



Texas Orthodontic Study Club
Excellence through encouragement and example

BYLAWS

TEXAS ORTHODONTIC STUDY CLUB (Formerly The Charles H. Tweed Orthodontic Group of Texas) BYLAWS

(Revisions Approved at the Annual Meeting in February 2003, 2005, 2008,
and by electronic vote in 2013)

ARTICLE I - NAME AND PURPOSE

Section 1. This organization shall be known as **Texas Orthodontic Study Club**.

Section 2. The **purpose of this organization** shall be as follows:

- (a) To contribute toward the advancement of the practice of orthodontics.
- (b) To elevate and sustain the professional character of its members.

Section 3. The **motto** of the organization shall be "Excellence through Encouragement and Example".

ARTICLE II - MEMBERSHIP

Section 1. **Membership Categories** There shall be four categories of members: active members, sustaining members, retired members, and honorary members.

(a) **Active Members** are those orthodontists who have been qualified and elected to membership. They:

- (1) shall be required to present one (1) finished case at the Annual Meeting when in attendance according to the guidelines then in effect.
- (2) shall pay Active Member dues.
- (3) shall pay full Annual Meeting registration fees.
- (4) shall be voting members.
- (5) may hold office and serve as members and chairs of committees.

(b) **Sustaining Members** were Active Members in good standing who presented cases on at least 15 (fifteen) occasions at an Annual Meeting (including the qualifying year). In order to change to this status they shall be required to apply for Sustaining status in writing to the Executive Secretary. Once granted this status they:

- (1) shall no longer be required to present cases at the Annual Meeting. (However, Sustaining Members are urged to bring and display in the usual manner cases which would be of educational value to the membership.)
- (2) are encouraged to attend Annual Meetings regularly
- (3) shall be required to pay the same annual dues as Active Members
- (4) shall pay the same Annual Meeting registration fees as Active Members.
- (5) shall be voting members
- (6) may hold office and serve as chairs and members of committees.



- (c) **Retired Members** are those members in good standing who have fully retired from the practice of orthodontics (part time associate orthodontists, and full or part time faculty members shall not be eligible to become Retired Members until they fully retire from the practice of orthodontics). They shall request the change to retired status in writing to the Executive Secretary stating that they no longer practice orthodontics. The request is subject to review and approval by the Executive Committee. Once granted retired status they:
- (1) shall not be required, but are encouraged, to present cases at the Annual Meeting.
 - (2) shall not be required, but are encouraged, to attend the Annual Meeting.
 - (3) shall not be required to pay dues but shall pay a minimal fee to cover administrative costs of membership and mailings.
 - (4) shall pay reduced registration fees when attending the Annual Meeting as determined by the Executive Committee based on the recommendations of the Secretary Treasurer and the Executive Secretary.
 - (5) shall be non-voting members but may attend business meetings held during the Annual Meeting.
 - (6) may not hold office but may serve on or chair committees.
- (d) **Honorary Members** are orthodontists who have been elected to Honorary Membership by a two-thirds (2/3) majority of the members voting in such election. To be elected, one must be either an orthodontist who has made exceptional contributions to the art and science of orthodontics and who upholds the high ideals of this organization or an orthodontist who currently serves an accredited orthodontic department as Chair or as a full-time instructor. Candidates must be nominated in writing by a member in good standing to the president-elect who shall present the candidates for election at a business meeting. Honorary Membership may be revoked at any time by a two-thirds (2/3) vote of the membership.
- Honorary Members:
- (1) shall not be required to present cases at the Annual Meeting.
 - (2) shall not be required to attend Annual Meetings.
 - (3) shall not be required to pay annual dues.
 - (4) shall not be required to pay registration fee for any Annual Meeting he/she attends.
 - (5) shall be non-voting members but may attend the business meetings at the Annual Meeting.
 - (6) may not hold office, may not chair committees, but may serve on committees.
 - (7) members who have been awarded the Trailblazer Award shall automatically have their membership status changed to Honorary Member.
- Note: Orthodontic department chairs and full-time instructors shall not pay any registration fees to attend the Annual Meeting.

Section 2. **Failure to fulfill the requirements of membership**



Any member attending the Annual Meeting who is required by the bylaws to **present cases** must give a written explanation to the Vice President when failing to bring records and models.

Members shall **pay dues, fees, and assessments** annually by the deadline set by the Executive Committee.

Failure of a member to fulfill any of the requirements of membership may result in his/her membership being reviewed by the Executive Committee who may vote to drop the member from the rolls. If the member is dropped, the Secretary Treasurer, on behalf of the Executive Committee, shall send written notification of the action to the member. Members who are dropped may apply in writing to the Executive Committee for reinstatement.

Section 3. **Group Practitioners.** An orthodontist practicing in a partnership or in association with another orthodontist(s) must present only those cases for which he/she has done all of the treatment. This requirement conforms to the American Board of Orthodontics requirement for similar situations.

Applicants for Membership To become a member of Texas Orthodontic Study Club, it is necessary to be an ethical practitioner of orthodontics who has qualified by having practiced proficiently.

(a) **Applicants for membership** must:

- (1) have successfully completed the full curriculum of advanced education in orthodontics at an institution approved by the Commission on Dental Accreditation of the American Dental Association and be American Board of Orthodontics eligible.
- (2) submit an application for membership to the Executive Secretary. Applications may be obtained from the Executive Secretary or downloaded from the TOSC website.
- (3) pay annual membership dues at the time of submission of their application.
- (4) be approved for membership by a three-fourths (3/4) vote of the members voting. A vote may be taken at the annual meeting, or between annual meetings by phone, regular mail, e-mail, fax, or a combination of the preceding.

ARTICLE III - GUESTS

Section 1. Any ethical orthodontist is eligible to be invited as a guest of Texas Orthodontic Study Club provided that he/she has successfully completed the full curriculum of advanced education in orthodontics at an institution approved by the Commission on Dental Accreditation of the American Dental Association and is American Board of Orthodontics eligible or is a full time resident at such an institution.

Section 2. **Manner of Securing an Invitation:**

- (a) **Any member in good standing or any applicant may request** that an eligible orthodontist be invited to the Annual Meeting. The request should be made in writing to the Executive Secretary and must include all pertinent information on the potential



guest including the information determining his/her eligibility. By making the request, the member or applicant is recommending the person for membership.

- (b) **A prospective guest** may request to be invited to the Annual Meeting. The request should be in writing, containing the guest's professional qualifications and be sent to the Executive Secretary. NOTE: If he/she is unknown to the members of the Membership Development Committee then the Executive Secretary should check the potential guest's credentials before approving that an invitation be sent.
- (c) The **Executive Secretary** shall be responsible for sending invitations for the Annual Meeting and providing instructions for the presentation of cases and qualifications for membership to guests.

Section 3. **Requirements for Guests:**

- (a) **First time guests shall** be required to pay a registration fee for the Annual Meeting as determined by the Executive Committee but shall not be required to present cases.
- (b) **Returning guests shall** pay a registration fee for the Annual Meeting as determined by the Executive Committee and shall be required to present one (1) case according to the guidelines then in effect.
- (c) **Resident Guests** must:
 - (1) be an orthodontic resident engaged in full time advance orthodontic education at an accredited program whose graduate orthodontists are American Board of Orthodontics eligible.
 - (2) are encouraged, but not required, to present one (1) case at the Annual Meeting when in attendance according to the guidelines then in effect. (cases may be presented simply as beginning records and treatment plan-progress records are welcome).
 - (4) will not pay annual dues.
 - (5) will not pay annual registration fees.
- (d) **All guests** and their spouses, children, and staff members shall pay for any social events they attend.

Section 4. **The Executive Secretary shall keep a record** of the guests invited to the Annual Meeting and of those guests who attend. The Executive Committee will determine, with the consultation of the Membership Development Committee, when guests shall be removed from the guest list. If a guest has been deleted from the guest list but subsequently applies for an invitation to a future meeting, he/she will be allowed to attend.

ARTICLE IV - OFFICERS & ELECTIONS

Section 1. **The officers** shall consist of a **president, a president-elect, a vice president, a secretary- treasurer**, and such others as may be necessary who shall serve **one-year terms**.

The Standard Code of Parliamentary Procedure by Alice Sturgis shall be used as reference for conducting the business of the organization.

Section 2. The **president** shall: open each Annual Meeting with an address, preside at all meetings, appoint the chairs and members of Standing Committees as prescribed in these bylaws,



oversee the work of the committees, and perform such other duties as are determined by the Executive Committee. The President shall not be eligible for two annual terms in succession.

Section 3. The **president-elect** shall: preside in the absence of the president, serve as Chair of the Membership Development Committee, appoint the chairs and members of Standing Committees as prescribed who will serve during his /her term as president, give an address upon his/her installation as president, and perform such other duties as shall be determined by the Executive Committee. He/she may serve as a non-voting observer on all committees.

Section 4. The **vice president** shall: preside in the absence of the president and president-elect, serve as Vice Chair of the Membership Development Committee, and perform such other duties as determined by the Executive Committee.

Section 5. The **secretary-treasurer** shall be responsible for overseeing the collection and accounting for all dues and assessments. He/she shall review the annual report of the organization's CPA and present it to the Executive Committee for their approval. He/she shall select the date, site, and program for the Annual Meeting to be held during his/her term as President. The secretary-treasurer, on behalf of the Executive Committee, shall send written notification to a delinquent member if he/she is being dropped from the membership rolls for non-payment of dues, fees, or assessments.

Section 6. The **Board of Directors** of the organization shall include the officers, and the Immediate Past President as a non-voting advisor.

Section 7. The officers shall serve as the **Executive Committee** for the organization. The committee:

- (a) has the power to conduct the business of the organization as necessary between Annual Meetings.
- (b) may hire an executive secretary to serve the organization. They shall determine the salary, bonuses, and job description for the position; oversee the activities of the executive secretary; and review his/her performance annually.
- (c) shall review the records of members not in compliance with the bylaws and may vote to drop the member from the rolls for the non-compliance. The secretary treasurer shall notify the member of such action in writing.

Section 8. **Vacancies in office**

- (a) In the event of the inability of **an officer other than the president** to complete a term, the president shall appoint a successor who has been approved by the Executive Committee to fill the unexpired term.
- (b) In the case of a vacancy **in the office of president**, the president-elect may serve as president filling the remainder of the unexpired term if he/she is willing to do so. In that case he/she may then continue to serve as president for the term for which he/she was scheduled to serve. If the president-elect declines to fill the unexpired term then the members of the Executive Committee shall select an experienced Active or Sustaining Member in good standing to serve as president for the remainder of the unexpired term.



Section 9. **Elections** shall be held at any business meeting during the Annual Meeting. The Nominating Committee shall nominate a candidate for each office. Additional nominations may be made from the floor at the time of the election. A majority vote for a candidate shall constitute an election.

If necessary, an election may be held between Annual Meetings so long as all voting members are notified and given the opportunity to respond. Notification and voting may be conducted by phone, fax, e-mail, or regular mail. A majority vote of those responding shall constitute an election.

ARTICLE V - MEETINGS

Section 1. There shall be one **Annual Meeting**. At each meeting the time and place of the subsequent Annual Meeting shall be announced.

Section 2. **Business Meetings** are for members in good standing only and shall be held at the discretion of the Executive Committee during the Annual Meeting. **At any business meeting a quorum shall be at least one tenth (1/10) of the Active/Sustaining membership.**

Anyone may be invited to attend at the discretion of the Executive Committee. The executive secretary may attend meetings of the group at the discretion of the president.

Section 3. A **Board of Directors Meeting** shall be held immediately preceding the Annual Meeting.

Section 4. An **Executive Committee Meeting** may be held before the Board of Directors Meeting as needed. Another may be held midyear - approximately four (4) to six (6) months prior to the Annual Meeting - for the purpose of finalizing plans for the upcoming Annual Meeting and conducting any business or reviewing any matters concerning the organization.

Section 5. **Staff Meetings/Programs** may be held at any time in conjunction with the Annual Meeting as determined by the Executive Committee.

ARTICLE VI - DUES, FEES, AND ASSESSMENTS

Section 1. **Dues, administrative or other fees, and assessments** for members shall be set by the Executive Committee based upon the recommendations of the secretary-treasurer and the executive secretary and shall be due and payable by the date set by the Executive Committee. The secretary-treasurer shall give names of delinquent members to the Executive Committee for review. In the absence of extenuating circumstances delinquent members shall be dropped from the rolls. The secretary-treasurer shall send written notification informing the member that he/she is being dropped for non-payment.



Section 2. **Fees for Social Events** All attendees at the Annual Meeting including members, applicants, guests, residents, doctors' staff members and family members shall pay for the social functions they attend.

ARTICLE VII – BYLAWS - REVISIONS/AMENDMENTS

Section 1. The **Bylaws Committee** shall review the Bylaws and the Policies and Procedures annually and recommend any changes needed to the Executive Committee.

Section 2. **Amendments or revisions to these bylaws**, which have been approved by the Executive Committee, may be made by a **two-thirds (2/3) majority** of the membership voting at any business meeting held during the Annual Meeting provided that there was notice given in advance. Notice can be given by any means in advance of the Annual Meeting or at a previous business meeting during the same Annual Meeting or in writing at the check-in for that Annual Meeting.

Section 3. **Between Annual Meetings** the Executive Committee may notify the membership of proposed changes in writing and a vote may be taken by phone, regular mail, e-mail, fax, or a combination of the preceding with a two thirds (2/3) majority vote of those responding being necessary for passage.

Section 4. **Policy Statements** - Any policy decisions from the Executive Board, Board of Directors meetings, and/or membership business meetings that relate to running the day-to-day business of the organization and that are not covered by the bylaws shall be attached to the bylaws as the "Policies and Procedures" of the organization. These statements could be regarding the additional duties of the officers, duties of the executive secretary, procedures for committees, staff meetings, time of year for the annual meeting, etc.

ARTICLE VIII - STANDING COMMITTEES

NOTE: All members of committees shall be members in good standing.

Section 1. Case Review Committee

- (a) The Case Review Committee shall consist of **three (3) members** who shall serve three (3) years. Terms are staggered so that **one (1) new member begins serving each year**. At the Annual Meeting the committee shall make recommendations for new committee members for the following year; however, the newly elected president shall appoint the new committee members.



- (b) Should a member be unable to fulfill his/her term on the committee, the president shall appoint a person to fill the **vacancy** who shall serve for the remainder of the unexpired term.
- (c) The president shall appoint the **chair** from among the three most senior members continuing on the committee.
- (d) The **duties** of the committee shall be to:
 - (1) **examine the cases of guests**. The cases of each guest shall be examined by at least one committee member.
 - (2) **discuss treatment and records with guests** to encourage high clinical standards within the group.

Section 2. **Fred F. Schudy People's Choice Special Recognition Committee**

- (a) The Schudy People's Choice Special Recognition Committee shall consist of **three (3) members** who shall serve three (3) years. Terms shall be staggered so that **one (1) new member begins serving each year**. At the Annual Meeting the committee shall make recommendations a for new committee members for the following year; however, the newly elected president shall appoint the new committee members.
- (b) Should a member be unable to fulfill his/her term on the committee, the president shall appoint a person to fill the vacancy who shall serve for the remainder of the unexpired term.
- (c) The president shall appoint the **chair** from among the most senior members continuing on the committee.
- (d) The **duties** of the committee shall be to develop ballots, distribute the ballots to all eligible voting members, collect the ballots at the allotted time, and tabulate the results of the membership voting. The **chair** of the committee shall present the list of award recipients to the Executive Secretary for announcement to all attendees of the Annual Meeting.
- (e) The membership should be instructed to vote for cases to be recognized for being unique, unexpected, interesting, and worthy of special study by the membership.

Section 3. **Bylaws**

- (a) The **Bylaws Committee** shall include the **chair** and at least two members who are appointed by the president. Whenever possible, the committee should include at least one past president.
- (b) The **duties** of the Bylaws Committee shall be to review the Bylaws and the Policies and Procedures annually and recommend changes to the Executive Committee. The Bylaws Committee shall also review and consider changes proposed by the Executive Committee, Board of Directors, or any member.



Section 4. **Membership Development Committee**

- (a) The Membership Development Committee shall consist of **six (6) members** who shall serve three years. At the Annual Meeting the committee shall make recommendations for new committee members for the following year; however, the newly elected president shall appoint the two (2) new committee members.
- (b) Should a member be unable to fulfill his/her term on the committee, the president shall appoint a person to fill the **vacancy** who shall serve for the remainder of the unexpired term.
- (c) The president-elect shall serve as **Chair** and the vice president shall serve as **Vice-Chair**.
- (d) The **duties** of the committee shall be to work closely with the Executive Secretary to:
 - (1) recruit new members
 - (2) retain current members.
 - (3) oversee the work of the Liaisons to the Orthodontic Departments and Residents.

Section 5. **Necrology Committee**

- (a) The Necrology Committee shall consist of **three (3) members** who shall serve for three years. Terms are staggered so that **one new member appointed by the president begins serving each year**.
- (b) Should a member be unable to fulfill his/her term on the committee, the president shall appoint a person to fill the **vacancy** who shall serve the remainder of the unexpired term.
- (c) The **most senior member on the committee shall serve as Chair**.
- (d) **Duties** of the committee are to:
 - (1) be alert to the loss of members of Texas Orthodontic Study Club by death and obtain information as soon as possible from other members of the group or the news media if appropriate.
 - (2) transmit accurate information to all the officers and the Executive Secretary immediately.
 - (3) present a memorial to the body of Texas Orthodontic Study Club at its next Annual Meeting by reading aloud information including, but not limited to, the following: the member's name, date of death, age, place of death, education, honors received inside and outside the profession, and a favorite charity.
 - (4) to present an appropriate resolution of memory and sympathy for adoption by the group; copies of which should be delivered in person or otherwise sent as promptly as conditions permit to the surviving spouse, the membership of the Committee, and to the Executive Secretary to be entered in the minutes.



Section 6. **Nominating Committee**

- (a) The committee shall consist of **four members** appointed by the newly elected president.
- (b) The **Immediate Past President shall serve as the chair**.
- (c) The **duties** of the committee are to:
 - (1) nominate a candidate for each office. The term of office is one year. (See related # II in the Policies and Procedures.)

Section 7. **Rules Committee**

- (a) The committee shall consist of **three past presidents** who are active or sustaining members. The president shall appoint both the members of the **committee** and the **chair**. If necessary, the president may substitute an experienced member of the group for no more than two (2) of the past presidents.
- (b) **Duties** of the committee:
 - (1) The committee shall review all recommended changes in the following rules and regulations:
 - Instructions for members and guests
 - Instructions for guests applying for membership
 - Instructions for the Case Review Committee
 - Instructions for the Fred F. Schudy Award Committee
 - (2) They shall transmit their recommendations in writing to: the president and the Executive Committee for their approval; to the Bylaws Committee Chair when recommendations may require a change in the Bylaws or the Policies & Procedures; and to the executive secretary for recording and filing of the changes.
 - (3) An important duty of this committee is to keep the changes in the organization's instructional materials as consistent as possible and to carefully study proposed changes before recommendations are made to the Executive Committee.
 - (4) The president may refer instructional materials other than those listed above for the committee's review and recommendations.



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Bylaws (cont.)
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RECENT HISTORY OF THE BYLAWS
of the Texas Orthodontic Study Club
(formerly The Charles H. Tweed Orthodontic Study Group of Texas)

Revisions indicated	1997
A few changes made	Approved 2002
Full Review with Extensive Revisions Charles Hutto, President, and George Schudy, Chair of the Bylaws Committee	Approved February 2003
Name Change Ronald Gallerano, President	Approved February 2005
Affiliate Applicant Category Barry McNew, President	Approved February 2008
Extensive Revisions including revised new member requirements, revised ongoing membership requirements, Committee realignment, etc. David Hime, President	Approved August 2013