MISSISSIPPI DENTAL ASSOCIATION POLICY MANUAL

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I. PREAMBLE

The authority of the Policy Manual is confirmed by the Mississippi Dental Association (MDA) Board of Trustees (BOT) in regular session or special session. The BOT hereby proclaims jurisdiction over this policy manual. This policy manual may be amended or revised by majority vote of the BOT. The proposed amendment shall have been presented in writing to the BOT at least 2 weeks prior to the meeting except that the BOT, by unanimous consent, may waive the requirement for two weeks written notice.

Publications of the proposed amendment or revision in the MDA Policy Manual of the BOT shall be deemed sufficient notification provided it is distributed at least two weeks prior to the meeting of the BOT at which the action is to be taken.

II. GENERAL RULES FOR COUNCILS, COMMITTEES AND TASK FORCES

The following rules shall apply to all councils, committees and task forces of the Mississippi Dental Association.

The appropriate provisions of the Constitution & Bylaws governing councils, committees and task groups have been incorporated into these rules.

1. ORGANIZATION

A. Councils

1) Classification: Councils of this Association shall be those councils established by the General Assembly, and shall continue to exist until the General Assembly acts to terminate them. The current councils of the Association are:

- Administration
- Association Governance and Ethics
- Communications
- Dental Practice and Governmental Affairs
- Membership and Member Services

2) Composition and Appointments:

a. Councils shall be composed of a minimum of six (6) members that include dental leader representation from each component dental district in an effort to provide continuity between the local component and the state organization.

b. A designated member of the Executive Committee shall be appointed to serve as an ex-officio member of the council and as the council liaison to the MDA Board of Trustees.

c. The MDA President of the same fiscal year of service will appoint three (3) additional members to serve each year on the council. Each component dental district shall nominate one (1) member for appointment consideration.

d. The list of council appointments and composition must be reviewed and approved by the MDA Board of Trustees at the June meeting.

e. The MDA President will also appoint the council chairperson for the year.

f. The Council may divide into subcommittees and recruit additional dentist member volunteers in order to accomplish any assignments or tasks. The council chairperson may appoint subcommittee chairs and delegate duties to council members as needed.

g. An MDA staff person shall be assigned to assist each council.

3) Term of Office and Tenure:

a. Members of all councils shall serve one (1) year terms.

b. The component dental districts may limit the number of successive terms of their council

representatives.

c. Component dental district leaders will serve on assigned councils as defined by the council composition and their specific district offices. Their council service tenure will align with the term length of their component dental district office.

4) Vacancies:

a. Members: In the event of a vacancy in the membership of a council, the MDA President, in conjunction with the component district president, shall appoint a member from that component dental district to fill such vacancy for the unexpired term. If a regular council member has two (2) consecutive unexcused absences from council required meetings or task assignments during the term of appointment, he/she shall be excused from council membership and a vacancy shall be declared in the council. (An excused absence shall be interpreted as illness of the council member or illness or death in the immediate family).

b. Chairperson: In the event of a vacancy in the chairpersonship of a council, the President shall appoint a council member to fill such vacancy for the unexpired term and fill the membership vacancy.

B. Committees

1) Classification: Committees of this Association shall be those committees established by the Executive Committee (EC) and /or the Board of Trustees (BOT) and/or the General Assembly to conduct assigned business under the auspices of a designated council. The current committees of the Association are:

- Mississippi Dental Political Action Committee (MDPAC). - Due to uniqueness of the Mississippi Dental Political Action Committee, the Committee shall be exempt from items (2) Composition, (3) Term of Office, (4) Appointment and (5) Vacancies and shall instead be governed by a separate document titled Constitution and Bylaws of the MDPAC. MDPAC is a subcommittee of the MDA Council on Dental Practice and Governmental Affairs.
- Peer Review – Is a subcommittee of the MDA Council on Association Governance and Ethics.
- Supportive Services – Is a subcommittee of the MDA Council on Membership and Member Services.

2) Composition and Appointments: Members shall be nominated by their component dental district and then appointed by the President and then approved by the Board of Trustees. The President shall designate one (1) member to serve as chairperson for a term of one year.

a. Committees shall be composed of a minimum of six (6) members unless determined otherwise by the needs of the committee. The committee may include dental leader representation from each component dental district in an effort to provide continuity between the local component and the state organization. Also, per the needs of the committee, components may be asked to identify members to serve on an annual basis.

b. A designated member of the Executive Committee shall be appointed to serve as an ex-officio member of the committee and as the committee liaison to the MDA Board of Trustees. A committee may include specific officers or representatives based on the governing documents of the committee.

c. The MDA President of the same fiscal year of service may appoint additional members to serve each year on the committee. Each component dental district may also nominate members for appointment consideration based on the committee needs.

d. The list of committee appointments and composition must be reviewed and approved by the MDA Board of Trustees at the June meeting.

e. The MDA President will also appoint the committee chairperson for the year.

f. The Committee may engage additional dentist member volunteers in order to accomplish any assignments or tasks. The committee chairperson may assign tasks and delegate duties to committee members as needed.
g. An MDA staff person shall be assigned to assist each committee.

3) **Term of Office and Tenure**: Members of committees shall serve a term of one (1) year with the option for appointments to be reconfirmed annually unless specified otherwise by the governance of the committee.
4) **Vacancies:**
    a. Members: In the event of a vacancy in the membership of a committee, the MDA President shall appoint a member to fill such vacancy.
    b. Chairperson: In the event of a vacancy in the chairpersonship of a committee, the MDA President shall appoint a committee member to fill such vacancy and fill the membership vacancy.

C. Task Forces

1) **Classification:** The Board of Trustees may create task forces as deemed necessary to conduct the business of the Association. The task force shall meet to accomplish the assigned projects and the chairperson shall report, in writing, back to the Board of Trustees, which shall determine recommendations and resolutions to be submitted to the Executive Committee and/or the Board of Trustees and/or the General Assembly.
2) **Composition and Appointments**: A task force shall be composed of three (3) or more members. The President shall appoint the task force members and designate a chairperson.
3) **Term of Office and Tenure:** Members of all task forces shall serve a term for the existence of the task force. Task forces shall be dissolved upon completion of assignments.
4) **Vacancies:**
    a. Members: In the event of a vacancy in the membership of a task group, the president shall appoint a member to fill such vacancy.
    b. Chairperson: In the event of a vacancy in the chairpersonship of a task force, the president shall appoint a task force member to fill such vacancy.

2. ELIGIBILTY

All council, committee and task force members must be voting members, in good standing, of the MDA at the time of their appointment, and must maintain such membership during their term of service.

3. EX-OFFICIO MEMBERS

The President shall serve as an ex-officio member of all councils of the MDA. The executive director shall designate a MDA administrative staff person to support the duties of each council, committee or task group, without voting.

4. OFFICER LIAISON

An Executive Committee officer of the MDA shall be assigned as liaison between each council and committee and the MDA Executive Committee and shall serve as an ex-officio member of the assigned council or committee.

5. CONSULTANTS

Councils, committees and task forces of the MDA may request the President to appoint one or more consultants when the need for special assistance can be demonstrated, such as technical qualifications and /or geographical advantages essential to the fulfilment of a specific task or program.

6. MEETINGS

A. Regular Meetings

Each council, committee and task force should meet as necessary to accomplish its assigned duties and responsibilities. Meetings are to be held at a central location approved by the Board of Trustees or determined by the council members. Dates of council, committee and task force meetings shall be determined, as far ahead as possible, for the ensuing administrative year.

B. Special Meetings

Special meetings shall be held at the call of the chairperson, or upon written request of three (3) members of the council or committees or two (2) members of a task force or at the direction of the Executive Committee, Board of Trustees or General Assembly. The meeting must be called within 21 days of receipt of the written requests or the directive from the Executive Committee, Board of Trustees or General Assembly before the issue becomes moot.

C. Notice of Meetings

Notice of regular and special meetings shall be sent to all members of councils, committees and task forces, the officer liaisons and executive director of the MDA.

D. Cancellation of Meetings

The chairperson of any association agency may cancel a meeting of that agency upon majority consent of its members.

E. Agenda

It shall be the duty of the designated MDA agency support staff, in conjunction with the council, committee or task force chairperson to prepare the agenda for regular and special meetings and to send copies of the agenda to council, committee and task force members and officer liaisons.

F. Attendance

The official minutes for all council, committee and task force meetings shall include all members who are present and members who are absent. Eligibility for budgeted reimbursement shall be based on the official minutes' attendance record. A member missing two consecutive meetings without excuse shall be removed from the respective council, committee or task force.

7. QUORUM AND VOTING

A majority of the members of any council, committee or task force shall constitute a quorum. A majority of the members of the council, committee or task force present and voting shall be required for the passage of a motion.

8. MINUTES

It shall be the duty of the MDA agency support staff to prepare the minutes of all meetings and to distribute copies to all members of the council, committee or task force members. The minutes shall be officially approved at the next meeting of the council, committee or task force. All minutes shall become part of the MDA's official records and kept in the association's archives.

9. REPORTS

A. Special: It shall be the duty of the chairperson to prepare and submit in writing all special reports such as

interim reports and informational reports, to the EC, BOT and/or the General Assembly. The MDA assigned office staff may assist the chairperson as directed.

B. Required Reports: It shall be the duty of the chairperson to approve and submit to the MDA office a written annual report to the BOT. Annual reports of council, committee and task force activities, with recommendations should be submitted as early as possible, but no less than 15 days prior to the next scheduled session of the BOT immediately following the council, committee or task group meeting. The MDA assigned office staff may assist the chairperson as directed.

10. ATTENDANCE AT GENERAL ASSEMBLY MEETING

It shall be the duty of each council and committee chairperson, or their duly designated representative or the officer liaison, to be present at the BOT and/or General Assembly sessions when the council or committee report is being discussed to provide information upon request.

11. GENERAL DUTIES

The general duties of the councils, committees and task forces of the MDA shall include:

1) To perform the duties prescribed by the Executive Committee, Board of Trustees and General Assembly, in addition to the duties specified in the *MDA Policy Manual*.
2) To adequately report to the Executive Committee and/or the Board of Trustees, the activity of the council, committee or task force.
3) To submit to the Board of Trustees, a written annual report of the council, committee or task force activities with recommendations.
4) To submit a proposed itemized budget of anticipated expenditures for the ensuing fiscal year to the Board of Trustees, through the Council on Administration.

12. CONFERENCES AND REIMBURSEMENT

It shall be the policy of the Association to encourage each council to send a member representative to those American Dental Association sponsored conferences pertaining to their respective council activities. Representation at conferences on related matters conducted in other states is also encouraged. Council members who attend conferences on behalf of the MDA and are reimbursed accordingly will be required to submit a report regarding the conference participation to the BOT. Reimbursement of expenses incurred by councils shall be made only upon presentation of written itemized requests. The total reimbursement shall not exceed the total amount budgeted for use of the council.

III. MISSION, DUTIES AND PROCEDURES OF COUNCILS, COMMITTEES AND TASK FORCES

1. COUNCILS

A. Council on Administration

Mission: The Council on Administration reviews, monitors and recommends an annual fiscal budget to the BOT. The Council makes recommendations regarding endorsements of commercial services and their associated non-dues revenue. The Council monitors the adequacy of MDA cash reserves and the condition of all other association assets. The Council works to provide insurance options for members.

Duties:

1) **Honorariums** - The Council shall review reimbursement and honorarium guidelines and make recommendations to the Board of Trustees.
2) **Annual Budget** - The Council shall receive, in writing, all requests from the officers and Council chairpersons for operating funds for the following year. All requests must be presented to the Chairperson upon notification of budget request items.
3) The Council shall convene annually to prepare the budget during the months prior to the November Board of Trustees meeting. Other meetings shall be conducted as needed to manage the financial needs of the Association.
4) The Chairperson of the Council shall prepare and present an annual budget to the Board of Trustees at the November Meeting of the Board of Trustees. A copy of the budget shall be made available upon request for the members of the Association. It shall be the duty of the Chairperson to advise the BOT on deliberations regarding budget allocations for councils whose chairpersons appeal to the BOT for additional funds. Requests by a council or committee for funds must have been submitted to the Council on Administration prior to consideration by the Board of Trustees. Denial by the Council on Administration of any special request may be appealed to the Board of Trustees following the report of the Council on Administration.
5) The Council, in consultation with the Executive Committee, shall prepare an annual budget showing sources, estimated income and estimated disbursements for the next fiscal year. The fiscal year of the Association shall be January 1 through December 31.
6) **Funds, Assets, Investments and Expenses Management** - The Council shall allocate the funds and manage assets available to meet the demands of the Association in accordance with its best judgment. The ongoing goal of the Council shall be to maintain an annual balanced budget for the Association.
7) The Council shall advise the Board of Trustees of any Board actions that could create expenses for Association in excess of the estimated income or reserves.
8) The Council will oversee any financial gifts that may be provided the Association.
9) The Council, or a subcommittee thereof, shall directly oversee and supervise the investments, property and assets of the Association. They will also make recommendations to the Board of Trustees regarding any property acquisition proposals and/or investment strategies.
10) The Council shall create and maintain a reserve fund which shall be held separate from all other funds. No disbursement shall be made from this account except as authorized by the Board of Trustees which shall have the power within its discretion to convert such funds into other assets. The Board of Trustees shall report to the General Assembly all expenditures made from this fund. Note Investment Policy – Section IX. 5. (11/16/07)
11) **Endorsements -** The Council shall have the responsibility of reviewing proposals that request an endorsement by the MDA in exchange for a royalty fee. Recommendations concerning endorsements shall be referred to the Executive Committee / Board of Trustees for action.
12) **Member Insurance Programs** - The Council evaluates all MDA endorsed insurance programs on a continuous basis. The Council examines and evaluates other insurance programs that might be of benefit to the membership and makes recommendations regarding such programs to the Board of Trustees.
13) The Council serves as a liaison to the MDA insurance broker and reviews the service rendered on all approved insurance policies.
14) **Personnel** - The Council shall oversee the management of MDA personnel matters and make recommendations to the Board of Trustees regarding compensation, advancement, etc. The Council shall also develop and review personnel policies, retirement plans, insurance and any other employee benefit provisions.

15) **Leadership Development** - The Council shall establish programs to cultivate leaders for the MDA.

Procedures:

1) The Secretary/Treasurer and President-elect shall serve as an ex-officio members and officer liaisons for the council to the MDA Board of Trustees. The Secretary/Treasurer shall be responsible for assisting the Chairman with council activity coordination and communication with the Chairperson to achieve the mission of the council.
2) The Council Chairperson shall receive quarterly reports concerning the financial status of the Association from the Executive Director and provide the reports at Board of Trustees meetings.
3) An audit shall be conducted regularly by request of the MDA Board of Trustees. A CPA shall be selected by the Executive Committee/Board of Trustees to complete the audit.
4) It shall be the policy of the Association that the Chairperson of the Council on Administration be invited to attend and audit all meetings of the Board of Trustees. (6/9/71)

B. Council on Association Governance and Ethics

Mission: The Council on Association Governance and Ethics reviews or creates proposed amendments to the *MDA Constitution, Bylaws and Policy Manual* upon request and subsequently makes recommendations to the Board of Trustees. The Council administers the mediation and peer-review program and maintains and enforces the *ADA Principles of Ethics and Code of Professional Conduct.* The Council oversees the mediation and peer review process that consists of investigating and mediating complaints from patients and dentists concerning quality of care and appropriateness of treatment issues and is provided by the Committee on Peer Review.

Duties:

1) **Governing Documents Review and Oversight**- The Council shall review all proposed amendments to the *MDA Constitution and Bylaws* for consistency and advises the BOT on potential conflicts with association policies, procedures and bylaws.
2) The Council shall make recommendations, revise or combine similar amendments and forward recommendations, with or without comment, to the MDA Board of Trustees.
3) The Council, in conjunction with the Speaker, shall review the *MDA Constitution, Bylaws, and Policy Manual* every three (3) years and report any errors, necessary changes or omissions to the Board of Trustees.
4) The Council shall be available to the Executive Committee or Board of Trustees as a resource for information pertaining to the *MDA Constitution, Bylaws, or Policy Manual*.
5) The Council shall review the *MDA Constitution, Bylaws or Policy Manual* for consistency with ADA Constitution, Bylaws and Policies.
6) The Council shall review the bylaws of all component societies of the MDA in order to keep such rules and bylaws consistent with the *Constitution and Bylaws* of the MDA and the ADA.
7) The Council shall receive application for charters for component societies, investigate and consider same and report its findings and recommendations to the Board of Trustees.
8) **Governance Interpretation** - The Council shall serve as a standing committee to the General Assembly during the annual session.
9) **Ethics Analysis and Promotion** - The Council shall formulate and disseminate materials related to ethical and professional conduct in the practice and promotion of dentistry, including continuing education programs for members that satisfy the Mississippi State Board of Dental Examiners rule on ethics and jurisprudence and ethics courses for students in the Mississippi dental school.

10) The Council shall consider any proposals for amending the *ADA Principles of Ethics and Code of Professional Conduct.*
11) The Council shall provide advisory opinions regarding the interpretation of the *ADA Principles of Ethics and Code of Professional Conduct.*
12) The Council shall provide guidance and advice on ethical and professional issues to members, component and affiliate societies.
13) The Council shall review specific written complaints of alleged violations of the ADA Principles of Ethics and Code of Professional Conduct by any member or members.
14) **Disciplinary Actions** - The Council shall recommend rules or guidelines, subject to approval by the Board of Trustees that would govern conduct subject to discipline, disciplinary measures, and disciplinary procedures.
15) The Council shall consider appeals from members of the Association, or from component societies subject to the requirements of the Judicial Procedure section of the MDA Bylaws.

Procedures:

1) The Speaker and Member At Large Officer (B) shall serve as an ex-officio members and officer liaisons for the council to the MDA Board of Trustees. The Speaker shall be responsible for assisting the Chairperson with council activity coordination and communication to achieve the mission of the council.
2) The Council shall have and oversee a subcommittee called the Committee on Peer Review.

C. Council on Communications

Mission: The Council on Communications recommends mechanisms to improve the internal and external communications of the MDA. It evaluates the effectiveness of MDA publications in coordination with the Executive Director; recommends advertising guidelines for MDA media; develops programs to improve the public's perception of organized dentistry; and coordinates the association's Media Contact Dentists and Spokespersons programs.

Duties:

1) **Publication, Web and Social Media Oversight** - The Council shall evaluate the effectiveness, such as quality, frequency and overall purpose of all MDA publications, internet services and any other media communications and make recommendations for changes as necessary.
2) The Council shall recommend programs and communications to enhance the public perception of the MDA purpose, image and ideals.
3) The Council shall develop periodic dental columns and press releases for distribution to selected print media in Mississippi.
4) The Council shall establish and maintain good relationships with all aspects of the media.
5) The Council shall recommend editorial policy to the Board of Trustees, but it shall not be authorized to set such policy. The Council shall insure oversight of all publications and communications of the MDA through editorial panel review to determine that all policies adopted by the Board of Trustees are followed.
6) The Council shall review national trends in communications and make recommendations to the Board of Trustees regarding necessary changes.
7) **Advertising Oversight** - The Council shall oversee and administer advertising guidelines for MDA publications, internet services and any other media communications.

8) **Association Spokesperson Oversight** - The Council shall recommend programs to provide trained dentist speakers for media presentations dealing with dental matters and issues.
9) The Council shall recommend programs to provide trained dentists to make public speaking engagements.
10) **Component Districts Communications Assistance** - The Council shall assist the districts in carrying out informational activities.

Procedures:

1) The First Vice President shall serve as an ex-officio members and officer liaison for the council to the MDA Board of Trustees. The First Vice President shall be responsible for assisting the Chairman with council activity coordination and communication with the Chairman to achieve the mission of the council.
2) The Chairman shall coordinate and counsel with the MDA office regarding business affairs. An annual report of revenue and expenditures of all communications forms shall be submitted to the Board of Trustees and the Council on Administration for review and subsequent budgeting needs.
3) The Board of Trustees adopted these statements as the purpose of MDA communication media:
    a. They shall serve as educational and communication vehicles both in technical and non-technical areas.
    b. They shall serve to promote the Association's activities.
    c. They shall serve to recognize MDA members in Association activities, other professional activities and outside activities.
    d. They shall serve to promote dignity and progress of the profession.
    e. They shall serve to provide a historical continuity of the Association.
    f. They shall serve as a means for MDA members to be heard. (6/11/75)
4) Dental students of Mississippi will receive a complimentary issue of the MDA publications while attending dental school. (3/28/74)
5) **Advertising Standards and Procedures** for MDA publications, internet services and any other media communications:
    a. In accordance with the American Dental Association's efforts to promote the art and science of dentistry and to improve the health of the general public, the MDA has established certain standards and procedures in advertising for MDA publications, internet services and any other media communications. The purpose of the MDA media forms is to improve communication among dental professionals, allied health professionals and the public. An important part of this communication is advertising that explains new and better products and services for the practice of dentistry. This advertising must be tasteful, factual, dignified and intended to provide useful product and service information. Limited commercial advertising space, not related to the practice of dentistry is also permitted within printed publications. (11/4/11)
    b. The MDA media forms shall sell advertising space that is in accordance with the purpose of the media formats. The Association and its Council on Communications reserve the right to accept or reject advertising at its sole discretion for any product or service submitted for the publication.
    c. Inclusion of an advertisement in the MDA media forms is not to be construed or publicized as an endorsement by the MDA of the product or service. The advertiser does not have the right to promote in its advertising claims that the product or service is approved or endorsed by the Association, unless the product or service being offered specifically includes an authorized statement that such approval has been granted. In addition, the fact that any advertisement for

a product, service or company that has appeared in the MDA media forms shall not be referred to in collateral advertising. In the interest of an ethical dental marketplace, any advertisement appearing in the MDA media forms may be challenged on its accuracy and integrity. Challenges must be submitted to the Council on Communications in writing and in a form that permits it, along with any supporting data, to be transmitted to the challenged advertiser for response. All challenges will be handled in accordance with the specific legal and advertising guidelines established by the American Dental Association.

d. The MDA recognizes and encourages the effort put forth by advertisers to comply with the advertising policies of the Association. Understanding the tremendous effort put forth by manufacturers in developing advertising campaigns, the Association strongly encourages manufacturers and their advertisers to forward proposed advertisements in rough form, which could minimize any inconvenience caused by the review of advertising messages.
e. Advertisers are also strongly encouraged to submit all advertising copy in rough form at least 30 days prior to the printed publication's closing date. Should the MDA editorial consideration not be completed prior to the expiration of those intervals, the advertiser or agency will be so informed.
f. The primary benefits of MDA advertising review are for the public and the dental profession. This helps promote an open, ethical dental marketplace for advertising, thus creating authority and prestige which would not otherwise be possible. These policies are under regular review by the Association in accordance with keeping pace with the changes that occur in the dental industry and profession. It is hoped that this continuous review and evaluation procedure will improve and ensure the relevancy, timeliness, and appropriateness of the advertising content of the MDA publications, internet services and any other media communications. (Adopted 8/90, Taken largely from the *American Dental Association's "Advertising Standards".)*

D. **Council on Dental Practice and Governmental Affairs**

Mission: The Council on Dental Practice and Governmental Affairs shall endeavor to improve the oral and overall health of all Mississippi citizens through the development; monitoring and promotion of dental health related programs and issues that impact access to quality comprehensive dental care. The Council acts as a liaison to private administrators and also state government agencies that regulate the insurance industry. The Council shall have the responsibility of monitoring state legislation and regulations pertaining to dentistry and take an active role in the legislative process in the interest of the public and the dental profession. The Council shall have the responsibility for maintaining a MDA contact dentist network, coordinating activities with MDPAC – which is considered a subcommittee, and developing an organized advocacy program.

Duties:

1) **Regulation Monitoring** - The Council shall monitor and make recommendations related to association involvement in state regulatory activities that affect dental health and delivery of health care.
2) **Dental Workforce Oversight** - The Council shall stay apprised of the dental manpower supply and demand in the marketplace of the Association.
3) The Council shall establish and maintain liaison with dental hygienists, dental assistants, dental trade groups, dental laboratory groups and hospitals and the professional association(s). The Council shall study and formulate plans designed to further the quality and efficiency of the services rendered by these auxiliary groups to the dental profession.

4) **State and Federal Agencies/Program Support** - The Council shall provide dental health planning input to state wide health planning agencies as needed.
5) The Council shall monitor the federal dental programs and make recommendations to provide better access to care for those who are eligible under such programs.
6) The Council shall establish lines of communication with the state of Mississippi public health, institutional health program offices and any other dental regulatory agencies. The Council will serve as a liaison to the Mississippi State Department of Health, Oral Health Division, the MSBDE, the Division of Medicaid and any other dental related agencies.
7) **Oral Health Program Promotion** - The Council shall work with private, state and federal agencies in promoting comprehensive programs that provide opportunities for improved dental care. The Council may coordinate these activities with the Council on Communications.
8) The Council shall coordinate and monitor state wide activities that promote oral health. These activities and programs may include, but are not limited to, the following: children's dental health programs; fluoridation; dental public health; Medicaid; sealant programs; special needs patients; tobacco education programs; special service programs and school programs.
9) The Council will serve as liaison and assist component dental societies in the development of any community based oral health initiatives or dental health programs.
10) The Council shall review, evaluate or develop any proposals or plans designed to address access to dental care for all segments of the population in our state.
11) **Advocacy Work and Oversight/State and Federal** - The Council shall monitor legislation affecting dentistry in Mississippi, offering recommendations from the dental profession that will be in the best interest of the dental health of the citizens and the dentist professionals of Mississippi.
12) The Council shall be responsible for disseminating any information concerning legislation that relates to dentistry or to pertinent individuals and/or groups.
13) The Council shall convey to the district societies information concerning legislative matters and shall solicit aid from district members.
14) The Council shall make recommendations to the MDA Board of Trustees on matters of a legislative nature. These recommendations are to include any changes in Mississippi laws and regulations pertaining to the practice of dentistry.
15) The Council shall promote involvement of the membership in MDPAC.
16) The Council shall promote involvement with state legislators and appropriate state government agencies.
17) The Council shall identify and establish relationships with the best legislative candidates for organized dentistry and shall assist selected candidates in the election process through activities such as participation in the campaign and donations of funds.
18) The Council shall develop and maintain an MDA grassroots contact network for state and federal legislators and leading elected officials.
19) The Council shall establish an effective working relationship with the ADA Washington office.
20) The Council shall develop partnerships to assist the MDA in implementation of its legislative priorities.
21) **Dental Insurance Work and Oversight** - The Council monitors activities of insurance carriers that provide dental plans within the state of Mississippi and makes recommendations for association involvement.
22) The Council provides prospective purchasers of dental benefit packages with model designs and coverages that promote "Freedom of Choice" through an association endorsed dental insurance option.
23) The Council establishes and maintains lines of communication with key administrators at the Mississippi Department of Insurance.

24) The Council will serve as a third party advisor for members who experience disputes with insurance companies.

Procedures:

1) The President and President-elect shall serve as an ex-officio members and officer liaisons for the council to the MDA Board of Trustees. The President-elect shall be responsible for assisting the Chairman with council activity coordination and communication with the Chairman to achieve the mission of the council.
2) The MDPAC Chairperson shall serve as a representative on the council.
3) Reimbursement for the annual ADPAC conference in Washington: MDPAC will reimburse travel expenses for the MDPAC Chairperson and one other designated attendee. The MDA will reimburse travel expenses for the Council on Dental Practice and Governmental Affairs Chairperson and one additional designated attendee. Travel reimbursement for other attendees will be determined by special approval of MDPAC and/or the MDA.

E. Council on Membership and Member Services

Mission: The Council on Membership shall recommend, support and monitor the development of membership benefits and services that respond to identified needs of members and act as an advocate for membership benefits. The Council shall develop and implement member recruitment and retention programs. The Council shall oversee, coordinate and support activities that recruit and involve new dentists (dentists less than ten years out of dental school). The Council shall coordinate, review, and encourage services to be provided to the members of the MDA. These services shall include but not be limited to well-being for chemical dependency, crisis intervention services, disaster or forensic related services. The Council shall provide all nominations to the Association. Nominations may include applications for awards or other special recognitions. This Council will oversee all awards and the selection process for those bestowed by the MDA. Dental education programs and MDA approval of continuing education programs will be administered by this council.

Duties:

1) **Membership Recruitment and Retention Work** - The Council shall develop and implement a state wide membership recruitment and retention plan to solicit non-member dentists for membership and to retain current members in the MDA.
2) The Council shall identify non-member target markets.
3) The Council shall coordinate recruitment activities with component and local dental societies.
4) The Council shall recommend membership policies, categories and requirements to the Board of Trustees and the General Assembly.
5) The Council shall gather, maintain and continually update information relating to the number and location of all dentists licensed by or working in the state of Mississippi.
6) **Work With Dental Students and New Dentists** - The Council shall provide information and assistance, including mentoring programs to students attending the University Of Mississippi School Of Dentistry and shall maintain good communication between students and Association members.
7) The Council shall coordinate all activities, programs and benefits for students or new dentists in each district.
8) The Council shall develop methods to welcome and recognize new members.

9) The Council shall support programs for dental students in conjunction with the ADA and the UMMC School of Dentistry and oversee the development and provision of a Mississippi specific resource of information for dentists starting a practice in Mississippi.
10) The Council shall coordinate new dentist activities within their representative districts in conjunction with the district secretaries and MDA Office.
11) The Council shall advise the MDA on issues and programs of recruitment and retention of new dentist members.
12) The Council shall help develop and promote young leaders in organized dentistry.
13) The Council shall develop a positive relationship between ASDA, dental schools and the MDA.
14) The Council shall identify and disseminate information regarding current policies and programs that respond to the needs and concerns of the new dentist.
15) The Council shall evaluate its effectiveness in involving the new dentist in organized dentistry.
16) The Council shall establish a budget to support new dentist programs and carry out recruitment and retention activities.
17) **Continuing Dental Education Programs** - The Council shall review, approve and develop programs of continuing dental education.
18) The Council shall study and make recommendations on:
    a. The education opportunities of dentists, dental hygienists, dental assistants, and dental laboratory technicians;
    b. The provision of continuing education courses of post graduate education.
19) The Council shall maintain liaison with schools in Mississippi engaged in the education of dentists, dental hygienists, dental assistants and dental laboratory technicians.
20) The Council shall study, evaluate and disseminate information concerning various forms of business organizations of a dental practice, economic factors related to dental practice, practice management techniques and related current developments to the end that dentists may continue to improve services to the public.
21) The Council shall develop and provide educational and other programs to assist dentists in improved practice management so that they may continue to improve the delivery of their services to the public.
22) Any request for partnership/co-sponsorship of CE programs between the MDA and other organizations should be received as a formal request to the Council on Member and Member Services. All requests should be submitted to MDA for consideration in a timely manner. (11/09/12)
23) Any Continuing Education program not registered or co-sponsored by the MDA will incur a fee to have the MDA promote the program to MDA membership via any format. The fee schedule for stand-alone CE programs approved by the MDA Board of Trustees will be used to assign the appropriate fees to be paid. (11/09/12)
24) The Council shall seek to educate the profession concerning potential problems that affect the membership, operating with the safety of the patient in mind.
25) **Nominations and Awards** - The Council shall determine recipients of any MDA contributions designated for dental student and dental hygiene awards. Annual cash awards will be given to one senior UMC dental student and one senior dental hygiene student. Nominations will be accepted from all five dental hygiene schools with one winner selected collectively from the nominations submitted. (11/09/12)
26) The Council shall identify MDA awards and set criteria for nominations as approved by the Board of Trustees.
27) The Council will research, review and provide nominations for ADA and/or national dental awards.
28) The Chairperson in consultation with the MDA Office shall be responsible for maintaining a current detailed award description on file with the MDA Office.

29) The Council shall present candidates and credentials for Honorary Membership to the Board of Trustees. Decisions of the council shall be subject to appeal to the Association's Board of Trustees.
30) **Supportive Services for Members** - The Council shall oversee and work with the Committee on Supportive Services.

Procedures:

1) The Second Vice President, Past President and Member At Large Officer (A) shall serve as an ex-officio members and officer liaisons for the council to the MDA Board of Trustees. The Second Vice President shall be responsible for assisting the Chairman with council activity coordination and communication with the Chairman to achieve the mission of the council.
2) The names of all applicants for membership reinstatement shall be called to the attention of the Secretary of the District in which the applicant resides or formerly maintained membership.
3) The Council members shall include representatives from each component dental district in addition to subcommittee member representatives to assist with supportive services programs.
4) Due to the need for continuity and dentists to assist in program training, the MDA office will maintain a list of dentist volunteers for each supportive services program.
5) Council members shall serve one (1) year terms.

1) MDA Awards and Criteria for Awards

MDA Fellow Award

Purpose: The MDA Fellowship Award and membership status is established for the purpose of providing special recognition to individuals who have performed outstanding services to the profession of dentistry.
The Fellow Award will not be limited to those in active dental practice, but will recognize a member of the dental profession who has distinguished himself/herself in one or more of the following areas:

1) Teaching and/or research activities which have aided or advanced the science and art of dentistry.
2) Public life and activities which reflect great credit to the profession.
3) Demonstration of the highest concepts of professional service.
4) Leadership in local, state or national health professional organization, public health service areas or the Armed Forces, or any other areas of performance for which the Board of Trustees determines a candidate to be worthy and will determine the criteria that will be met by policy.

Criteria:

1) Nominees shall presently be an MDA member and have been a dentist for a minimum of 25 years. Nominations must be written and endorsed by five (5) MDA members and presented to the Council on Nominations Awards and Education Programs and subsequently presented to the MDA BOT for final approval.
2) A maximum of three (3) MDA Fellowship Awards may be bestowed in any year.
3) The award will be conferred at the annual session of the MDA. A suitable certificate or plaque will be given. (3/19/81)

MDA Honorary Membership Award

Purpose: A person may be classified as an Honorary Member of this Association if he/she has made an outstanding contribution to the art and science of dentistry and if he/she has been presented by nomination to

the BOT and subsequently elected to Honorary Membership.

Criteria:

1) Nominees shall be presented by an MDA and endorsed by five (5) MDA members and presented to the Council on Membership and Membership Services and subsequently presented to the MDA BOT for final approval.
2) The award will be conferred at the annual session of the MDA. A suitable certificate or plaque will be given in addition to honorary membership status in the MDA.

2. COMMITTEES

A. Mississippi Dental Political Action Committee (MDPAC)

Mission: To promote and strive for the improvement of government by encouraging and stimulating dentists and others to take a more active and effective part in governmental affairs. To encourage dentists and others to understand the nature and actions of their government, as to important political issues, and as to the records of office-holders and candidates for elective office. To assist dentists and others in organizing themselves for more effective political action and in carrying out their civic responsibilities. MDPAC is a subcommittee of the Council on Dental Practice and Governmental Affairs.

Duties:

1) The Committee shall coordinate MDPAC activities within their representative districts, working with and reporting to the MDA Council on Dental Practice and Governmental Affairs, and in conjunction with the district leadership.
2) The Committee shall be responsible for the raising of PAC funds.
3) The Committee shall communicate the goals and accomplishments of the PAC through articles, special events, awards and other appropriate means.

Procedures:

1) MDPAC is a voluntary, non-profit, unincorporated committee of individual dentists and others, and is not affiliated with any political party. The Committee is an independent, autonomous organization, and is not a branch or subsidiary of any other political action committee.
2) MDPAC maintains separate governing documents: MDPAC Constitution and Bylaws and a separate Board of Directors.
3) The MDPAC chairperson serves as a representative on the Council on Dental Practice and Governmental Affairs.

B. Peer Review

Mission: To provide a process to resolve disputes between a patient and a dentist in an expeditious, fair and in a confidential manner. Peer Review is a subcommittee of the Council on Association Governance and Ethics.

Duties:

1) **Mediation and Peer Review** - The subcommittee shall coordinate mediation and peer activities within their representative districts, working with and reporting to the MDA Council on Association Governance and Ethics, and in conjunction with the district leadership.
2) The Committee shall provide a standardized and credible system for resolving disagreements that cannot be resolved on an informal basis.

3) When requested, the Committee shall provide upon request, a patient or dentist information regarding the mechanics of the peer review procedure.
4) The Committee shall upon written request, investigate complaints made by a patient or member dentist.
5) The Committee shall report violations discovered during the peer review process of state dental laws by dentists, technicians, auxiliaries, or any unlicensed persons to the proper state agency for investigation and necessary action.
6) The Committee shall establish a mediation and peer review mechanism that follows the *ADA Peer Review Manual* and review process.
7) The Committee shall investigate all filed complaints and appeals and report its recommendations to the Board of Trustees after due consideration by the component society.
8) The Committee shall receive, review and recommend action on complaints filed by the public or by the membership against members or non-members of this Association.

Procedures:

1) The Peer Review subcommittee is a group of individual dentist volunteers who have agreed to provide this service to peers in an effort to help the parties involved avoid litigation by resolving disputes. All volunteers seek to be fair and all cases are confidential.
2) The Committee shall consist of three (3) to six (6) members from each component dental district to implement the peer review program for the district. These subcommittee members will be identified and nominated by the district members at annual district business meetings. Terms of service on the subcommittee will be one (1) year in length.
3) A Committee chairperson will be identified by the MDA President from each district and shall also serve on the state peer review council to review matters that may require additional consideration.
4) Guidelines for handling dental patient complaint calls for mediation or the peer review process:

    a.) When patients contact the MDA Office to complain of quality of services received, every effort should be made by the MDA Office staff to have the complaining patient initially discuss the matter with the dentist involved.
    b.) If the patient is not satisfied after the attempt to encourage dialogue with the dentist and wishes to file a complaint, he/she should be asked to provide their name and contact information so that appropriate forms can be mailed. This form should be completed in detail and addressed to the Committee on Peer Review of the MDA.
    c.) Upon receipt of the written complaint form, the MDA Office shall forward correspondence to the district peer review subcommittee chairperson of the district and member involved. Acknowledgment of receipt of the letter should be written to the complaining patient, advising the patient that the matter has been turned over to the proper committee of the MDA. The privacy of dentists facilitating the peer review process shall be maintained.
    d.) The MDA Office, at this time, should provide copies of the complaint, acknowledgment letter and other appropriate materials to the dentist involved in the complaint.
    e.) The district peer review subcommittee chairperson should acknowledge to the complainant that he/she has received the information and advise that the committee is addressing the matter.
    f.) Upon completion of the process, the patient should be advised in writing by the district peer review subcommittee chairperson. (9/9/76)

C. Supportive Services

Mission: To provide supportive services to Mississippi dentists that include assistance with recovery challenges, assistance with practice maintenance in the aftermath of a personal crisis and emergency management or disaster recovery assistance. Supportive services is a subcommittee of the Council on Membership and Member Services.

Duties:

1) The subcommittee shall coordinate supportive services within their representative districts, working with and reporting to the MDA Membership and Member Services, and in conjunction with the district leadership.
2) The Committee shall assist members who are in need of supportive services.
3) **Recovering Dentist Assistance** – The Committee will assist members in overcoming dependency challenges and returning to the profession after successful treatment. The Committee shall work closely with the state organization known as the Mississippi Professionals Health Network.
4) **Crisis Assistance** - The Committee will, at the time of a member dentist's death or disability, secure a commitment from a dentist volunteer to fill the role of administrator during the emergency period. (The disability of any dentist shall be defined as: permanent illness and /or disability, or death.) The committee volunteer will act as liaison between the volunteer dentists and the affected practice. The volunteer administrator should be a dentist familiar with the practice and the family. The volunteer administrator should not be one of the dentists covering the practice. The volunteer administrator's main objectives shall generally include, but not be limited to:
    a.) Provision of care for the practice's patients.
    b.) Maintenance of maximum worth of the practice through management, patient care, and communication.
    c.) Coordinate the workload with other volunteer dentists so that each volunteer is committed to as equal time as possible.
    d.) Assure that conflicts of interest are avoided. An example such as choosing volunteer dentists whose practice location is in close proximity to the affected practice could be seen as a conflict of interest. In that situation, the volunteer dentist should perform only emergency care, completion of started treatment and examination of recall patients.
    e.) Reporting to the disabled dentist or the estate regarding the status of the practice.
    f.) Recommending to the disabled dentist or the estate regarding proper courses of action to reach the above stated goals.
    g.) Calling special meetings (or teleconferences) with the other volunteers, including the disabled dentist or the estate as needed, in order to serve the best interest of the practice.
5) The dentist volunteers therefore agree:
    a.) That an agreement shall not be construed as a partnership, or a contract, nor is it maintained as such.
    b.) That the strength in an agreement is in the intent of its volunteer members to show good faith and a common interest in providing for the needs of the affected dentist and his or her patients. No agreement, however legal and binding, will provide the services herein agreed to, but only a philosophy of mutual aid based on mutual cooperation.
    c.) That the disabled dentist or the estate shall be responsible for any and all debt and expense connected with the operation of the practice. Likewise, the disabled dentist or the estate shall receive any and all profits created from the operation of the practice. It is understood that the operation of the

practice by the volunteer members is likely not to be as efficient as when it is administered by the owner of the practice.

d.) To personally contact his or her professional liability carrier prior to performing professional services on behalf of the practice. Each dentist volunteer agrees to have liability coverage of not less than $300,000 during the time of performing professional services on behalf of the practice.

6) The disabled dentist or the estate shall have the final decision in all matters pertaining to the professional practice. It is agreed that the dentist volunteer who may be performing or supervising the performance of dentistry on behalf of a practice shall have complete control of all office operations during the time patients are being treated.
7) That the volunteer administrator will begin his or her duties immediately upon notification of a death or disability, and that coverage for that practice shall start not later than seven days after the request for such coverage. If the dentist or estate consists of more than one office, only the principal office shall be covered.
8) That, in the case of disability or death, the volunteer administrator shall coordinate coverage to extend for a period of not more than 60 days from the date of the request.
9) That in the event the disabled dentist or the estate desires the sale of the practice, rapid disposal of the practice will be in everyone's best interests because of the tendency for practices to decline rapidly in value under such conditions.
10) That the dentist volunteers requested by the volunteer administrator to serve under the terms of this agreement shall do so willingly without remuneration.
11) **Emergency/Disaster Response Services** - The master list of dentist volunteers shall be maintained at the MDA office. The Committee shall compile and maintain a roster of dentists willing to assist in emergency response situations.
12) The Committee shall notify state Emergency Preparedness officials of the existence of the team of volunteers and assist with contacting the team in the event of a disaster resulting in a large number of victims. The Team shall establish and maintain liaison with Mississippi Emergency Management Team and work in conjunction regarding disaster related responses.
13) The Team shall receive and provide orientation and training for team members in conjunction with state and federal agencies as needed. Team members may be instructed in the following: identification through dental records, disaster site protocol, body recovery technique, radiology and photography technique, victim identification through anthropological data and post-mortem identification.
14) The Team shall also serve as a resource for the state agencies as needed.

Procedures:

1) Supportive services is a subcommittee of individual dentists who have agreed to assist dentist colleagues by providing volunteer services that include practice coverage or other forms of assistance.
2) The MDA Office will assist component district leaders by maintaining lists of dentist volunteers who have experience with supportive services programs.
3) One member of the subcommittee shall serve as chairperson. The President of the MDA shall appoint the chairperson annually.
4) Families of MDA members in need of advice or assistance following a tragedy or sudden loss shall be directed to committee members and district leaders in their local communities. The MDA office staff will assist in coordination process and also serve to provide any in-house resource materials as needed. (11/1983)
5) The MDA annual meeting may not be used as the forum for award presentations unless approved by the MDA Board of Trustees. (8/11/00)

3. TASK FORCES

Task Forces of the MDA are formed on a basis of immediate need. They are designed to be temporary in nature. Upon assignment, completion of specifically identified tasks and appropriate reporting, the task forces are to disband. Task forces with terms in excess of a year are to be re-evaluated on an annual basis.

IV. GENERAL RULES AND PROCEDURES FOR THE BOARD OF TRUSTEES

The following rules shall apply to the Board of Trustees of the MDA:
The mission and duties of the Board of Trustees are addressed in the *MDA Constitution & Bylaws*. The appropriate provisions as defined in the *MDA Constitution & Bylaws* governing the Board of Trustees have been incorporated into these rules.

Rules and Procedures:

1) The members of the Board of Trustees shall receive a copy of the agenda and appropriate information in advance of the meeting a minimum of two weeks prior to the meeting date. (11/30/70)
2) Representatives from the Mississippi State Board of Dental Examiners, UMC School of Dentistry and the MS Department of Health Dental Director may be invited to attend and provide a report at the BOT meetings. (11/30/70)
3) All agenda items from outside the Board of Trustees must be submitted for consideration in writing at least three weeks prior to the next scheduled Board of Trustees meeting.
4) All Officers and Chairpersons of the MDA Councils shall be invited to submit reports or business item requests prior to each Board of Trustees meeting. They shall also be extended the opportunity to attend the Board of Trustees meetings as needed.
5) Council appointments and assignments shall be annually reviewed and approved by the Board of Trustees at the annual meeting.
6) The Board of Trustees is to review and approve any non-budgeted item over $500.00. The Board of Trustees shall not vote an amount of money for the current expenses of this Association in excess of the estimated income and reserves.
7) The Board of Trustees has the authority to amend the *MDA Policy Manual* by a 2/3 majority vote.
8) Any action that necessitates a vote of the Board of Trustees in between the regularly scheduled meetings may be accomplished via a fax or email ballot. The action to be taken shall be submitted in the form of a written proposal which shall be accompanied by sufficient information to permit the Board of Trustees members to make an informed decision prior to casting his/her vote. This procedure shall apply only to those items that cannot be addressed at the next scheduled meeting of the Board of Trustees. This ballot shall be approved by a 2/3 majority of the BOT entitled to vote. The deadline for the vote shall be left up to the discretion of the President.

V. GENERAL RULES AND PROCEDURES FOR THE EXECUTIVE COMMITTEE AND OFFICERS

The following rules and procedures shall apply to the Executive Committee and Officers of the MDA:
The mission and duties of the Executive Committee and Officers are addressed in the *MDA Constitution & Bylaws*. The appropriate provisions as defined in the *MDA Constitution & Bylaws* governing the Executive Committee and Officers have been incorporated into these rules.

Rules and Procedures:

1. **EXECUTIVE COMMITTEE MEMBERS:**
    a. Any action that must be taken by the Board of Trustees without a meeting provision, would require the initial review, preparation and presentation by the Executive Committee prior to distribution and vote by the Board of Trustees. Areas to be determined by the Executive Committee are to include: the timeliness of the action and presentation of the action item with a subsequent proposal to be voted on by the Board of Trustees via fax or email ballot.
2. **PRESIDENT:**
    a. Is expected to attend at least one business meeting of each district dental society while serving as President.
    b. Shall receive an honorarium of $4000.00 at the close of the annual session of the year he/she serves as President. (2003)
    c. Shall be provided lodging for the annual session by the MDA. (1995)
    d. Shall receive reimbursement for travel to the MDA district meetings. No reimbursement will be provided for the meeting within his/her own district. The reimbursement shall include mileage at the current IRS rate, overnight stays if necessary, and one day only of in-state per diem per district meeting. No per diem will be necessary if the trip is for the day of the meeting only, no overnight stay is required and meals are provided at the district meeting. (11/16/07)
    e. Must attend all meetings related to the annual meeting of the American Dental Association and serve in his/her official capacity as first officer alternate.
3. **PRESIDENT-ELECT:**
    a. Is expected to attend the business meeting of his/her district dental society while serving as President-elect and may be asked to fill in for the President at other district dental society business meetings as needed.
    b. Shall receive an honorarium of $2000.00 at the close of the annual session of the year he/she serves as President-elect. (2003)
    c. Shall be provided lodging for the annual session by the MDA. (1995)
    d. Shall receive reimbursement for travel to the MDA district meetings if filling in for the President. No reimbursement will be provided for the meeting within his/her own district. The reimbursement shall include mileage at the current IRS rate, overnight stays if necessary, and one day only of in-state per diem per district meeting. No per diem will be necessary if the trip is for the day of the meeting only, no overnight stay is required and meals are provided at the district meeting. (11/16/07)
    e. Must attend all meetings related to the annual meeting of the American Dental Association and serve in his/her official capacity as second officer alternate.
4. **FIRST VICE PRESIDENT:**
    a. Is expected to attend the business meeting of his/her district dental society while serving as First Vice President unless a waiver has been granted by the President.
    b. No reimbursement will be provided for the meetings within his/her own district. (11/16/07)
5. **SECOND VICE PRESIDENT:**
    a. Is expected to attend the business meeting of his/her district dental society while serving as Second Vice President unless a waiver has been granted by the President.
    b. No reimbursement will be provided for the meetings within his/her own district. (11/16/07).

6. **SECRETARY-TREASURER:**
    a. Is expected to attend the business meeting of his/her district dental society and may attend the business meetings of the other district dental societies while serving as Secretary-Treasurer. (11/16/07).
    b. Shall oversee the implementation and maintenance of the annual budget of the association as determined by the Board of Trustees. Financial reports and updates are to be furnished monthly by the Executive Director. He/she will be responsible for providing check signatures as needed by the MDA office.
    c. Shall receive an honorarium of $2000.00 at the close of the annual session of each year he/she serves as Secretary-Treasurer. (2003)
    d. Shall oversee the exhibitor/sponsor functions of the annual session meeting.
    e. Shall be provided lodging for the annual session by the MDA. (1995)
    f. No reimbursement will be provided for the meetings within his/her own district. (11/16/07).
7. **SPEAKER:**
    a. Is expected to attend the business meeting of his/her district dental society while serving as Speaker unless a waiver has been granted by the President.
    b. No reimbursement will be provided for the meetings within his/her own district. (11/16/07).
8. **(2) MEMBERS at LARGE:**
    a. Is expected to attend the business meeting of his/her district dental society while serving as Members at Large unless a waiver has been granted by the President.
    b. No reimbursement will be provided for the meetings within his/her own district. (7/1/2025).

VI. GENERAL RULES AND PROCEDURES FOR DELEGATES, ELECTED ALTERNATE DELEGATE AND OFFICER ALTERNATES

The following rules and procedures shall apply to the delegates, elected alternate delegate and officer alternates of the MDA:

The mission and duties of the delegates, elected alternate delegate and officer alternates are addressed in the *MDA Constitution & Bylaws.* The appropriate provisions as defined in the *MDA Constitution & Bylaws* governing the delegates and alternates have been incorporated into these rules.

1) He/she shall be a member of the Board of Trustees.
2) He/she shall attend all meetings related to the annual session of ADA House of Delegates.
3) The term of Elected Alternate Delegate shall be two (2) years, with a term limit of three (3) consecutive terms.
4) He/she shall meet the prerequisite of serving on the MDA Board of Trustees prior to election.
5) He/she may not serve in consecutive board positions while serving as Delegate or Alternate Delegate.
6) The Elected Alternate Delegate shall be allowed to run for a Delegate position prior to completing their term of Elected Alternate Delegate by way of resigning as Elected Alternate. (6/09)

Rules and Procedures:

1) Delegates and alternates shall assume office upon adjournment of the annual session of the American Dental Association.
2) Delegates and alternates shall attend all Fifth District Caucus meetings, ADA House of Delegate meetings, MDA Board of Trustees meetings and any additional meetings deemed necessary by the MDA Board of Trustees.
3) Delegate terms of three (3) years shall be staggered to ensure experience within the delegation at all times.

4) Alternate terms shall mirror their respective elective offices.
5) Delegates shall select a Chairperson from within the delegation. The Chairperson position shall be decided following the elections of the officers and delegate at the annual session. This position should rotate between the delegate members.
6) The Chairperson shall be responsible for coordinating the activities and responsibilities of the delegation. Reports of all delegation activities shall be provided to the MDA Board of Trustees as necessary.
7) Delegates and alternates are expected to participate in their respective annual district meetings.

VII. DECLARATION OF CANDIDACY FOR ELECTED OFFICE

Candidates who declare candidacy for the MDA offices of Second Vice-President, Secretary-Treasurer, Speaker of the General Assembly, (2) two Members-at-Large, Delegate or Elected Alternate Delegate by presenting a written letter of intent to the Speaker of the General Assembly prior to certain dates stating their intent to run for a specific office and their agreement to serve if elected shall be given publicity in the Newsletter and/or on the website before the Annual Session. The notice of intent should be received by the Speaker of the General Assembly or the Executive Director by the close of business that marks two weeks prior to the opening day of annual session. In the event no candidate announcements are received by the two-week prior deadline, only then will new candidate nominations from the floor of the General Assembly be allowed.

1) Those candidates declaring before March 1st will be included in the MDA communications and should submit a photograph along with a candidacy announcement of up to 350 words that may include a biography, goals and views on MDA issues.
2) Those candidates declaring by May 15th will be included only in electronic communications and should submit a photograph along with a candidacy announcement of up to 200 words that may include a biography, goals and views on MDA issues. Those candidates who have previously announced in March will also be provided the opportunity for an additional announcement in MDA electronic communications. Those candidates declaring after May 15th will not be included in any MDA printed materials. (2006, 2007)

VIII. GENERAL RULES AND PROCEDURES FOR THE ANNUAL SESSION

Rules and Procedures:

1) Within the parameters date and location as set by the BOT, the President, in consultation with the Executive Director shall have full responsibility for the logistics of the annual meeting, including selecting the time and place for each function, meeting and continuing education program. The President may appoint additional function chairpersons to assist in the planning and implementation of activities.
2) The Secretary/Treasurer shall be responsible for reviewing all expenses pertaining to the meeting. He/she shall address any expense concerns with the appropriate parties involved. He/she shall provide a financial summary of the annual session expenses at the following BOT meeting.
3) Any profits or deficits of the annual meeting shall be absorbed in the MDA general account and annual budget.
4) Members of the MDA/ADA will be charged a registration fee for attending the MDA annual session (including BOT meeting) as set and approved by the MDA BOT. (1984)

5) All licensed dentists in the state are to be sent notification of the MDA annual session. Non-members are to be charged the cost of annual session registration plus the cost of MDA constituent dues for admission. (8/11/00)
6) The Council on Administration shall develop an overall budget for the annual session. The budget shall include projected amounts for planned function expenses. Any additional function expenditures or anticipated excessive amounts for function costs must be reviewed by the council chairperson and Secretary /Treasurer for approval. (9/13/73)
7) Admission to the business meetings of the annual session shall be limited to the membership in good standing of this Association and to guests invited by the officers of this Association. (6/9/71)
8) Annual session registrants and invited guests of the MDA are to be provided badges authorizing admission to all functions. Without proper registration and badges, attendance to any annual session function shall not be permitted. Badges shall be color-coded to reflect categories of attendees.
9) Exhibitors are required to adhere to fees and rules established in the MDA Exhibitor Prospectus, compiled and provided annually to all interested exhibitor attendees. The prospectus information is provided by the MDA office and the information is reviewed and approved by the Secretary /Treasurer.
10) Children twelve (12) years of age and under must be accompanied by an adult in the designated exhibit/sponsor area. (6/9/71)
11) All persons qualifying for the special annual session hotel lodging rate must be a registered attendee. Anyone noted on the MDA annual session rate hotel list who is not a registered attendee will be identified to the hotel and subsequently charged the regular hotel rate.
12) All dentists shall pay the registration fee assigned for attendance at the annual session. Spousal status is not a special consideration for non-payment and attendance. Also, if a dentist spouse is a practicing dentist and non-member of the MDA, they shall be charged the determined registration fee dentist non-members to receive a badge for function admission. Registration must be paid before attendees are permitted to participate in any annual session functions.
13) The President is to be presented with the President's recognition plaque at the close of the annual session the year he/she serves as President.
14) The President-elect is to be presented with a President's lapel pin or a charm (based on officer gender) at the close of the annual session the year he/she serves as President-elect and he/she may also be presented with business cards noting their MDA Presidential office of service. (2016, 2022)
15) Invited ADA guest's expenses will be covered by the MDA while they are in attendance of the annual session. These expenses are to include lodging, meals and local transportation. (1988)
16) A printed schedule of all events shall be provided on-site to annual session attendees. (6/9/71)
17) Philanthropic and educational exhibits that cannot be considered commercial, may be allowed to display at the annual meeting. Advance approval must be obtained from the President. (6/5/77)
18) Registration fees for the MDA Annual Session should be reviewed on a three (3) year cycle and may be increased at any time by the MDA Board of Trustees. (3/22/2024)
19) The MDA will cover the cost of registration, three (3) nights lodging, and meals for eight (8) dental students, 4 males and 4 females to attend the MDA Annual Session. (3/22/2024)

IX. RULES AND PROCEDURES FOR GENERAL MDA ADMINISTRATION

1. General Association Policies:

A. All policy statements issued in the name of the MDA must be made with the approval of the Board of Trustees or the Executive Committee. (11/17/71)

B. Policy statement on denturism: The practice of dentistry in the State of Mississippi is governed by law and regulated by the Mississippi State Board of Dental Examiners. Because of the diagnostic and treatment skills involved, the law requires that denture care be provided to the public only by trained and licensed dentists. The MDA strongly believes that the safety and protection of the public and the maintenance of the dental health of the public is best assured by continuing the strict regulation of the practice of dentistry and by not permitting persons of uncertain background and ability to provide denture or other dental services. (11/4/81)
C. The use of tobacco related products is prohibited at MDA sponsored meetings or the MDA office. (3/19/81)
D. Any member whose expenses are provided by the MDA for meeting attendance will be required to participate in the entire meeting and subsequently provide a follow up report to the MDA Board of Trustees. (3/86)

2. Office Administration:

A. The MDA member list is considered property of this association. The list will be provided at a determined charge approved by the MDA officers. Companies that are endorsed by the MDA are entitled to current member lists. Other parties must submit a request in writing to the MDA Office. The MDA reserves the right to deny purchase of the list in the interest of protecting the privacy of members. The MDA furthermore reserves the right to dictate the format in which a list is provided. Members and districts of the association are entitled to current member lists upon request. Charges to cover the costs to provide lists and/or labels may be levied. (3/24/77)
B. All governing documents required by federal and state regulatory agencies will be implemented and maintained by the MDA office staff. These documents will be reviewed on an annual basis and provided to MDA leadership for appropriate evaluation. (7/1/09)

3. Financial Matters:

A. Memorials shall be made annually to the University of Mississippi, School of Dentistry Fund for Excellence to honor deceased members and other dental colleagues, friends and/or dignitaries identified by MDA officers. An annual memorial donation amount determined by the BOT shall be contributed in the names of the deceased members, colleagues, friends, and/or dignitaries. Family members shall also be notified of the contribution. (11/17/07)
B. Annual dues billing for members shall include voluntary items such as MS Dental Political Action Committee dues to the MDA dues. Mandatory and voluntary items shall be identified. MDA Foundation and MDA Relief Fund donations may also be solicited with annual dues billing. (9/8/77)
C. Services rendered on behalf of non-members will be fee administered. Fees for such services will be determined by the BOT and based on time, manpower and expense factors. An example of such service made available to non-members would be peer review. (9/2/87)
D. The Administration Council, in conjunction with the MDA Secretary/Treasurer, shall present a request to the MDA Board on the selection of a CPA firm to conduct a financial audit of the MDA accounts every three (3) years. The year the request is presented should align with the scheduled Constitution and Bylaws required review year. (7/1/2025)
E. After (5) five years the 50% discounted membership dues incentive fee structure for new members who are in their second year through fifth year out of dental school shall be reviewed by the Administrative Council and a report presented to the MDA Board of Trustees for approval to continue or sunset this discount program. (7/1/2025)

4. Travel Reimbursement:

A. Travel for official MDA business should be accomplished in a fiscally and morally responsible manner. Monetary savings to the Association should always be foremost in planning Association travel.

B. MDA council, committee and task force members, and other official representatives designated by the President, traveling officially for the association shall be reimbursed in compliance with the current reimbursement policy as determined by the BOT.

C. There shall be no reimbursement for travel and per diem to the MDA Annual Session.

D. The president shall be reimbursed for the cost of travel and expenses incurred for meetings attended in compliance with the current reimbursement policy.

E. There shall be no reimbursement except upon submission of a completed Travel Expense Form including supporting documents as required, provided by the MDA office.

F. For all out of state meetings: the MDA policy is the provision of reimbursement of reasonable travel expenses to include: hotel, coach airfare, ground transportation, parking expenses, and per diem of a rate set by the Board of Trustees.

ADA Annual Session: The MDA Secretary/Treasurer and Executive Director will determine an annual expense allowance amount for delegates and alternates to be reimbursed after attending the ADA Annual Session. This amount will factor in the number of required meeting days, average transportation costs along with additional average expenses based on covered travel reimbursement. MDA Delegation team members will be notified of this amount no less than 60 days prior to the ADA Annual Session. Delegates and alternates will not be required to submit expense reimbursement forms, only receipts that validate travel expenditures for provision of the travel allowance reimbursement. (6/3/10)

5. Investment Policies

A. Investment Accounts: The Mississippi Dental Association (MDA) maintains investments in 3 account portfolios designed to meet the financial needs of the association. They are:

1) the Operating Fund,
2) the Reserve Fund (formerly the Contingency Fund) and
3) the Relief Fund.

B. Investment Committee: These funds are managed by the Investment Committee (IC) of the MDA. Members of this committee include:

1) the Secretary-Treasurer (S/T),
2) the Executive Director (ED),
3) the Chairman of the Council on Administration (CA)
4) one member appointed by the President from the CA.

The chairman for the IC will be elected each year from the IC by majority vote. The ED is a non-voting member of the committee.

Duties of the IC are:

1) to select investments for the Funds,
2) to invest the available monies into the Funds,
3) to monitor the performance of the investments and
4) to report the activities and results to the MDA Board of Trustees (BOT) on an annual basis.

These investments may include purchases from equity markets, bond markets or cash equivalent markets, depending on the allowable investments for each fund. The IC also has the authority, at its discretion, to select and retain professional investment advisors, as it deems necessary. A majority vote

of the IC is required to change any investments in the Funds or to transact any business as it relates to the operations of the Funds. The investment policy will be reviewed by the IC on an annual basis or more frequently if needed. Any recommendations related to the investment policy will be forwarded to the CF for review. Changes in any provisions of this policy must be approved by the MDA Board of Trustees.

C. Allowable Investments: The Chairman of the IC (or the ED as directed by the IC) shall be authorized to invest the MDA Funds (limited to the allowable investments for each Fund) as follows in:
    1) money market mutual funds,
    2) U.S. federally insured certificates of deposit,
    3) interest bearing checking or money market accounts in U.S federally insured institutions,
    4) corporate or federal bond funds with a minimum rating of investment grade or
    5) equity mutual funds or exchange traded equity funds (ETF) that invest according to the Fund guidelines.

D. Prohibited Investments: Prohibited investments in the Funds include, but are not limited to:
    1) commodities and future contracts including gold or currency futures,
    2) individual equity securities,
    3) private placements,
    4) options,
    5) limited partnerships,
    6) real estate investments,
    7) venture capital investments,
    8) foreign fixed income investments,
    9) derivatives,
    10) warrants,
    11) lease-backs,
    12) conditional sales contracts,
    13) unregistered stocks,
    14) non-government backed mortgage obligations,
    15) guaranteed insurance contracts or
    16) municipal bonds.

E. Operating Fund: The purpose of this fund is to provide financial security and to enhance returns on the funds utilized for operations. Money invested in this fund will include funds that are not deemed necessary for immediate (within 6 months) use by the association. The fund will include liquid investments.

    The investment objectives of this fund are the preservation of capital, option of liquidity and the optimization of investment return within the constraints of the allowable investments.

    Allowable investments are:
    1) checking or money market accounts in U.S. federally insured institutions,
    2) money market mutual funds and/or
    3) Federally insured certificates of deposits.

F. Reserve Fund: The purpose of this fund is to provide long-term growth that will increase the future purchasing power and maintain the financial stability of the MDA. Money earmarked for this fund will not be deemed necessary for the normal operations of the association in the foreseeable future. A targeted amount for the fund will be 40% of the annual budgeted expenses of the MDA. The IC will identify target goal amounts based on the MDA annual budget and a defined timeline. (It is understood that this is a targeted amount only and a range of +/- 10 % is acceptable. Any deficit does not have to be funded entirely in the next budget year.) Any excess over the targeted goal may be used in developing the next year's budget. This practice should in turn provide a long-term strategy for dues stabilization. The BOT will designate the utilization of the Reserve Fund per recommendation of the Council on Finance or in response to other requests that are brought to the attention of the Board. Designated funding may address special projects identified by the Association to achieve established goals or may address emergency needs of a financial nature.

The investment objectives of this fund are the preservation of capital and the optimization of the investment return within the constraints of the allowable investments. It is recommended that the portion in equity mutual funds be limited to 80% of the total stock investment in domestic stocks and 20% of the total stock investment in foreign or international stocks.

Allowable investments are:

1) money market mutual funds,
2) U.S. federally insured certificates of deposit,
3) interest bearing checking accounts,
4) investment grade corporate or Federal bond funds and/or
5) equity mutual funds or exchange traded equity funds (ETF) that invest according to the investment objectives.

G. Relief Fund: The purpose of the Relief Fund is to provide a source of capital for dentists and/or their families that may qualify to receive these assistance funds through the Council on Membership and Members Services. The Relief Fund is administered through the MDA Foundation.

The investment objectives of this fund are the preservation of capital, option of liquidity and to optimization of investment return within the constraints of the allowable investments.

Allowable investments are:

1) interest bearing checking accounts or money market accounts in U.S federally insured banks,
2) money market mutual funds,
3) federally insured certificates of deposit and/or
4) short-term mutual bond funds and
5) equities. (11/16/07)

6. Insurance Programs:

A. Insurance products can be marketed to MDA members in good standing, MDA staff and staff members of MDA member dentists in good standing. For dental office staff to obtain insurance for themselves, both in group plans through member dentists or separately on an individual basis if a group policy is not offered in their office, they must meet the following criteria:

1) Be employed by an MDA member dentist in good standing, and

2) Work a minimum of 30 hours a week to be included in a MDA member purchased group policies, or
3) Work a minimum of 30 hours a week to be eligible to purchase individual policies.

B. Purchase of MDA sponsored insurance products by a staff member does not entitle one to any other MDA member benefits other than those of the insurance products themselves. (6/13/13)

X. District Financial Reports

A. <u>Annual Financial Report.</u> It shall be the duty of the District Secretary - Treasurer/Trustee to submit to the MDA Secretary – Treasurer a written annual financial report covering the activities of the District bank account. Report should cover all transactions between January 1 – December 31 of the past fiscal year and should be submitted no later than January 31 of the current year. The annual District financial report will be reviewed by the current MDA Secretary – Treasurer and MDA President with any noted recommendations reported back to the District Officers for action if needed. (11/12/2021)

XI. Membership Dues

1. Dues and Special Assessments

a. The dues for an active member shall be due January 31 of each year.

b. In addition, a member who elects to pay dues and any special assessments via an approved installment payment plan shall be in good standing provided that the installment payments are current. Otherwise, a member in good standing whose dues have not been paid by March 31 of each year shall cease to be a member of this association.

c. MDA dues rates shall be presented to the board for approval on an annual basis.

d. The MDA shall offer a dues discount incentive for new dentists 2-5 years out of dental school effective with the 2026 dues cycle. This discount incentive should be reevaluated after five years and require board approval to continue. This discount incentive may be reviewed and discontinued by the board at any time. (7/1/2025)

2. Loss of Membership and Reinstatement

An active member whose dues have not been paid in full or by enrollment in an approved installment payment plan by March 31 of the current year shall cease to be a member of this Association. Reinstatement of membership loss because of delinquency of dues may be secured by payment of all dues, assessments and penalties as levied by the Board of Trustees. (7/1/2025)

NOTE: The MDA Board has the authority to change MDA Policies. A majority of voting MDA Board members is required for an MDA policy change. As a courtesy, the MDA General Assembly is apprised of any document reviews and updates. MDA policies (along with all MDA governing documents are posted on the MDA website for reference at any time.)

Voted by General Assembly at June 2004 Annual Session Meeting
Updated: 11/16/07 (*following BOT meeting*)
Updated: 07/01/09 (*changes approved per vote in* 2009 General Assembly)
Updated: 02/2010 (*Typo corrections per required three year review*)

Updated: 07/01/2010 (*following BOT meeting*)
Updated: 11/09/2012 (*following BOT meeting*)
Updated: 7/1/2013 (*changes approved per vote in* 2013 General Assembly)
Updated: 7/1/2014 (*changes approved per vote in* 2014 General Assembly)
Updated: 3/20/2015 and 6/30/2015 (*changes in MDA Council Structure*)
Updated: 3/18/2016 (*President's pin or charm*)
Updated: 11/11/2016 (*Typo corrections per required three year review*)
Updated: 7/1/2019 (*Typo corrections per required three year review*)
Updated: 11/12/2021 (*following BOT meeting, District Financial Reports*)
Updated 3/25/2022 (*following BOT meeting*)
Updated: 7/1/2022 (*Typo corrections per required three year review*)
Updated 3/22/2024 (*following BOT meeting*)
Updated 7/1/2024 (*changes approved per vote in* 2024 General Assembly)
Updated 7/1/2025 (*changes approved per vote in* 2025 General Assembly)