THE NINTH DISTRICT DENTAL ASSOCIATION

ADMINISTRATIVE CODE

Approved by the Board of Governors
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INTRODUCTION
The purpose of this document is to set up an administrative system which will enable the Ninth District Dental Association to meet its responsibilities to the membership of the Association and to the general public as stipulated in the Constitution and Bylaws.

This code establishes standing committees and special committees - the action arms of this Association. It defines the responsibilities of these committees and their members.

Establishment of an administrative code as a separate document of the Board of Governors, rather than detailing such matters in the Association Bylaws, allows for maximum efficiency and flexibility in governing and carrying out the functions of this Association. Amendment to this code by the Board of Governors at its meetings sets up a system which can better respond to the constant changes in the profession. A simple majority of the Board of Governors is required to amend this code. This code is subject to New York State law and statutes pertaining to Not-for-Profit Corporations and Dentistry; rules of the American Dental Association; the tripartite system and the New York State Dental Association; and the Ninth District Bylaws and Constitution.

The President and executive director shall serve in an ex-officio capacity, without the right to vote, on all committees. Standing Committee Chairpersons shall serve as the Ninth District representatives on corresponding Councils of the New York State Dental Association unless otherwise designated. The President appoints chair-people and vice chairs, except to the Nominating Committee, which elects its own chairs.
CHAPTER I. STANDING COMMITTEES

SECTION A. The Standing Committees of this Association shall be:

1. Building and Grounds
2. Bulletin
3. Chemical Dependency
4. Confer with Dental Schools & Dental Education Institutions
5. Dental Benefit Programs
6. Dental Education and Licensure
7. Dental Health Planning and Hospital Dentistry
8. Dental Practice
9. District Claims
10. Electronic Communications
11. Ethics
12. Executive
13. Governmental Affairs
14. Long Range Planning
15. Medal
16. Member Benefits Committee
17. Membership and Communication
   Subcommittees:
   Membership/ Recruitment and Retention
   Children’s Dental Health Month
18. New Dentist
19. Nominating
20. Parliamentarian
21. Peer Review
22. Practice Transfer & Emergency Support
23. Professional Education
24. Professional Liability Insurance
25. Program
26. Relief
27. Restorative Conference
28. Tellers

Also, standing committees included in the Bylaws are Audit, Budget, Finance and Management, Bylaws; and Relief. The chair of the Audit, Budget, Finance & Management Committee shall either be a Past President, a Board member, or a member of the Ninth who has served a minimum of three (3) years on the Audit, Budget, Finance & Management Committee.

SECTION B. Description of the Committees of the Association not Described in the Bylaws:

1. BUILDING AND GROUNDS COMMITTEE: The committee shall consist of chairperson and three (3) other members including the chairperson of the Audit, Budget, Finance and Management Committee. The committee shall prepare an operating budget for the headquarters building, oversee all repairs and maintenance and make recommendations pertaining to the rental of leased space.

2. BULLETIN COMMITTEE: The committee is comprised of the Editor who serves as chairperson and other members as needed. The Bulletin is to be published four times a year and be consistent with the guidelines as set forth in the Constitution and Bylaws.
3. CHEMICAL DEPENDENCY COMMITTEE: The committee shall consist of a chairperson and one representative from each county. The committee shall volunteer on a strictly confidential basis to help dental colleagues who suffer from substance abuse.

4. CONFER WITH DENTAL SCHOOLS & DENTAL EDUCATION INSTITUTIONS COMMITTEE: The committee shall act as liaison between any dental educational institution in the Ninth District.

5. DENTAL BENEFIT PROGRAMS COMMITTEE: The committee shall consist of a chairperson and one representative from each county. The committee shall serve to keep the Association informed of activities involving third party payment plans.

6. DENTAL EDUCATION AND LICENSURE COMMITTEE: The committee shall consist of a chairperson and one member from each county, and the chairman of the Professional Education Committee. The responsibility of this committee is to advise the 9th District about the activities and regulations of the State Education Department, State Board of Dentistry, the Dental Schools of the State of New York, and schools for the training of auxiliary personnel in the State of New York.

7. DENTAL HEALTH PLANNING & HOSPITAL DENTISTRY COMMITTEE: The committee shall consist of a chairperson and be organized into subcommittees responsible for the development and implementation of dental health and access programs generally, including those geared toward meeting the needs of individuals with disabilities, in the counties of the Association. It shall establish, maintain and encourage relations with government health agencies and private agencies concerned with community dental health programs. It shall also cooperate with the Membership & Communications Committee of the Ninth District in disseminating information throughout the district and support the activities of such government health agencies and private agencies throughout the district. A dental hygienist will serve as a consultant to this committee solely in an advisory capacity without the right to vote or other privileges which are limited only to committee members. The committee shall serve to keep the Board of Governors informed of the status of dentistry in Hospitals in the Ninth District.

8. DENTAL PRACTICE COMMITTEE: The committee shall consist of a chairperson and a representative from each county. The duties of the committee shall be:
   a. To encourage and develop satisfactory relations with all organizations representing the dental trades and dental laboratories.
   b. To formulate programs for establishing and maintaining the greatest rapport between the dental trades and dental laboratories and the dental profession, and to present any plans to the Board of Governors which might improve the relationship.
   c. To arbitrate and try to resolve any problems that may arise between these organizations and any member of the Association.

9. DISTRICT CLAIMS COMMITTEE: The committee shall consist of two (2) subcommittees, each consisting of five (5) members including a chairperson. One (1) subcommittee shall be appointed from Rockland and Westchester counties and one (1) from Dutchess, Orange and Putnam counties. Each committee, in its geographical area, shall serve to examine claims against members and direct the insurer to defend or settle.

10. ELECTRONIC COMMUNICATIONS COMMITTEE: The committee shall consist of a chairperson, and its members shall include the chairperson of the Professional Education, Practice Transfer, Membership & Communications committees, the Editor of the Bulletin, and other members as deemed appropriate. The duties of the committee shall include overseeing the web page, assuring adherence to the ADA Communications Policy as previously adopted by the Board, and other duties deemed appropriate.
11. ETHICS COMMITTEE: The committee shall consist of a chairperson and a representative from each county who are not members of the Board of Governors. The committee shall investigate all complaints of alleged violations of the Code of Ethics and Professional Conduct of NYSDA/ADA and attempt to educate offenders to respect the code. The committee may propose formal charges. Charges of violations of the Code of Ethics and Professional Conduct of the Association shall be presented to the chairman of the committee. The chairman, upon receiving such charges, shall notify the committee to meet and investigate the charges. The member shall have the right to appear before the committee and be obligated to appear if summoned. If, in the opinion of a majority of the committee, the charges are well founded they shall then serve a copy of the charges on the accused and cause a closed meeting of the Board of Governors and the committee to be called.

The member against whom the charges are made shall have ten (10) days notice by registered mail of the aforesaid meeting and shall have the privilege of appearing. At such meeting the committee shall report its opinion and the grounds therefore. If the member accused, having had a fair opportunity to make a defense, shall be found guilty by a two-thirds (2/3) vote of the Board members present and voting, taken in executive session, the Board shall then determine the penalty in accordance with the Code of Ethics and Professional Conduct and cause it to be carried into effect. The Board shall also have the option of referring the case to the Office of Professional Discipline. If the member wishes to bring legal counsel he/she must provide the committee with a minimum of ten (10) days advanced notice.

12. EXECUTIVE COMMITTEE: The committee shall consist of the President, President Elect, Vice President, Secretary Treasurer, and the Immediate Past President of the Ninth District Dental Association, and function to expedite the work of the Board of Governors.

13. GOVERNMENTAL AFFAIRS COMMITTEE: The committee shall consist of a chairperson and a representative from each county. The committee shall utilize the Council on Legislation of The New York State Dental Association as the means of disseminating legislative information to the members of the Ninth. It shall also advise members of impending legislation and its possible effects on dentistry. The committee shall endeavor to maintain contact with the state and federal legislators from the Ninth District area, and advise them of the posture of the Association in relation to legislation.

14. LONG RANGE PLANNING: The committee shall consist of the President, President-Elect and Immediate Past President. Its function shall be to provide continuity between administrations in developing, monitoring and overseeing a long range plan. Subcommittees will be appointed based upon need and expertise of those appointed.

15. MEDAL COMMITTEE: The Medal Committee shall consist of the three (3) most recent available recipients of the Medal of Honor so that one seat becomes vacant each year. The senior member shall be the chairperson. The Medal Committee may select, each year, a recipient of the D. Austin Sniffen Ninth District Medal of Honor. The recipient shall be one who in the judgment of the Medal Committee has given time, energy and ability for the benefit of the Association and who has contributed to the elevation of the dental profession and the good of the public or has attained recognition in dental literature or research.

16. MEMBER BENEFITS COMMITTEE: The purpose of the committee is to consider proposals with respect to products and/or services (with the exception of professional liability insurance) of companies interested in establishing a relationship with the Ninth District and its members. It shall also be the duty of this committee to consider and recommend to the Board of Governors various plans and types of insurance for the benefit of the members.

17. MEMBERSHIP AND COMMUNICATIONS COMMITTEE: The committee shall consist of a chairperson and a representative from each county. It shall be the responsibility of the committee to promote
better understanding between the public and the dental profession and between members of the profession. The committee shall also coordinate the activities of Children's Dental Health Month including the annual Ninth District Dental Health Poster Contest.

**SUBCOMMITTEES:**

**MEMBERSHIP/RECRUITMENT AND RETENTION:** The subcommittee shall consist of a chairperson and a subcommittee on dues waivers and be staffed with members from all counties of the Ninth District. The subcommittee shall endeavor to interest all ethical licensed dentists in the area of the Ninth District in membership. The subcommittee shall examine the qualification of all applicants for membership and shall determine that they practice in conformity with the NYSDA/ADA Code of Ethics and Professional Conduct. Once this has been done, the subcommittee shall recommend qualified applicants to the Board of Governors for membership. This subcommittee shall also be responsible for orientation of all applicants. The chairpersons of the following subcommittees or their representatives will function on behalf of the Membership Committee at these orientation sessions: Dental Benefit Programs, Ethics, Insurance, Membership, Professional Education, Membership and Communications and Peer Review. The Membership Committee, through its subcommittee on dues waivers, shall informally evaluate requests for dues waivers and make periodic reports to the Board of Governors.

**CHILDREN’S DENTAL HEALTH MONTH:** The subcommittee shall consist of a chairperson, and a representative from the Membership & Communication Committee, and the subcommittee on Membership/Recruitment and Retention, and other members as needed. The subcommittee shall coordinate the activities of Children’s Dental Health Month including the annual Ninth District Dental Health Poster Contest.

18. **NEW DENTIST:** The committee shall consist of a chairperson and representatives from each county. The committee shall endeavor to recruit and retain new dentists into the Association and to stimulate their interest and participation in Association activities. Committee members must be 10 years or less out of dental school.

19. **NOMINATING COMMITTEE:**
   a) Committee Composition
      i. The voting membership of the committee shall consist of all past presidents of the Association in attendance at meeting(s) of this committee. Each year the executive director shall report which past presidents were in attendance at such nominating committee meeting(s).
      ii. The current Association President, President Elect and the executive director of the Association shall be invited to the annual meetings of the Nominating Committee as guests. They shall have the privilege of the floor, but shall not have the right to vote.

   b) The Nominating Committee shall meet at least once a year in the month of June, and report its nominations to the Board of Governors prior to July 1st of each year.

   c) Officers and Elections:
      i. The members of the Nominating Committee present and voting shall elect a chairperson and a vice chairperson, in separate elections, by a majority vote, to four year terms with no term limit.
      ii. In the event that the Chairperson is unable to continue to serve, the Vice Chair will assume the Chair. At the next committee meeting, separate elections will be held for a new Chair and a new Vice Chair, each to serve a full four year term.
      iii. In the event that the Vice Chairman is unable to continue service, the Chairperson shall appoint an interim Vice Chair until the next meeting of the committee. At such meeting an election will be held to fulfill the unexpired term of the Vice Chairperson.
      iv. A member of the Nominating Committee shall not be eligible to be elected Chairperson or Vice Chairperson until at least five (5) years have expired since that person had been President of the Ninth District Dental Association.
d) Duties of the Officers:
i. The Chairperson of the Nominating Committee or the Chairperson’s representative shall serve as liaison to the Executive Committee and to the Board of Governors of the Ninth District.
ii. It shall be the duty of the Chairperson to send all members of the Nominating Committee a meeting announcement, the list of all Association positions requiring nominations, and the names of suggested nominees, at least four (4) weeks prior to the June meeting of the committee. Members of the committee are encouraged to propose other nominees for discussion and consideration.
iii. The chairperson shall not have the right to vote except in the case of a tie.

e) Recording Secretary:
i. The executive director of the Ninth District shall act as the recording secretary of the Nominating Committee, and write the report for the committee.
ii. In the capacity of recording secretary of the committee, the executive director shall keep a current and accurate running tally of all Ninth District Board members and officers, past presidents and committee chairpersons at all scheduled and special meetings of the Board of Governors of the Ninth District Dental Association. This tally shall be reported to the Nominating Committee when requested.

f) Duties of the Committee:
i. It shall be the duty of the Nominating Committee to report its nominations at the September Board of Governors meeting, before these same nominations are then read at the September general membership meeting of the Association, published in the next Association Bulletin, and then voted upon by the general membership at the Association’s Annual Meeting.
ii. The slate of nominees from the Nominating Committee shall include names of Association members to fill upcoming vacancies in the following categories:
   - Officers of the Board of Governors of the Ninth District
   - Ninth District Board of Governors from counties in which no branch society exists or when no member was nominated from a branch society.
   - House of Delegates and Board of Trustees representatives to the New York State Dental Association based on the following procedures:
     1. The Nominating Committee shall select a member for nomination to the post of 9th District trustee. This Nominee should meet all the qualifications as set forth in Chapter V, Section 20 of NYSDA Constitution and Bylaws.
     2. The Nominating Committee shall select members for the nomination of delegate to serve on the NYSDA HOD. The number of delegates representing the 9th District shall be determined in accordance with Chapter III, Section 10, C of the NYSDA Bylaws. The term of office shall be for one year.
     3. Ninth District delegates to the NYSDA HOD may be selected from the Executive Committee, past and present members of the 9th District Board of Governors, past presidents and members at large. The Nominating Committee is urged to also select a member, who in the committee’s opinion is representative of the new dentist membership.
     4. The president, president-elect, vice-president, secretary-treasurer and immediate past president shall be nominated by the Nominating Committee to each hold the position of NYSDA delegate.
     5. The Nominating Committee shall select at least one delegate from each of the five counties that comprise the Ninth District. If a county cannot select a delegate, then one will be selected at the discretion of the Nominating Committee. For the purpose of selecting NYSDA delegates and alternates, membership is based on the county where the member last practiced before retirement.
     6. The Nominating Committee shall select and sequence candidates to run for the position of NYSDA HOD alternate delegates using the criteria listed in #3 above. The committee will select no less than two and not more than four candidates to be considered for the position of alternate delegate to the NYSDA HOD.
   - Members of the Councils of the New York State Dental Association
   - Nominees to be submitted to the New York State Dental Association for election as delegates and alternate delegates to the American Dental Association based on the following procedures: ADA delegate nominees
shall consist of the following: 9th District trustee, current president of the 9th and one member of the NYSDA HOD chosen by the Nominating Committee. The first and second alternate delegates to the ADA shall be the president-elect and the vice president of the Ninth respectively. The Nominating Committee shall choose one alternate delegate from the remaining NYSDA HOD members.

ii. In those counties that are a Branch Society, nominees to the Ninth District Board of Governors will be elected by that Branch. The nominees shall be reported to the Chairperson of the Nominating Committee by June 1st for inclusion in the slate of nominees. If a Branch Society fails to submit a nominee to the committee thirty (30) days before the committee meets to make a decision, the Nominating Committee of the Ninth District may nominate a member to represent that Branch Society from any of the five counties that make up the Ninth District.

iv. Members of the Nominating Committee who are candidates for any position will excuse themselves from deliberations and voting on those particular nominations.

v. The office of the Secretary-Treasurer of the Ninth District Dental Association shall not automatically be considered for succession to higher office. The term shall be one year, with multiple terms encouraged.

vi. The Nominating Committee shall also act as a resource and act in an advisory capacity to the Board of Governors of the Ninth District.

vii. The Nominating Committee shall also act upon any matters referred to it by the Executive Committee or the Board of Governors of Ninth District.

viii. A Quorum is eleven (11) or more members of the Nominating Committee present.

20. PARLIAMENTARIAN: The Parliamentarian Committee shall be charged with assisting the Board in the efficient use of procedural etiquette. When State law, the tripartite system, the Bylaws and common courtesy do not dictate otherwise, Sturgis' rules will be used to facilitate the friendly conversation between dentists. The parliamentarians should help the Board to discourse without unnecessary distraction. The committee shall consist of a chairperson and two other members, one of whom must be a Board member.

21. PEER REVIEW: This committee shall consist of a chairperson, three (3) vice chairs who are general dentists and other general practitioners and specialists on an as needed basis. The committee shall function in accordance with the Peer Review Manual of the New York State Dental Association.

22. PRACTICE TRANSFER & EMERGENCY SUPPORT COMMITTEE: The committee shall consist of a chairperson and a representative from each county. The committee shall formulate a set of guidelines outlining steps to be taken in the event of the death, disability of a dentist, including disasters, to insure the maximum retention of the value of the practice and to help ease problems.

23. PROFESSIONAL EDUCATION COMMITTEE: The committee shall consist of a chairperson and be staffed with representatives from all counties of The Ninth District. The duties of the committee shall be to establish programs of continuing education for our members. It shall promote and encourage continuing education for dentists, dental hygienists and other dental auxiliaries. It shall arrange for courses, seminars and demonstrations throughout the district.

24. PROFESSIONAL LIABILITY INSURANCE COMMITTEE: The committee shall consist of a chairperson and be comprised of members serving on the District Claims Committee. It shall be the duty of this committee to oversee professional liability insurance company endorsements and, also, to consult with the Council on Professional Liability Insurance of the New York State Dental Association.

25. PROGRAM COMMITTEE: The committee shall consist of a chairperson, appointed by the President, a member appointed by the president-elect, the previous program chair, and sufficient members to perform its functions. The chairperson shall organize this committee. The committee shall plan the general meetings of the Ninth District Dental Association. In so doing, the committee shall negotiate the arrangements with speakers and clinicians pertaining to their honoraria, travel expenses and audio visual requirements in
conformity with policy formulated by the Board of Governors. The committee shall submit a detailed budget to the Board no later than the last meeting of the Board each year.

26. RELIEF COMMITTEE: The committee members shall be designated trustees of the Relief Fund. The committee shall consist of a chairperson and three (3) other trustees. Except for the chairperson they shall be elected for a term of three years (3) by the Board of Governors so that one new member is elected each year at the Annual Meeting of the Board. In addition to committee members, the executive director of the Ninth District Dental Association shall be designated a financial agent to the Relief Fund. It shall be the duty of the Relief Committee to investigate the need of any dentist requesting financial aid of the Council on Relief of the New York State Dental Association and cooperate thereafter in the administration of Relief Funds with New York State Dental Association and the Indenture of Trust under which The Ninth District Dental Association operates. In the event that a member of this Association is for any reason unable to obtain relief from the American Dental Association or from the New York State Dental Association, the Relief Committee of this Association may recommend to the Board of Governors the granting of aid from the Relief Funds of this Association. This committee shall cooperate with the Council on Relief of the New York State Dental Association and the American Dental Association in collecting funds. The finances of the fund are spelled out in Chapter III, Section 5, entitled Relief Funds, of the 9th Constitution & Bylaws.

27. RESTORATIVE CONFERENCE COMMITTEE: The committee shall consist of a chairperson and sufficient committee members who shall plan and conduct an annual conference concerning techniques and knowledge relative to restorative dentistry called the Elliott Feinberg Restorative Conference.

28. TELLERS COMMITTEE: The Tellers are charged with overseeing all campaigning and voting, attempting to discourage politicking and encouraging informed discussion. The Tellers Committee shall consist of at least five members, at least one of whom shall be from each of the five counties of the Ninth District. At least three members, none of which are representative of their own Branch, must be present at each voting venue to oversee the voting procedure. The Tellers are charged with transporting sealed ballots to Ninth District headquarters where all votes shall be tallied at a single meeting of the committee. All issues pertaining to NYSDA shall be delivered by the 9th District executive director to the NYSDA Tellers Committee pursuant to NYSDA regulations. The tellers shall submit a voting and procedural manual similar to the NYSDA voting manual. The manual shall be approved by the Board of Governors of the Ninth. Tellers must be a Ninth District Board member or officer or a past president.

SPECIAL COMMITTEES: The President may appoint special committees which shall function until their assigned task has been completed

CHAPTER II. COMMITTEE MEETINGS:

Committee meetings may be held in a single geographic location or from multiple remote locations through the use of a conference telephone or other communications equipment by means of which all members can communicate with each other.

CHAPTER III. BOARD OF GOVERNORS MEETINGS:

A. QUORUM. A majority of the members of the Board of Governors shall constitute a quorum.

B. ORDER OF BUSINESS. The order of business shall be:

1. Reading of Minutes.
2. Reports of Officers.
3. Reports of Standing committees.
4. Reports of Special committees.
5. Reports of Branch Societies.
7. Unfinished Business.
8. New Business

This order of business may be suspended by a majority affirmative vote of the members of the Board of Governors present and voting.

C. PLACE OF MEETINGS. Regular or special meetings may be held in a single geographic location or from multiple remote locations through the use of a conference telephone or other communications equipment by means of which all members can communicate with each other.

CHAPTER IV. NYSDA TRUSTEE, DELEGATES:

The representatives to the NYSDA Board of Trustees and House of Delegates are to fulfill all duties as defined in the NYSDA Constitution and Bylaws. The trustee, delegates and alternate delegates are expected to attend Ninth District Board of Governors meetings and caucus prior to the meeting of the NYSDA House of Delegates.

CHAPTER V. STUDY GROUPS:

The creation and oversight of study groups comes under the authority of the Ninth District Board of Governors. Following are various policies and guidelines that apply to all affiliated study groups:

All study group meetings must be open to all 9th members. Eighty percent (80%) of the members, including the officers, must be 9th District members. A minimum of fifteen (15) members is required to form a study group. Updated officer and member lists are to be filed with headquarters annually. Members must sign an application when joining a study group, and these are to be made available to headquarters upon request.

Additionally, affiliated study groups must:
a) Submit an application and a signed agreement to abide by the rules for affiliated study groups.
b) Have a slate of officers and a constitution (the Ninth District will provide a sample constitution as a model).
c) Place the Ninth District Headquarters office on their mailing lists to notify the Ninth of their meeting dates, places, times and speakers. Copies of mailings will be sent to the Bulletin Editor, the component reporter for the NYS Dental Journal to allow publicizing the meetings of branch societies/study groups.
d) Send a representative to any study group/branch society leadership meeting the Ninth District hosts.
e) Affiliated Study Groups must invite a Ninth District Officer and/or Board member(s) to attend one of their meetings annually.

Headquarters maintains the following oversight over courses offered by affiliated Study Groups and Branch Societies:
a) The Ninth District will only sponsor continuing education courses for affiliated Study Groups and Branch Societies that request sponsorship and only after reviewing and approving each course prior to its being offered. Under this arrangement the Study Group/Branch Society recognizes that the Ninth District is the sole sponsor of these courses, and it has the right to withdraw that sponsorship at any time. The Study Group/Branch Society will submit a “Request for Course Sponsorship” (RCS) to be received no less than four to six weeks in advance of a course to allow for review and approval, which includes a speaker’s statement of affiliation. Exceptions, while not the practice, may be granted in unique and/or emergency situations.
b) The RCS must include a *detailed* description of the proposed course, and the *curriculum vitae* of speaker(s). Headquarters staff, in consultation, where necessary, with the executive director, will review all proposed courses, speaker(s) curriculum vitae, and proposed mailings to ensure all courses fit acceptable standards set by the New York State Dental Association and the Ninth District. The RCS must include an all inclusive statement from the speaker with respect to any relationship that might cause a conflict of interest.

c) The Ninth District reserves the absolute right to approve or disapprove any course as acceptable for mandatory continuing education credit.

d) Following each approved lecture a “Continuing Education and Membership Confirmation Record”, provided by headquarters, is to be completed and returned to headquarters for filing with NYSDA and, if appropriate, the AGD. Non members will be provided with a proof of attendance receipt.