

After Review the Ex. Board of the Treasure Coast Dental Society recommends the following change to our Bylaws. Our bylaws were last amended May 25, 2001.

*Existing Bylaw: Chapter I*

***Section 3. The Secretary/Treasurer.***

- (1) The Secretary-Treasurer shall keep full and complete records of this Society and its Executive Council, including all minutes of all meetings. He/She shall be chairman of the Membership Committee. He/She shall keep a correct list of the members of this Society. He/She shall keep separately from the foregoing list, a list of provisional members, a list of privileged members, a list of life members, a list of honorary members, a list of associate members, and a list of special members.
- (2) The Secretary-Treasurer shall keep an up-to-date copy of the Constitution and By-Laws showing any and all amendments. He/She shall notify all officers of their election and shall be custodian of the seal of this Society. He/She shall be responsible for yearly registration of this corporation with the State of Florida
- (3) The Secretary-Treasurer shall collect and receive all dues, assessments and other funds due this Society. He/She shall be accountable to the Executive Council and to the General Assembly when ordered to give an accounting by either body. He/She shall deposit all funds of this Society in a banking institution or banking institutions approved by the Executive Council. He/She shall pay all bills upon approval of the Executive Council. He/She shall, within a period of thirty (30) days following the installation of his successor, remit all records, forms and physical assets of this Society to his duly installed successor. He/She shall, at the time of transfer of all accounts, records and monies, etc. to his successor in office, furnish his successor with a fidelity bond in the amount prescribed by the Executive Council. He/She shall be responsible for providing records to the Society's accountant and legal counsel for annual review and filing of appropriate tax documents.
- (4) The Secretary-Treasurer shall send a list of officers elected at the March General Assembly meeting, including the FDA Delegates and Alternate Delegates to the secretary of the Atlantic District Dental Association immediately upon their election. He/She shall be bonded in such amount as may be determined by the Executive Council. He/She shall perform such other duties as generally appertain to his office.. He/She shall be a member of the Executive Council. He/She shall issue a certificate of meritorious service, or other tokens of appreciation to the retiring President upon recommendation of the Executive Council

Proposed Bylaw Change:

- (1) TCDS will add a line officer position and split the Secretary/Treasurer role into two separate positions.
- (2) The Treasurer would remain an officer of the Society but not a line officer. The Secretary would come on as a line officer. This would be done to promote continuity at the treasurer position while preserving the same number of line officer positions through the Secretary role.

### *Section 3: Treasurer*

- (1) The Treasurer shall keep full and complete records of this Society and its Executive Council, including all minutes of all meetings.
- (2) The Treasurer shall keep an up-to-date copy of the Constitution and By-Laws showing any and all amendments. He/She shall notify all officers of their election and shall be custodian of the seal of this Society. He/She shall be responsible for yearly registration of this corporation with the State of Florida.
- (3) The Treasurer be accountable to the Executive Council and to the General Assembly when ordered to give an accounting by either body. He/She shall pay all bills upon approval of the Executive Council. He/She shall, within a period of thirty (30) days following the installation of his successor, remit all records, forms and physical assets of this Society to his duly installed successor. He/She shall, at the time of transfer of all accounts, records and monies, etc. to his successor in office, furnish his successor with a fidelity bond in the amount prescribed by the Executive Council. He/She shall be responsible for providing records to the Society's accountant and legal counsel for annual review and filing of appropriate tax documents.
- (4) The Treasurer shall send a list of officers elected at the March General Assembly meeting, including the FDA Delegates and Alternate Delegates to the secretary of the Atlantic District Dental Association immediately upon their election. He/She shall be bonded in such amount as may be determined by the Executive Council. He/She shall perform such other duties as generally appertain to his office. He/She shall be a member of the Executive Council.
- (5) Treasurer will serve a 2 year term with unlimited term renewals.

### *Section 4: Secretary*

- (1) The Secretary position will act as the Membership Chair to the Society.
- (2) The Secretary will act as the liaison to Project- Dentists Care Coordinator.
- (3) The Secretary will also do various member activities as decided by the Executive Council.

