term limits will not be affected by finishing another member's term.

It is recommended that by establishing a longer-tenured committee, that it is beneficial to have experienced personnel in leadership. It is recommended that interested members-at-large continue on as subcommittee chairs. It is also beneficial for members of the Annual Session Leadership Committee to have served on the committee in capacities in the subcommittees.

I. D. JOB DESCRIPTIONS

- Chairperson: President's Annual Session Director

- Set up and coordinate communication of the committee
- Conduct regular and timely communication with the committee
- Assign specific duties for the subcommittee chairs
- Establish points in time to check subcommittee progress
- Check subcommittee progress
- Coordinate with TDA executive director and staff
- Aid the TDA staff in finding last-minute volunteers for critical assignments
- Greet all exhibitors and speakers on behalf of the Association
- Manage the real-time meeting by constant circulation within the meeting venue
- Be available for last-minute assignments, freeing the President to fulfill his/her role and avoid distraction
- Oversee adherence to the timeline for tasks to be performed.

- Vice-Chairperson: President-elect's Annual Session Director

- Assist in coordination of communication of the committee
- Coordinate communication of the committee regarding future meetings
- Conduct regular and timely communication with the committee

- Assign specific duties for the subcommittee chairs
- Establish points in time to check subcommittee progress
- Check subcommittee progress
- Coordinate with TDA executive director and staff
- Aid the TDA staff in finding last-minute volunteers for critical assignments
- Greet all exhibitors and speakers on behalf of the Association
- Manage the real-time meeting by constant circulation within the meeting venue
- Be available for last-minute assignments, freeing the President-elect to fulfill his/her role and avoid distraction

- TDA President

- Creating/designing specific tasks that need to be accomplished by the committee
- Check subcommittee progress
- Coordinate with TDA executive director and staff
- Be present at TDA Annual Session
- Theme for meeting
- Vision for keynote speaker and President's Party

- TDA President-elect

- Creating/designing specific tasks that need to be accomplished by the committee
- Check subcommittee progress
- Coordinate with TDA executive director and staff
- Be present at TDA Annual Session
- Support the President
- Look ahead to their year for venue, theme, etc.

- Continuing Education Subcommittee Chairperson

- Manage all tasks and duties delegated to the Continuing Education Subcommittee
- Plan and conduct meetings, calls, and correspondence within this subcommittee
- Conduct regular and timely communication with the Annual Session Leadership Committee
- Be present and available at the necessary meetings and the TDA Annual Session
- Adhere to the timeline and deadlines for tasks to be completed.
- (See FUNCTIONS of COMMITTEE)

- Events, Registration, and Marketing Subcommittee Chairperson

- Manage all tasks and duties delegated to the Events, Registration, and Marketing Subcommittee
- Plan and conduct meetings, calls, and correspondence within this subcommittee
- Conduct regular and timely communication with the Annual Session Leadership Committee
- Be present and available at the necessary meetings and the TDA Annual Session
- (See FUNCTIONS of COMMITTEE)

- Exhibitor Relations and Fundraising Subcommittee Chairperson

- Manage all tasks and duties delegated to the Exhibitor Relations and Fundraising Subcommittee
- Plan and conduct meetings, calls, and correspondence within this subcommittee
- Conduct regular and timely communication with the Annual Session Leadership Committee
- Be present and available at the necessary meetings and the TDA Annual Session
- Plan an event for our sponsors to kick off the fundraising year
- (See FUNCTIONS of COMMITTEE)

- Members-At-Large & Allied Staff Representatives

- Be a present and active member in planned meetings, calls, and correspondence related to the assigned subcommittee
- Be present and available at the necessary meetings and the TDA Annual Session

II. A. FUNCTIONS OF THE COMMITTEE

The Annual Session Committee will work together with thorough communication and improved continuity to provide the necessary planning and execution for our Tennessee Dental Association Annual Session. This Committee will work directly with the Executive Director and a TDA staff member assigned to the Annual Session, though most of the executive office staff will be available to provide assistance in accomplishing tasks for the Annual Session. This Committee in teamwork with the executive office may also consider outsourcing portions of the meeting planning and execution and will work closely with the designated third party.

The Annual Session Committee is a large committee that has several specialized branches. This committee was designed with the idea that the whole committee will likely never meet together, but the central leadership team will have continual correspondence with each subcommittee. Each Subcommittee Chair will be in charge of organizing and finalizing all of their delegated responsibilities. It is the Subcommittee Chairs that will report back to the Annual Sessions Leadership team. The leadership team will decide how they will best correspond with the rest of the committee. They may chose to be present at each subcommittee's meetings, or they may chose to correspond only with the Subcommittee Chairs. The leadership team may speak with all of the Subcommittee Chairs at a given meeting or call, or they may only invite the members pertinent to a given discussion. The ultimate responsibility falls on the Annual Sessions Leadership Committee and the Executive Director to be sure that all delegated tasks and duties are accomplished.

The Annual Session Leadership Committee will convene as often as needed to be sure that all designated duties are completed for the production of the TDA Annual Session. It is very important that the Leadership Committee work very closely together to provide for seamless transition of projects and materials, as these are the only members

that serve only two years. The Vice President's Annual Session Director will serve only one year prior to becoming the Chair of the entire committee.

It is strongly recommended, though not required, that members in leadership positions on the committee have previously served on the committee in another capacity. For example, it is suggested that a person serving as a member-at-large for a subcommittee would eventually become that subcommittee's chair. Their previous position would have provided them with a solid background from which he or she could be an effective leader immediately. In addition, a subcommittee chair would then either serve on a different subcommittee or would eventually serve in the Annual Sessions Leadership team, though the terms may not be continuous.

II.B. FUNCTIONS OF THE CONTINUING EDUCATION SUBCOMMITTEE

A major duty of this subcommittee is to select and secure speakers for each Annual Session. Most of the time, this is completed well before the meeting, even years in advance. The goal is to provide the continuing education courses that are applicable and interesting to our membership. With consideration of budget guidelines provided, members are to research, contact and negotiate terms with the speakers. This information will then be provided to the TDA staff to issue a speaker contract and use information as appropriate for promotion and registration materials.

Honorarium or sponsorship for all speakers will be determined and finalized. Members of the TDA that are asked to speak should not receive an honorarium of more than \$500. Lodging may be provided by the TDA for one or two nights, depending on the speakers travel schedule, at one of the host hotels. The TDA will reimburse the speaker mileage at the IRS rate, if their home is over 100 miles from the venue, or for economy airfare and local transportation to and from the hotel.

For each of these speakers, a host, who can introduce the speaker and remain during the course, must be designated. This means that the subcommittee will have to reach out and find volunteer leadership and often perform these duties themselves in the event of a person not being able to complete his or her assigned task.

This subcommittee will need to provide course information to have signs executed by the TDA staff or an outsourced party.

II.C. FUNCTIONS OF THE EVENTS, REGISTRATION, AND MARKETING SUBCOMMITTEE

This subcommittee is focused on the internal and external marketing strategies to encourage our membership to attend the Annual Session. They will also provide support for the on-site registration, and help with the planning and production of social events.

Marketing

Spreading the information about the Annual Session well in advance is crucial for the success of the meeting. It is suggested that marketing strategies be employed to help accomplish optimal member attendance. The meeting dates for the next Annual Session should be confirmed and made available through signage at the previous Annual Session. Pamphlets or detailed booklets should be ready at least six months prior to the meeting with a program being distributed just before the earliest registration. It is up to this committee to determine the best marketing strategies for each meeting. For this task, they will work closely with the executive office staff and will consider outsourcing options.

Registration

For registration, this subcommittee will be familiar with all registration goals, processes, and actual registrants. The executive office staff will perform the pre-registration duties, though this subcommittee will follow the progress and help solicit attendance. A member of this subcommittee should be available during registration times to welcome members as they sign-in and be available to encourage ticket sales to events.

Once registration is complete, the subcommittee chairman shall be given a complete breakdown of the total registration of all groups for the House of Delegates. This subcommittee should also be given a breakdown of total registration to be given to the Exhibitor Relations Subcommittee Chairman for distribution to each exhibitor.

Policies Regarding Registration

It shall be the policy of this Association to require all persons to wear the Association's official badge of registration in order to be admitted to any function held during the Annual Session. This notice is to be printed in the Official Program.

A registration fee may be charged to each American Dental Association member who attends the Annual Session of the Tennessee Dental Association.

Non-member dentists may attend the Tennessee Dental Association Annual Session. The registration fee shall be an amount equal to or greater than current Tennessee Dental Association regular member dues.

That no refund be made for these functions (President's Party or TDA Opening Session) unless received by the TDA by the date specified in the Preregistration brochure, approximately two (2) weeks prior to the scheduled event.

Events

Social events at the TDA Annual Session will also be planned and organized by this committee. The number of social events will be planned, and this subcommittee will secure the entertainment. This committee will confer with the Annual Sessions Leadership Committee regarding the entertainment for the social events, especially the President's Party. Event details will need to be thoroughly planned, budgeted and

assigned. Plans should be considered to outsource certain event details, purchases, or use volunteer leadership.

This subcommittee and the Executive Director will arrange for the menus and determine the costs to attend. Preregistration for these events will be conducted through the TDA Executive Office.

The executive office staff will provide special reserved seating for recipients of the 50-Year Award, Fellowship Award, ACE Award and the Dr. Jack Wells Dedication to Dentistry Award, as applicable. The Subcommittee Chair should confer with the President of the Association regarding whom he or she wishes to be seated at the head table. The executive office staff will notify those to be seated at the head table and at reserved tables.

The executive office staff will supply place cards for the invited guests seated at the head table and at reserved tables. The TDA staff will also be responsible for placing cards at the proper location prior to the start of the dinner.

Special invitees of the President (maximum of 4), the Jack Wells Award recipient and spouse/guest and 50-Year Award recipients and their spouse/guest will receive complimentary tickets to designated events.

II.D. FUNCTIONS OF THE EXHIBITOR RELATIONS AND FUNDRAISING SUBCOMMITTEE

This subcommittee is assigned the tasks of establishing close-knit relationships with our exhibitors and sponsoring partners. This subcommittee is responsible for establishing and maintaining contacts with each of our sponsorship partners throughout the year and providing necessary support during the Annual Session.

In order to provide the highest level of continuing education during the Annual Session, sponsorships are welcomed and encouraged from all organizations and businesses affiliated with dental care, individual dentists, group practices and study clubs. It is the charge of this group to establish these contacts to support each and every Annual Session. Once a commitment is received, the TDA Executive Office should be notified with the following information: name, address, phone, email address, the dollar amount of the sponsorship, and the specific event to be sponsored (if applicable).

This subcommittee will review the exhibit prospectus and contract form annually. The executive office staff will prepare and mail the exhibit prospectus and the contracts. They will also collect commitments dollars from the sponsors.

For sponsors planning to have an exhibit, a set sponsorship level and number of exhibitor positions available for the year will be determined by this subcommittee and the executive director.

The Executive Director, the Exhibitor Subcommittee, and the Convention Decorator Service Representative will determine where exhibits are to be displayed and what hours exhibits will be open.

The Exhibitor Subcommittee should be on hand during the set-up of exhibits. When exhibits are open, the subcommittee members should be available to assist exhibitors and answer questions. The subcommittee's guidance and assistance is necessary in the exhibition area to make sure that exhibitors' needs are met.

The executive office staff will obtain the services of uniformed security officers to protect the exhibits and manage any individuals who are not associated with the TDA Annual Session.

It is the responsibility of the Exhibitor Subcommittee to have committee members present on the exhibition floor whenever exhibits are open. From time to time it is necessary to request that an exhibitor refrain from activity which bothers TDA members or other exhibitors. It is the subcommittee's duty to make such requests. If an exhibitor does not comply with the subcommittee's request, the exhibitor should be asked to leave the meeting.

The subcommittee should also help monitor aisle space. It may not be used for exhibit purposes, for display of signs, for solicitation of business, or for distribution of cards, circulars or samples. Ample exhibit space should be leased to accommodate your products and sales representatives, etc. This provision will be strictly enforced.

Subcommittee members should encourage dentists, spouses, assistants, hygienists, front office personnel and others to visit the exhibits and make purchases.

Shortly before the close of exhibits at end of the final day, Committee members should distribute the TDA's Exhibitor *Meeting Evaluation Form* to all exhibitors. These should be collected at the close of exhibits.

The Subcommittee Chairman should also be sure that each exhibitor receives statistics of the total registration and attendance.

The Subcommittee is responsible for thanking the sponsors and exhibitors and encouraging ongoing relationships.

II.E. FUNCTIONS OF THE EXECUTIVE OFFICE STAFF

The Executive Director will play a major role in coordinating the activities of the Annual Sessions Committee and producing the TDA Annual Session. He or she will provide optimal support for the Annual Sessions Committee and also direct and coordinate the executive office staff.

Financial arrangements with facilities

The Executive Director will work with the Annual Session Leadership Committee on the venue and hotel contract and handle financial arrangements with hotels, convention centers and other facilities utilized for Association-sponsored events during the Annual Session.

The executive office staff will work under the direct supervision of the Executive Director during the planning and the execution of the TDA Annual Session. The Executive Director will assign the staff members' jobs and responsibilities.

The executive office staff is responsible for the preregistration of all attendees. They collect and designate funds from preregistration for those planning to attend Annual Session events.

During the Annual Session, the executive office staff will provide assistance to the House of Delegates, Board of Trustees and Reference Committees. The executive office staff also will collect and disseminate supplemental reports from Council and Committee Chairs.

The executive office staff does not perform any of the work for the allied groups, such as FACD-FICD, Pierre Fauchard, Past Presidents, etc. The chairmen of these events send out their own meeting notices, sell their own tickets and collect money for these events.

II. F. ANNUAL SESSION PLANNING TIMELINE

Certain tasks must be accomplished by a projected date to ensure proper execution of the Annual Session meeting. The timeline projected below is meant to help guide the subcommittees and serve as a checklist for the Annual Session Leadership Committee.

18 Months Prior

- Select conference site
- Select conference date

17 Months Prior

- Negotiate terms and sign contract with venue

13 Months Prior

- Set conference theme
- Create list of potential keynote speakers and send invitations.
- Create a Save-the-Date postcard to distribute at current convention
- Prepare budget based on signed venue contract and fees for registration, etc.

12 Months Prior

- Distribute Save-the-Date postcards at current convention

- Determine speaker lineup and sessions/events

11 Months Prior

- Ship Save-the-Date postcards to components for distribution at their meetings
- Make contact with venue conference service manager (CSM) assigned to conference.
- Request venue layout and meeting room specs
- Set registration fees and determine honorarium for keynote speakers/entertainment.
- Send speakers contracts and keynote or entertainment, if applicable
- Sponsor event (breakfast or reception)

10 Months Prior

- President's Party "Theme"
- Begin event layout
- Exhibitor Prospectus – design and print
- Contract electronic registration company

9 Months Prior

- Begin promoting the conference theme, location, and registration rates.
- Mail Exhibitor Prospectus with letter from Exhibitor Relations and Fundraising Chair
- Work on information and design for Preregistration Brochure
- Committee for logistics (room set-up, catering)
- Begin to secure volunteers for speaker hosts/ room monitors
- Request Welcome Letter from Annual Session Director or President for Pre-Registration Brochure

8 Months Prior

- Alliance Lunch – Contact Alliance President

7 Months Prior

- Preregistration Brochure – to printer
- Find out what organizations want to meet – Pierre Fauchard, ICD, ACD, etc.
- Invite ADA President or VIPs (watch for email from ADA with request form)

6 Months Prior

- Mail Preregistration Brochure to all members (or first week of January)
- Post Preregistration information online
- Open registration and housing reservations to attendees
- Continue promoting conference through email and website.
- Make arrangements for events and non-CE activities.
- Begin tracking registration and sleeping room reservations.
- Create conference website site or update existing one with details on date and location.

5 Months Prior

- Continue promoting conference with updates to website and through social media. Add video clips from leaders or former attendees. Post testimonials from past attendees.
- VIP Hotel Suite Assignments
- Begin e-mail blast marketing

4 Months Prior

- Create a registration spreadsheet, making note of total registrations sold each week.
- Create a housing spreadsheet, making note of total rooms sold each week.
- President Comp Tickets to President's Party
- Send brochure to sponsors
- Contact affiliate organizations with menu options – hotel to contact them

3 Months Prior

- Request AV from the audio-visual provider. (Usually venue's AV is simplest and cheapest.) Microphones, projectors, screens, etc.
- Send update to speakers regarding housing, room setup, and AV provided.
- Prepare final program and print date.
- Prepare and print awards event program.
- Design name badges.
- Select Credentials and Reference Committees (President from delegation lists provided)
- Assign Hosts to speakers

2 Months Prior

- Purchase supplies
- Prepare scripts and special seating diagrams for HOD and awards event.
- Make final decisions on AV needs in session rooms and general events.
- Send menus to venue CSM and discuss special requests.
- Prepare evaluation forms for conference.
- Send reminders to speakers of date, time and room assignment and host info.
- Check number of sleeping rooms sold and compare to registration numbers. Make sure group has sold the number of sleeping rooms required by the contract.
- Presidents Address – copy to distribute at end of speech

1 Month Prior

- Check sleeping rooms sold with the venue CSM.
- Check catering menus.
- Send final email promotion for conference registration.
- President-Elect appointments, liaison's and Executive Committee members
- Reserve van for supplies

3 Weeks Prior

- Create signs / print.
For Registration.
Outside CE room.
Outside event rooms.
Sponsors
- Go through event with CSM.
- Prepare post-event survey to be emailed to conference attendees after the conference.

1 Week Prior

- Confirm AV equipment for all sessions with venue.
- Check event banquet event orders (BEO) with convention specifications document: set up, food, beverage, AV.
- Stuff registration bags.
- Ship materials to venue (if out of Nashville area).

3 Days Prior

- Share final catering guarantees with venue
- Prepare onsite “binder” of all contracts, BEOs, AV requests, special needs from attendees, and contact information.

1 Day Prior

- Conduct a preconference meeting with venue staff. Get contact information for all key venue and supplier staff members. Discuss emergency procedures with the venue. Check catering menus and room sets again.
- Walk the meeting space with conference volunteers, noting locations of restrooms and emergency exits.
- Walk the area around the venue taking note of restaurants and attractions that might of interest to attendees.
- Set directional signs and prepare registration area.
- Retrieve keys for conference staff office.
- Exhibitor Set-up
- Final walk-thru

During Conference

- Meet with venue CSM daily to discuss progress of the conference and review catering bills.
- Occupy TDA office/remedy issues/problems

After the Conference

- Send letters of appreciation to speakers and volunteers.
- Email post-event survey to conference attendees (Survey Monkey).
- Review invoices from venue.

- Write a post-event report. Include registration and housing spreadsheets, BEOs, final invoices and notes about successes and challenges.
- Send Thank yous to exhibitors

BT2 – 20 – 2

Removal of an Officer or Trustee

BACKGROUND STATEMENT: The present TDA Bylaws do not provide for a method for removing Officers or Trustees for Cause. These Bylaws additions are intended to give an orderly process for removal in the unlikely event that Officers or Trustees engaged in actions that would reflect poorly on the Association. The second part grants authority to the Board to temporarily fill Officer vacancies that occur due to removal for cause.

Therefore, be it,

RESOLVED, that the following section be added to the *TDA Bylaws*:

Chapter XIV Miscellaneous, Section 40 Removal for Cause

- A. The Board of Trustees may remove an Officer or Trustee for any of the following:
- Continued, gross or willful neglect of the duties of the office;
 - Actions that intentionally violate the Bylaws
 - Failure to comply with the proper direction given by the House of Delegates or Board of Trustees
 - Failure to comply with the Association’s policies on conflict of interest;
 - Failure or refusal to disclose necessary information on matters of Association business;
 - Failure to keep confidential any exclusive information protected by secrecy that becomes known to the member by reason of the performance of his or her duties on the Association’s behalf;
 - Failure to comply with the Association’s policy on sexual harassment;
 - Unauthorized expenditures or misuse of Association funds;
 - Unwarranted attacks on the Association, any of its agencies or any person serving the Association in an elected, appointed or employed capacity;
 - Conviction for a felony
 - Unwarranted refusal to cooperate with any Officer, Trustee, Council/Committee member or member of the Executive Office staff;
 - Misrepresentation of the Association or any person serving the Association in an elected, appointed or employed capacity to an outside person;
 - Failure to regularly attend Board of Trustee meetings;
 - Being found to have engaged in conduct subject to discipline pursuant to Chapter XI of the American Dental Association Bylaws;
- B. Procedure for Removal
- Before an Officer or Trustee (afterwards referred to as “member”) is removed for cause, the following procedures shall be followed by the Board of Trustees:

BT3 – 20 – 1**Appointments to Councils and Committees**

RESOLVED, that the complete list of nominees for membership on the Councils and Committees of the Association, submitted and proposed by the Board of Trustees, in accordance with Chapter IV, Section 70 of the *Bylaws*, be elected.

C&B – 20 – 1

Revisions in References to Other Documents or Wording Clarification

BACKGROUND STATEMENT: Having examined the TDA Constitution and Bylaws as of the June 2019 House of Delegates, the Constitution and Bylaws Committee found various inconsistent references to other areas of the document or to the ADA Constitution and Bylaws, as well as ambiguous wording in several areas that the committee recommends be changed for an accurate and clear document.

Therefore, be it

RESOLVED, that the TDA *Constitution, Article III, Organization, Section 60. Status as Constituent Society*, be amended as follows (new language underscored, deletions ~~stricken~~):

This Association is a chartered constituent society of the American Dental Association. As such, it is subject to the provisions of Chapter II of the *Bylaws of the American Dental Association*. It shall be represented in the House of Delegates of the American Dental Association as provided in Chapter ~~V~~ III of the *Bylaws of the American Dental Association*.

and be it further

RESOLVED, that the TDA *Constitution, Article III, Organization, Section 70. Component Societies*, be amended as follows (new language underscored, deletions ~~stricken~~):

Component Societies of this Association shall be those dental societies chartered and organized as such in conformity with Chapter II of the *Bylaws* of this Association and with Chapter ~~III~~ II of the *Bylaws of the American Dental Association*.”;

and be it further

RESOLVED, that the TDA *Bylaws, Chapter I, Membership, Section 40. Privileges, Item I. Right of Appeal*, be amended as follows (new language underscored, deletions ~~stricken~~):

An accused member shall have the right of appeal from the decision of his component society, first, to the Council on State Agencies, Awards, Ethics and Judicial Affairs and, next, to the Board of Trustees of this Association by filing an appeal in affidavit form with the Secretary of this Association. The Council on State Agencies, Awards, Ethics and Judicial Affairs or the Board of Trustees or a committee of said Board of at least three members, shall hear the appeal in the manner prescribed in Chapter I, Section 40., Paragraph H of these *Bylaws*. An accused member shall have the further right of appeal

The Speaker, with the consent of the House of Delegates, ~~shall~~ may appoint special committees to perform duties not otherwise assigned by these *Bylaws*. The term of all members of special committees shall expire at the annual session following their appointment or when their assigned duties have been completed.

and be it further

RESOLVED, that the TDA *Bylaws, Chapter VII, Elective Officers, Section 80. Duties, Section A, President, Item 7*, be amended as follows (new language underscored, deletions ~~stricken~~):

To present to the Association members an address ~~during the annual workshop~~ midway through the President's term. This address shall be called "The State of the Association Address."

and be it further

RESOLVED, that the TDA *Bylaws, Chapter X, Finances, Section 10. Membership Dues, Section A, Active Members*, be amended as follows (new language underscored, deletions ~~stricken~~):

The annual dues of active members shall be \$434 due and payable per TDA approved payment options except that any dentist, who satisfies the eligibility requirements for active membership under Chapter I, Section 20. of these *Bylaws* and who satisfies any of the following conditions shall be entitled to pay the reduced active member dues listed under such satisfied condition so long as such dentist maintains continuous membership, subject to the further reductions permitted under the provisions of Chapter X, Subsections F., ~~and G.~~ and H of these *Bylaws*:

and be it further

RESOLVED, that the TDA *Bylaws, Chapter X, Finances, Section 10. Membership Dues, Section B, Life Members, Items 1 and 2*, be amended as follows (new language underscored, deletions ~~stricken~~):

1. Active Life Members: Regardless of a member's previous classification of membership, the dues of life members who have not fulfilled the qualifications of Chapter I, Section ~~20F~~ 20.B.1, of these *Bylaws* with regard to income related to dentistry shall be seventy-five percent (75%) of the dues of active members.
2. Retired Life Members: Life members who have fulfilled the qualifications of Chapter I, Section ~~20F~~ 20.B.2, of these *Bylaws* with regard to income related to dentistry shall be exempt from payment of dues.;

and be it further

C&B – 20 – 5

Clarification of Life Membership

BACKGROUND STATEMENT: Aware of a lack of clarity regarding Active Life Membership and Retired Life Membership, the Constitution and Bylaws Committee suggests a change to the Bylaws stating the criteria necessary for each of these membership categories.

Therefore, be it

RESOLVED, that the TDA *Bylaws, Chapter I, Membership, Section 20. Qualifications, Item B, Life Member*, be amended as follows (new language underscored, deletions ~~stricken~~):

Life Member: A member in good standing who has been an active and/or retired member in good standing for thirty (30) consecutive years or a total of forty (40) years of active membership, having attained the age of sixty-five (65) years, shall be eligible to be classified as a life member of this Association. Life membership shall be effective the calendar year following the year in which the requirements are fulfilled.

Maintenance of membership in good standing in this Association, in the American Dental Association and in a component society shall be a requisite for life membership in this Association. The American Dental Association will give notification to members who are eligible for life membership. ~~To qualify for retired life membership status, the member shall submit an affidavit attesting to the member's qualifications for retired life membership through his component society and said component society shall submit certificates verifying such qualifications.~~ A dentist who was an active member, but subsequently became a student member, shall be entitled to have the year or years of such subsequent membership counted for the sole purpose of establishing possible later eligibility for life membership.

- 1) Active Life Membership: A member who satisfies the qualifications for Active Life Member in Section 20.A of this chapter and satisfies the qualifications for Life Member given in Section 20.B of this chapter shall be considered an Active Life Member.
- 2) Retired Life Membership: A member who satisfies the qualifications for Retired Member as found in Section 20.G of this chapter and satisfies the qualifications for Life Member given in Section 20.B of this chapter shall be considered a Retired Life Member. To qualify for retired life membership status, the member shall submit an affidavit attesting to the member's qualifications for retired life membership through his component society and said component society shall submit certificates verifying such qualifications.

and be it further

C&B – 20 – 6

No Dues for Full-time Charitable Service

BACKGROUND STATEMENT: Acknowledging the beneficence of dentists serving full-time in charitable service to the underserved, the Constitution and Bylaws Committee recommends removal of the token dues payment of \$5, and thereby show support of this service as well as be in accordance with the ADA and the component societies in requiring no membership dues.

Therefore, be it

RESOLVED, that the TDA *Bylaws, Chapter X, Finances, Section 10. Membership Dues, Section A, Active Members, Item 3*, be amended as follows (new language underscored, deletions ~~stricken~~):

An active member who is serving dentistry full-time for a charitable organization and is receiving neither income nor a salary for such charitable service other than a subsistence amount which approximates a cost-of-living allowance shall pay no dues ~~of five dollars (\$5.00)~~ each year provided that such charitable service is being performed continuously for not less than one year and provided further than such member does not supplement such subsistence income by the performance of services as a member of the faculty of a dental or dental auxiliary school, as a dental administrator or consultant, or as a practitioner of any activity for which a license to practice dentistry or dental hygiene is required.

and be it further

RESOLVED, that the Tennessee Dental Association Bylaws be amended accordingly.

The Board of Trustees recommends adoption.

Bylaws change requires 2/3 DLUBDM vote for adoption.

C&B – 20 – 7**Reinstatement of Membership and Remove Fee**

BACKGROUND STATEMENT: Bearing in mind the challenge of bringing former members back as members of the Association, the Constitution and Bylaws Committee recommends removal of the \$25 reinstatement fee to eliminate any penalty for rejoining as a TDA member.

Therefore, be it

RESOLVED, that the TDA *Bylaws, Chapter X, Finances, Section 10. Membership Dues, Item I, Subsection 2*, be amended as follows (new language underscored, deletions ~~stricken~~):

Reinstatement of active, life, retired, or student membership may be secured by a former member upon re-application to the component society and payment to the TDA of current year dues ~~plus a \$25 penalty~~.

and be it further

RESOLVED, that the Tennessee Dental Association Bylaws be amended accordingly.

The Board of Trustees recommends adoption.

Bylaws change requires 2/3 affirmative vote for adoption.

C&B – 20 – 8

Waiver of Dues Categories to Comply with the ADA

BACKGROUND STATEMENT: Having become aware of a change in the ADA waiver of dues categories, the Constitution and Bylaws Committee recommends the following change to make the TDA Bylaws comply with the options available through the ADA.

Therefore, be it

RESOLVED, that the TDA *Bylaws, Chapter II, Component Societies, Section 30. Membership, Item C*, be amended as follows (new language underscored, deletions ~~stricken~~):

An active member who has suffered a significant financial hardship that prohibits them from payment of the full dues and/or any special assessment may be excused from the payment of ~~twenty-five percent (25%)~~, fifty percent (50%), ~~seventy-five percent (75%)~~ or all of the current year's ADA, TDA and component society dues and /or any special assessment as determined by their constituent and component dental societies. The component society shall certify the reason for the waiver, and forward to the TDA Board of Trustees for consideration and action. The ADA, the TDA and the component society shall provide the same proportionate reduction in any approved waivers. See Chapter X, Section 10, Paragraph J.;

and be it further,

RESOLVED, that the TDA *Bylaws, Chapter X, Finances, Section 10. Membership Dues, Item J, Dues of Members Who Suffer Financial Hardship*, be amended as follows (new language underscored, deletions ~~stricken~~):

Dues of Members Who Suffer Financial Hardship: An active member who has suffered a significant financial hardship that prohibits them from payment of the full dues and/or any special assessment may be excused from the payment of ~~twenty-five percent (25%)~~, fifty percent (50%), ~~seventy-five percent (75%)~~ or all of the current year's ADA, TDA and component society dues and /or any special assessment as determined by their constituent and component dental societies. The component society shall certify the reason for the waiver, and forward to the TDA Board of Trustees for consideration and action. The ADA, the TDA and the component society shall provide the same proportionate reduction in any approved waivers. Additionally, a member of this association, while receiving assistance from the Relief Fund of this Association or from the Relief Fund of the American Dental Association, shall be exempt from the payment of dues during the period of such assistance.

and be it further

RESOLVED, that the Tennessee Dental Association Bylaws be amended accordingly.

The Board of Trustees recommends adoption.

Bylaws change requires 2/3 affirmative vote for adoption.