



Ottawa Women Dentists Study Club

Constitution

Updated January 2017.

ARTICLE I

NAME

The name of the organization shall be The Ottawa Women Dentists Study Club, hereinafter referred to as the "Study Club"

ARTICLE II

Mission

The mission of the Study Club shall be to:

1. Offer opportunities for personal and professional growth through association with women in our profession.
2. Support the goals of Ottawa Women Dentists Study Club "To provide a network of support and to facilitate growth, learning and leadership among women dentists in the Ottawa community."

ARTICLE III

MEMBERSHIP

Section 1. Classification. Membership in this Chapter shall be: Active and Affiliate.
Qualifications.

A. Active. Any Individual licensed by a provincial/territorial or national body to practice dentistry in Canada. Each shall have all the rights and privileges of membership including the right to vote and hold office. An active member is a person who has paid local and national dues, as well as Ottawa Women Dentists Study Club dues for the current year.

B. Affiliate. Any previous member who has retired or is in good standing with their licensing body and is geographically or situationally unable to be an Active Member. The Affiliate Member shall have all the privileges and responsibilities of an Active Member except those of voting and holding office and has paid OWDCS dues for the current year.

Section 2. Reprimand or Termination.

Any member may be terminated for cause by the Study Club at a business meeting by a 75% of the total membership of the Study Club, provided the individual has been given an opportunity to be heard and make a satisfactory explanation of the reasons provoking this action to the Executive Board.

ARTICLE IV

EXECUTIVE BOARD, OFFICERS AND DIRECTORS AND THEIR DUTIES

Section 1. Executive Board Composition

The elected officers of this Study Club shall be President, Vice President/Treasurer, Secretary, Immediate Past-President and such other officers as may be determined by the Board of Directors.

Section 2. Powers

The Executive Board shall be the administrative and managing body of the Study Club, vested with full power to conduct all business subject to the constitution and the mandates of the voting membership.

Section 3. Duties

1. To fill vacancies which may occur in elective offices from time to time
2. To approve committee appointments recommended by the President and to create special committees when needed;
3. To consult with and advise committee chairpersons in their activities, except the nominating committee:
4. To submit a report of its activities to the members at each business session.

Officers

Section 1. Name and Number

The elected officers of this Study Club shall be a President, Vice President/Treasurer and

Secretary.

Section 2. Nomination and Election

Only active members who are in good standing may be nominated for elective office in this Study Club.

The Executive Board shall encourage the participation of members on Study Club committees and should ensure that there is at least one nominee for each vacancy. This list of nominees shall be presented to the General Membership at least one month before the Spring Business Meeting. Nominations, however, are open to anyone who wishes to submit their name for a given position up to three working days prior to the Business Meeting.

Elections will be by secret ballot. The ballot will be printed on plain paper with the candidates and positions listed. A vote supporting a particular candidate or statement will be marked with a simple X or check mark, otherwise it will be considered spoiled, and will be rejected. The OWDCS Secretary shall be the Chief Electoral Officer, and the Executive Committee will appoint two additional scrutineers. Election results shall be reported to the OWDCS President, who will ensure the membership is informed. After the results are reported, all ballots shall be destroyed.

The Secretary shall be elected. Any member in good standing can be nominated for the position of Secretary. The successful candidate for Secretary shall, on subsequent years, assume, in order, the positions of Vice-President/Treasurer, President and Immediate Past-President.

Section 3. Term of Office

All officers shall hold office beginning June 1st for the period of one year.

Section 4. Vacancy

In the event the office of President becomes vacant, the Vice –President/Treasurer will serve as President. In the event of a vacancy in the offices of Vice-President/Treasurer or Secretary, the Executive Board shall appoint an interim replacement to complete the term of office.

Section 5. Duties

1. President:

1. Preside at all Study Club Meetings
2. Set dates for all regular and special meetings of the Study Club
3. Represent the Study Club in all matters relating to its affairs
4. Appoint, in conjunction with the Executive Board, chairperson of each committee.
5. Serve as Director of the Executive Board.
6. Ongoing contact with the members and potential members.

2. **Vice President /Treasurer**

1. Assist the President in Study Club operations
2. Chair the Membership Committee
3. Assume the duties of President in case of absence or resignation
4. Be responsible for the Study Club budget
5. Be responsible for the monies of the Study Club
6. Pay Study Club bills
7. Keep accurate detailed account of all receipts and disbursements
8. Give financial status of the Study Club at meetings.

3. **Secretary:**

- 1.Keep all records of the Study Club
2. Keep minutes and attendance records of Study Club Meetings
3. Write articles for the publication in conjunction with the Vice President
4. Assume the responsibility of mailing notices of all meetings to the members.
5. Be responsible for public relations, including all newsletter articles written in conjunction with the Vice –President/Treasurer.

4. **Immediate Past-President**

The immediate Past-President will be an active but non-voting member of the executive and will chair the Scholarship Committee.

ARTICLE V

MEETINGS

Section 1. Parliamentary Procedure

Robert's Rules of Order Revised may be the guide for all meetings at the discretion of the President or appropriate chairperson.

Section 2. Quorum

Quorum for voting purposes shall be defined as 50% of the active membership plus one.

Section 3. The Study Club

An annual meeting shall be called by the President in Winter Quarter for the purpose of election of officers for the ensuing year, receiving and reviewing annual reports of officers and committees, and conducting other official business of the Study Club. Additional business sessions may be held separately or in conjunction with the educational and social meetings of the Study Club. Officers shall be installed June 1st of the current year.

ARTICLE VI

COMMITTEES

Section 1. Establishment of Committees

Committees may be created at any time by action of the Executive Board or request of the members of any business session. Such committees will serve until their specified work is completed or until the next elected Executive Board reviews committee appointments.

Section 2. Composition and Appointment

Each committee shall be composed of a chairperson who shall specify additional members.

Section 3.

As of April 8, 2011, The Scholarship and Charitable Donation committees will be established as permanent Standing Committees. They will be responsible to report to the Executive and will provide committee reports at each OWDC meeting.

ARTICLE VII

FINANCE

Section 1. Dues

The annual dues shall be determined by the Executive Board and reviewed each year. If dues of a new member are paid during the last quarter, they will cover membership for the succeeding year.

For new members joining mid-way through the membership year, the annual dues will be pro-rated accordingly. Please contact the President for further information.

Section 2. Fiscal year

The fiscal year for this Study Club will begin on June 1st of each year.

Section 3. Renewals

Bills for renewal dues for the ensuing membership year shall be distributed by the Treasurer by April 1st and shall be payable no later than June 1st of each year.

Section 4. Failure to Pay

Failure to pay dues will result in loss of voting rights.

ARTICLE VIII

AMENDMENTS

This constitution may be amended or repealed by a quorum (50% of active membership plus one) at any regular or special meeting called for the purpose, provided that notices stating the contemplated changes have been delivered to the members at least two weeks prior to the voting date.

ARTICLE IX

STUDY CLUB

The Study Club shall be a non-profit organization. If this Study Club is dissolved at any time, no part of its funds shall be distributed to, or among, its members, but, after payment of all indebtedness of the Study Club, any surplus funds shall be given to the an organization with similar goals, to be determined at the time of the dissolution of the Study Club.

ARTICLE X

RECOGNITION OF FOUNDING MEMBERS

Section 1.

It is hereby moved, that in recognition of Mrs. Eileen Peers many decades of devoted service to the dental profession in Ottawa and Eastern Ontario, and in specific recognition of Her initiative and momentous role in the creation of the Ottawa Women Dentists Study Club, that she be awarded the Lifetime position of Executive Director and Founder, and she hold a permanent position on the Executive Board of the Ottawa Women Dentists Study Club, with full voting privileges.

ARTICLE XI

NOTICE OF CONFLICT OF INTEREST

Any Study Club member who provides professional or other kinds of services to other dentists, dental offices, or dental hygiene offices may have a conflict of interest with the Mission and Goals of the Study Club. Any member who may be

in such a conflict of interest must disclose it at the beginning of any Study Club meeting and before running for office on the Executive Board.

ARTICLE X11

USAGE OF STUDY CLUB LOGOS, POSITIONS AND EXECUTIVE TITLES

Section 1.

All members may make use of the OWDCS logo if they are current active members. Use of OWDCS letterhead is solely for the use of the Executive for OWDCS business

Section 2.

When a member uses the Study Club logo or membership in any way that might indicate an endorsement from the Study Club, such as writing an article, providing an endorsement, a product etc,, it must be approved the Study Club Executive Board.

Section 3.

The Study Club Stationary is only for use by the Executive Board for official Study Club correspondence.

Section 4.

If a member wishes to reference her membership or executive position in the OWDCS in a professional or personal article or a letter to the editor or similar, if must be pre-approved by the executive.