

SOUTHERN ENDODONTICS STUDY GROUP CONSTITUTION AND BYLAWS

ARTICLE I: **THE NAME** of the organization shall be the Southern Endodontic Study Group, and shall hereinafter be referred to as the Group.

ARTICLE II: **THE OBJECT** of the Group shall be the dissemination and promulgation of ideas and information about pulp conservation and endodontic therapy among the interested persons in the southern United States.

ARTICLE III: **MEMBERSHIP** The Group shall be composed of Active, Honorary, and Life Members. Active and Life Members shall hereinafter be referred to as Members.

A. **WHO MAY APPLY:** Members of the American Association of Endodontists.

B. **HOW TO APPLY:** An applicant may complete an application of such form as the Steering Committee may designate, and return it to the Membership Director. Enclosed shall be a check which is payable to the Group in an amount of the application fee plus annual dues.

C. **ELECTION:** The Steering Committee shall examine the qualifications of applicants, and recommend at the annual meeting either that an applicant be accepted or rejected. Per vote by the Steering Committee the application with either be accepted or denied. If an applicant is accepted, the Membership Director shall inform the applicant, add the applicant's name to the list of members, furnish the applicant with a copy of this document, and with a list of the members. If an applicant is rejected, the Membership Director shall inform the applicant, and the application and any correspondence maintained as a permanent record. The application fee shall be retained, but the annual dues refunded. If the applicant reapplies, the fee paid in the original application shall be credited toward whatever fees are required at the time of reapplication. A complete membership report will be given at the annual meeting reflecting the names of the new members.

D. **DUES AND FEES:** Shall be set by the Steering Committee, subject to approval of the Group, Annual dues are payable on January first.

E. **TERMINATION:** Of a membership shall occur immediately upon: (1) resignation by the member, (2) unanimous vote of the Steering Committee, or (3) failure to pay the annual dues by the first day of April.

F. **REINSTATEMENT:** To membership shall be by application as outlined in Article III (B).

G. **HONORARY MEMEBERS:** Candidates for honorary membership may be nominated by the Steering Committee at the annual meeting. Those selected shall have made significant contributions to endodontics or a related science. Election requires unanimous approval of the Quorum. Honorary members shall not pay fees, vote, or hold office.

H. **LIFE MEMBERS:** Candidates for life membership shall have been members of the Group for 20 years and have reached their 65th birthday; or shall have been a dues paying member of the Group for 20 years and shall have retired or become disabled. Candidates may apply to the Steering Committee, and upon approval by the Steering Committee and the Quorum will be honored with Life Membership at the annual meeting. Payment of dues by Life Members is voluntary.

ARTICLE IV: **THE GOVERNING BODY** shall be an executive committee of three, called the Steering Committee. The Steering Committee shall meet prior to the annual meeting, and at such other times as

circumstances indicate a meeting to be in order. The Steering Committee may appoint ad hoc committees. No member of the Steering Committee may succeed themselves except as outlined in **Article IV (B)**.

A. **ELECTION:** The first Steering Committee shall be composed of one member elected for one year, one member elected for two years, and one member elected for three years. Thereafter, each new member shall be elected for three years, and one member shall be elected each year at the annual meeting to replace the member whose term has expired. Term of office shall extend from one annual meeting to the next annual meeting.

B. **REPLACEMENT:** If a member does not serve the full term, the immediate past member shall be invited to serve until the next annual meeting. If the immediate past member cannot serve the remaining two members shall appoint a third to serve until the next annual meeting, at which time the Quorum shall elect a member to serve the remainder of the term. Any such appointed member shall be eligible to succeed themselves once.

C. **OFFICERS:** The Steering Committee shall elect its own officers annually, and these may serve in the same office for the Group.

1. **THE CHAIR:** Shall select site and preside at all meetings of the Group and of the Steering Committee, and shall coordinate all activities of the Group.

2. **THE PROGRAM CHAIR:** Shall arrange the education programs for the Group and may act as Membership Director.

3. **THE SECRETARY:** Shall record accurate minutes of meetings, maintain the records in good order, promptly notify all applicants of their acceptance or rejections, notify members at least 30 days prior to meetings, provide a resume of the activities and business conducted during the previous year, promptly accomplish correspondence necessary for conducting the affairs of the Group, and turn over the Treasurer all funds received.

4. **THE TREASURER:** Shall be the custodian of assets, sign checks for disbursements, keep accurate accounting of receipts and disbursements, and report such record to the Group at the annual meeting. The offices of Secretary and Treasurer may be filled by one member.

D. **THE MEMBERSHIP DIRECTOR:** Shall furnish application forms to applicants, present applications for voting at the annual meeting, update and mail membership directory annually, provide mailing labels for all required correspondence for the Group. The Membership Director is a non-voting member of the Steering Committee (unless this position is held by one of the officers).

E. **NOMINATING COMMITTEE:** Composed of the Steering Committee, the immediate past-member of the Steering Committee, and one other member, shall nominate, at the annual meeting, a candidate for election to the Steering Committee. Nominations from the floor shall be in order.

ARTICLE (V): MEETINGS The Group shall have an annual meeting, time and place to be set by the Steering Committee. No member shall be admitted to the annual meeting whose dues are not paid.

A. **A QUORUM** for conducting business shall be twenty-five members, and a majority shall prevail except as otherwise herein provided in **Article III (C), (G), and Article VII**.

B. **THE AGENDA** for the annual meeting shall be: clinician, business session, and member presentations. Minor variations are permitted as long as the business session remains in the middle of the annual meeting.

C. **MEMBER PARTICIPATION** in the program of the annual meeting is encouraged, but not required.

ARTICLE VI: PARLIAMENTARY AUTHORITY during these meetings of the Group shall be Sturgis Standard Code of Parliamentary Procedure.

ARTICLE VII: AMENDMENTS: This document may be amended or changed at any meeting of the Group on approval by four-fifths of the Quorum.

As revised June 21, 2014
Annual Meeting – Atlantis
Revised – June, 2015
Annual Meeting - Asheville