

INTERNATIONAL COLLEGE OF DENTISTS USA SECTION

STANDING RULES – 2025 –

Rev. 4/17/2025

OBJECTIVES:

The Standing Rules are for use in the operation of the USA SECTION and give the guidelines for each official in authority. It is written to assist each member of the Section to assume leadership roles with ease and effectiveness. All referrals to Articles are to the USA Section Bylaws.

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AUTHORITY TO GOVERN

The USA SECTION is governed by the Constitution and Bylaws of the COLLEGE, the Bylaws of the SECTION and The Certificate of Incorporation (Incorporated in Washington, DC, 1928) (Article I).

MEMBERS OF THE BOARD OF REGENTS

Specific duties for OFFICERS are in Bylaws Article VI. Specific duties for REGENTS are in Bylaws Article VIII and Article X. Additional guidelines:

1. All new Regents will attend a mandatory Regent Orientation Course prior to taking office. [BOR 5/2019]
2. Attend each Board meeting unless excused by the President; make arrangements for the Vice Regent to attend in his/her absence
3. Maintain custody of the Regent's Medallion and wear it at meetings of the SECTION and the COLLEGE, where appropriate
4. Make recommendations on nomination for Regent and Vice Regent, and on appointment of Deputy Regents
5. Notify the Section Office of deaths of members of the COLLEGE, the next of kin and the date of death
6. Submit Annual Regent's Report forty-five (45) days prior to the Board of Regents meetings in a format shown in Bylaws Article VIII, Section 7
7. Maintain liaison with the Vice Regent and each Deputy Regent in his/her District rendering any assistance in the work of the SECTION or COLLEGE
8. Ensure that each officer in his/her district is fully indoctrinated of his/her duties

ELECTION POLICIES [Governed by Bylaws Article XI]

1. Any Fellow may be nominated for the position of President-Elect or Vice President.]
2. The rotation policy for Regents shall be periodically reviewed by the Board of Regents.
3. In districts composed of more than one state, the Vice Regent is usually chosen from a state different than that of the Regent.
4. Although a slate for Officers, Regents, Vice Regents and Councilors is proposed from the Nominating Committee, nominations from the Floor may be made.
5. Prohibits ICD USA Section Officers or Regents as a group from supporting any candidate for political office in other organizations.

MEETINGS OF THE BOARD OF REGENTS

Regular or Annual Meetings and Special Meetings.

The Board of Regents shall hold its annual meetings in the month of September [AMLTF 03-24] in the following geographic regions of the United States: one meeting in the Eastern Region, one meeting in the Central Region, and one meeting in the Western Region, on a rotational basis each year. [AMLTF 02-24] Special Meetings of the Board of Regents may be called in accordance with Article VIII Section 4, and Article IX.

CONVOCATION / INDUCTION CEREMONY

The Induction of new candidates into Fellowship occurs at the Annual Meeting. Each candidate will be given certain documentation and jewelry for the COLLEGE as noted in Article XIV, Section 2a.

A Fellowship Orientation program is held the evening before induction, followed by a social hour.

An honorarium, as negotiated by the Executive Director, may be given to the selected speaker for the Convocation.

The Convocation Committee, an Operational Committee composed of up to four (4) couples, will receive monies as explained in the Section on Finances, Standing Rules page 2.

THE PRESIDENT'S RECEPTION

A reception may be held honoring the President of the USA SECTION. Attendance will be by invitation.

VICE AND DEPUTY REGENTS' MEETING

The President Elect will host a business meeting which is held during the Annual Meeting for Deputy Regents and Vice Regents, to discuss USA Section procedural concerns. No substitutes are invited except with the Executive Director's permission.

PRESENTATION OF AWARDS

The Distinguished Deputy Regent Award is presented during the Annual Meeting at the Vice Regent and Deputy Regent Breakfast by the USA Section. The presentation of Honorary Memberships and Masterships are performed at the Convocation. No more than four (4) Honorary memberships (one from the technology sector) and four (4) Masterships are current limits. This may be changed upon recommendation of the Awards Committee and approval of the Board of Regents. The Outstanding Dental Leader Award and Distinguished Humanitarian Award are presented at the most appropriate time as recommended by the Awards Committee with approval by the Board of Regents. (GC 03-22)

POLICIES OF FINANCIAL OPERATIONS

It is the general policy to provide at least partial reimbursement for travel and per diem to those conducting SECTION business. This depends on available funds, proper documentation and authorization.

The basis for reimbursement is round trip coach airfare or private vehicle travel at the IRS-allowed rate, not to exceed the coach fare. (It is understood that the lowest airfare will be sought.) Travel expenses and receipts shall be submitted to the office, and reimbursement will be made up to a limit of \$3500 annually. [FC 01/23]

The reimbursement expenses given to the President, Vice President, President-Elect, Treasurer, Editor, and Registrar are posted in the yearly budget.

Section I Committee Chairs who are not members of the Board of Regents and do not receive reimbursement from other sources will receive two (2) nights' lodging, travel reimbursement and ground transportation for attendance at Board of Regents meetings.

The International Council Delegation Chair for Section I will receive three (3) nights lodging, travel reimbursement and ground transportation for attendance at Board of Regents meetings.

Councilors will divide equally the budgeted amount allowed by the Board to attend the International Council meetings held outside the United States.

Each Convocation Committee couple receives:

1. Round trip coach fare and ground transportation.
2. Four (4) nights lodging, to include the night of the Annual Dinner Dance.

3. Reimbursement for meals in a lump sum as determined by the Finance Committee.

All budgetary needs and expected expenditures for the coming year will be forwarded to the Finance Committee at least forty-five (45) days prior to the Annual Board Meeting. Exceptions may be allowed by the Treasurer.

The International Council President, when a member of Section I, will be provided a stipend to defray expenditures incurred during his/her year in that position. The stipend will be recommended by the Treasurer/Finance Committee and approved as part of the budget by the Board of Regents. The USA Section Investment Policy will be established by the Board of Regents based on an annual recommendation from the Investment Subcommittee. [FC 02-21]

SECTION OFFICE OPERATIONS

The Executive Director is totally responsible for implementing all policies of the Constitution, Bylaws and the Board of Regents for the efficient operations of the administration of the SECTION.

The duties of the Executive Director as they relate to the operation of the Section Office are noted in Article VI, Section 4e.

Corporate minutes of all Board of Regents meetings will be maintained in a separate log in the Section Office.

The Section Office will attempt to formulate and assist in the travel plans of the President if he desires. A copy of all invitations for presidential visits should be forwarded to the Section Office.

The Section Office is authorized to hire specific help as necessary (i.e. for publications, mailings, etc.)

The Section Office will maintain an inventory of all real property and obtain insurance to cover items.

The Section Office will assist in the Budget formulation process along with the Treasurer, any Committee Chair with a financial request, and the Finance Committee. The Budget will be presented to the Board of Regents by the Chair of the Finance Committee.

The Section Office will distribute email lists and/or mailing labels to Regents and Deputy Regents upon demand at no cost.

Unlike the Officers' medallions which are passed along, the Regents', Vice Regents' and Deputy Regents' medallions may be kept, passed along or returned to the Section Office. Ideally medallions should be presented at the first meeting after the term commences for the member in a leadership role. It should be presented by the outgoing leader or an officer higher in the chain of leadership.

Officers and Regents of the Section are provided stationery at no cost. The Section Office will order and stock generic stationery for others. Orders can be in increments of 100 sheets; reimbursement must be made to cover costs. Constituents can then "print over" the generic stationery. Alternatively, the electronic ICD logo and key symbol may be requested and used to print local ICD stationery.

The Section Office can provide all accounting and financial procedures.

The Section Office will prepare, mail, and collect all national and state dues, as well as Foundation donations, by computer-generated statements.

The Section Office will forward to each state treasurer checks for state dues collected, in March, in July and in November.

COMMUNICATIONS PROCEDURE

All Section communications coming to the Section Office will be answered along the same chain of correspondence as it was received, attempting to keep all interested individuals informed by copy.

SPONSORING A CANDIDATE FOR FELLOWSHIP

Any Fellow in good standing may "Sponsor" a dentist within the USA Section for Fellowship through the Constituent Chapter/State in which the candidate resides. ICD is an international organization and some of our candidates received dental training from outside of the United States. There are numerous dental degrees given in other countries which would allow for eligibility in the USA section of ICD. These may include:

- Doctor of Dentistry (DDent)
- Bachelor of Dental Surgery (BDS, BChD)
- Bachelor of Dentistry (BDent)
- Bachelor of Dental Science (BDSce)
- Bachelor of Science in Dental (BScD)
- Bachelor Degree of Dentistry (BDS)
- Licentiate in Dental Surgery (LDS) [GC 04-21]

Per our Bylaws prerequisites to Fellowship are:

- Must have been at least 5 years in his/her dental career
- Must be recognized as an active contributor to the dental profession and/or community
- Must have high integrity and character [AMSC2-20]

CANDIDATE EVALUATION GUIDELINES

When evaluating a candidate for Fellowship, the College has the following criteria:

1. Personal considerations:
 - a. The candidate demonstrates integrity, leadership and service.
 - b. The candidate has strength of character and the endorsement of recognized peers.
 - c. The length of the candidate's professional career is an important consideration.
2. Record of Achievement: The candidate demonstrates a record of exceptional achievement in at least two (2) of the following four (4) categories:
 - a. Academia
 - i. Advanced academic appointment
 - ii. Research
 - iii. Publication in refereed journals.
 - iv. Lectures, presentations beyond the home university setting.
 - b. Professional
 - i. Appointment or election to leadership in dental associations or initiatives.
 - ii. Leadership record as a student may be considered.
 - c. Professional Service and Altruism
 - i. Substantive record of volunteerism in dental humanitarian projects.
 - ii. Recognition, awards received for community service and altruism.
 - d. Community Achievements
 - i. Substantive record of civic, government, or non-government organization volunteerism.
 - ii. Offices held by election or appointment within the candidate's community.
 - iii. Leadership of specific initiatives: e.g., charitable fundraising. [GC 01-24]

OVERVIEW OF NOMINATION PROCESS

The sponsorship process is entirely electronic and the website will prompt you by email through the process. Please check your email often.

1. To start the sponsorship process, if you have not already done so, you will need to create a password by clicking **Log in** in the upper right-hand corner in the gold bar. Then click on **Click here to create or reset password**. Type your email address and click E-mail new password. You will receive an email with a password.
2. Click **Log in** and enter your email address as the Username and the Password and click the green **Log in**.
3. **Go to your landing page** by clicking on your name in upper right gold bar.
4. Click on the green tab **My Candidates** and select **Nominate New Fellow** to start. You will be taken to the Online Sponsor Form.
5. **Enter Candidate information and click Save**. You will be brought to the Candidate's landing page to add a letter of support and then you will receive an email with further instructions.
6. **This information is emailed to the Deputy Regent** to present to the Screening Committee for approval.
7. **If you receive an email stating the screening committee has approved your Candidate, please follow the steps below. Share the following information with your Candidate before proceeding:**
 - You would like to nominate them for ICD Fellowship if they are interested
 - Indicate the honor of Fellowship
 - Refer them to our ICD webpage for information: www.usa-icd.org
 - **If your candidate is interested please inform him/her of the following:**
 - There is an induction fee (This covers the actual cost of the required induction event.) [BOR 03-24]
 - There are annual dues plus state dues.
 - There is an expectation of participation in USA Section activities after Fellowship bestowal
 - Forward the Candidate the LINK provided in the approval email for them to complete the **Candidate Information Form (CIF)**. **Note:** They must click the "SAVE DRAFT BUTTON" if they are unable to finish the CIF in one sitting. They will receive an email with a "new link" to take them back to the incomplete form for completion at a later time, but they must use this new link.
 - Please forward the LINK provided in the email to that Fellow. **NOTE: ALL FELLOWS MUST LOGIN AFTER CLICKING ON THE LINK TO UPLOAD OR WRITE THE LETTER.**
6. When all items are completed (Sponsor page, Sponsor letter, and Candidate Information Form), the system will forward these items by email to the Deputy Regent then on to the Board of Regents for final voting.

The Nomination Process must be completed online for each Candidate by May 15 of the induction year.

ICD USA SECTION LEADERSHIP MANUAL

The ICD USA Section will maintain and update a manual to provide instructions and reference materials for the Section Leadership. This manual will be available on the Section website. Its contents will also be used for new Regent training and orientation. It will be the duty of the Vice President to annually review this document and suggest revisions to the Board when appropriate. [GC12-20]

STANDING COMMITTEES (USA Bylaws Article XII)

Committees may not expend funds of the SECTION unless approved by the Board of Regents and a Voucher for Payment is signed by the Executive Director. Committees may not make final arrangements or agreements with any outside agency without the approval of the Board of Regents.

Committees and subcommittees should keep the President-Elect and Executive Director current on all operations of the Committees. Committees and Subcommittees will forward to the Section Office a report of the Committee at least forty-five (45) days prior to the Meetings of the Board of Regents utilizing the form provided by the Section Office.

Budgetary Requirements for the Committees must be forwarded to the Chair of the Finance Committee forty-five (45) days prior to the Board of Regents Meeting. Exceptions may be allowed by the Treasurer.

Audit Committee [AuC 03-21]

DUTIES:

1. To meet virtually, telephonically, or via other electronic means as necessary to complete their duties;
2. To monitor that financial actions are done according to approved policy and with adequate controls;
3. To monitor controls performed directly by senior management, as well as controls designed to prevent or detect senior management override of other controls;
4. Review IRS Form 990 *Return of Organization Exempt from Income Tax* prior to submission;
5. To mediate the resolution of any disagreement between management and the independent auditors regarding financial matters and ensure that problems are addressed;
6. To establish procedures for the receipt, retention, and treatment of complaints regarding accounting, internal accounting controls, or auditing matters. Such procedures will specifically provide for the confidential, anonymous submission by employees or members of concerns regarding questionable accounting or auditing matters;
7. Be authorized to engage the services of financial experts, legal counsel, and other appropriate specialists, as necessary to fulfill its responsibilities;
8. Present annually to the Board of Regents a written report of how it has discharged its duties and met its responsibilities. It is recommended that this report be made public;
9. To specifically state in its report to the Board that it has discussed the financial statements with management, with the independent auditors in private, and privately among committee members, and believes that they are fairly presented, to the extent such a determination can be made solely on the basis of such conversations;
10. Periodically review its duties, responsibilities, and composition no less than once every five years, to assess its continued adequacy to function properly.

COMMITTEE MEMBER QUALIFICATIONS:

1. An understanding of the basic accounting standards applicable to charitable nonprofits;
2. Familiarity with internal financial controls and procedures;
3. The ability to evaluate and interpret basic financial statements, such as:
 - a. balance sheet;
 - b. statement of revenues and expenses;
 - c. statement of changes in net assets;
 - d. statement of cash flow;
4. Be educated regarding both the role of the Audit Committee and their personal responsibility as members, including their duty to exercise an appropriate degree of professional skepticism;
5. Demonstrate a high level of involvement and engage in frequent communication, ensuring that a two-way constructive dialogue occurs with organizational leadership at all times.

AWARDS

DUTIES:

1. The following awards and recognitions should come before this committee for review and comment prior to being considered by the Board of Regents: Honorary, Master, Outstanding Dental Leader, Distinguished Humanitarian, Franklin Monroe Kenward, and Ottofy-Okumura Awards.
2. Before March 1 annually, the Awards Committee Chair must receive biographical sketches for the above awards/recognitions for considerations that calendar year and forwards the sketches to the Awards Committee.
3. The Awards Committee shall evaluate biographical sketches and forward recommendations to the Board of Regents.
4. Other awards may be conferred by majority action of the Executive Committee or the Board of Regents, not more than two (2) to be selected annually.

COMMUNICATIONS

Will be composed of three (3) subcommittees and a Historian. (CC 02-22)

1. Journalism - To judge submissions for ICD Journalism Awards which are presented each fall during the annual meeting of the AADE. Members of subcommittee are not to be identified outside of the BOR.
2. Public Relations
 - a. Oversee the public relations of the Section and work to enhance visibility of the Section, including but not limited to gathering information on ICD Fellows' accomplishments and contributions to their communities for distribution as media releases.
 - b. Shall provide Brand for the International College of Dentists, giving direction and purpose for potential and existing members.
 - c. Shall annually review and update as necessary all Section public relations materials. [GC8-20]
3. Social Media Outreach (CC 01-22)
 - a. Committee will consist of but not limited to a social media outreach coordinator, two Regents, two Executive Committee members and a staff member.
 - b. Will follow the established Social Media Policy.
 - c. Will coordinate their activities with the Section Office staff.
 - d. Will be appointed for one (1) year terms and may be reappointed for up to three (3) terms
 - e. Subcommittee Chair or a designated representative will be reimbursed for travel to two (2) in-person Board of Regent meetings each year with a cap equal to the Regents' annual reimbursement cap.
 - i. Air fare
 - ii. Hotel room (2 nights)
 - iii. Miscellaneous transportation costs
 - iv. Invited guest at Board of Regents dinner
4. Historian
The President shall annually appoint a Fellow to serve as Historian of the Section whose duties shall be:
 - a. Utilizing the form located in the Standing Rules, shall prepare and present the annual account of the USA Section and USA Section Foundation's activities during the prior year and present it to the Board of Regents and Foundation for approval.
 - b. Shall work with USA Section staff in producing the annual report.
 - c. Shall include information from the KEY on induction of new members of the ICD USA Section and those who are deceased.

- d. Shall be responsible for maintaining oversight of the archives of the Section that are housed in the Section Office.

EXECUTIVE

Refer to BYLAWS Article XII Section 7

FELLOWSHIP ORIENTATION PROGRAM

Refer to BYLAWS Article XII Section 8

FINANCE

DUTIES:

1. The Finance Committee shall be in charge of all finances of the Section, making a complete report thereof to the Board of Regents at their Annual Meeting.
2. It shall be the further duty of the Committee, in counsel with the Executive Committee, to budget the expenditures of the Section for the ensuing fiscal year and present them for action by the Board. No funds of the USA Section of the College shall be expended unless approved by a majority vote of the Board.
3. Income and property of the Section shall be used toward the promotion of the objectives of the Section and no portion of income or property shall be paid or transferred to any Fellow as a bonus or profit. It shall also be used to maintain the office of the Section, to pay any officer, Fellow, or employees of the Section for service rendered, to reimburse any officer or Fellow for expenses incurred through service to the College, upon approval of the Executive Director and Treasurer.
4. It shall be the responsibility of the committee to keep all financial matters of the Section under review and to make recommendations to the Section.
5. An account shall be kept of the money received and disbursed by the Section. This account shall specify each disbursement as well as indicate the assets and liabilities of the Section.
6. The Finance Committee shall review the accounts of the Section annually. The accounts of the Section shall be audited by an independent Certified Professional accountant once every five (5) years (in actual practice the CPA audits the Section every year).
7. A financial report for the past year and a projected budget for the coming year shall be presented by the Treasurer at the Annual Meeting of the Section for its consideration. (For the Section this accounting occurs at the Annual Meeting. A financial report is given to the Board of Regents and the Finance Committee on a monthly basis. The annual financial report is not a year end report, due to the meeting occurring in the fall, usually in October.)
8. Other committees and entities of the Section shall submit to the Finance Committee budget requests sixty (60) days before the Annual Board of Regents meeting that occurs in the fall of the year.
9. The Finance Committee may also submit ideas to the Board of Regents/Executive Committee for fund-raising projects.
10. A reserve fund shall be maintained which is reflective of BOR direction for utility and benefit to the USA Section.
11. The Finance Committee shall allocate and then direct investment strategy as stated in the Investment Policy Statement, monitor investment performance, and adjust allocation strategy as needed.
12. The Finance Committee shall report investment status and performance to BOR at each of their meetings.
13. The Finance Committee will receive and evaluate data and recommendations from a subcommittee, the Annual Meeting Review Subcommittee. This subcommittee will be appointed annually by the President, and will be

composed of at least five members, including the Immediate Past President as its chair. The Executive Director shall be an ex-officio member. The duty of this subcommittee shall be to file a report to the Finance Committee each year no later than the January Executive Committee meeting. That report should include:

- a. A detailed list of all expenses for the latest annual meeting and how that compares to previous years.
- b. Data showing annual meeting attendance.
- c. Recommendations to the Finance Committee as to the value received from the annual session activities and recommendations for cost savings in the future. [AMRS 02-23]

GOVERNANCE

DUTIES:

1. The Committee shall recommend rules that will increase the effectiveness of the Section and shall also review the existing rules to determine if they still have relevance.
2. The Governance Committee shall at least every two years, review and evaluate each committee of the ICD USA Section. Each review and evaluation shall determine whether a given committee shall be continued, altered or terminated. The basis of each review and evaluation shall primarily be determined, in order of importance, by the USA Section Bylaws, the USA Section Applied Strategic Plan, Standing Rules of the USA Section, and any directives by the BOR. The recommendation of the Governance Committee shall be presented at the next BOR meeting.

LEADERSHIP AND SERVICE ACTIVITIES

DUTIES:

Shall be composed of three (3) subcommittees:

1. Leadership
 - a. Emphasize leadership in all of the activities of the USA Section, strive to make Leadership synonymous with the ICD and, through a variety of projects and activities, promote Leadership in the profession of dentistry, from students to senior members.
 - b. Strive to take a leadership role in meeting and responding to the oral health challenges and opportunities of the community of nations by promoting the global collaboration of present and future leaders in dentistry and oral health.
2. Humanitarian Liaison
 - a. Identify other organizations who share our interest in humanitarian volunteerism.
 - b. Recommend to the Section and with Board of Regent's annual approval, coordinate resources with those organizations so identified.
 - c. Along with the appropriate ICD USA committee(s) and staff, distribute information on humanitarian volunteerism opportunities to the USA Section Fellows.
 - d. Seek outside funding, as needed, to support the activities of this subcommittee.
3. Projects
 - a. Recommend to the Section and Foundation what projects should be approved, and coordinate, plan and determine funding for each project.
 - b. Requests for program support for humanitarian outreach are received by the committee and are evaluated as to their needs, logistics and the potential of doing the most effective service for the greatest number of recipients, with the primary

focus on aiding the underserved and those that are deprived of basic dental care.

- c. Project recommendations are presented to the Board of Regents for their approval. After approval, the chair composes a grant proposal to the USA Section Foundation for funding.
- d. Progress reports of the projects will be periodically submitted from project leaders to the Committee to allow monitoring of the progress of the program initiatives ensuring that the goals are being met. [GC9-20] (removal of e.)

MEMBERSHIP

Duties shall fall into two areas of responsibility:

1. Duties related to Fellowship Recruitment:
 - a. Make recommendations to the BOR to assure quality and balance of representation among the members with particular attention to standards of candidate acceptance, age, geographic distribution, and diversity.
 - b. Review and assess the nomination and induction process including the ease of use of the USA-ICD website technology.
 - c. Establish and review the protocol for the Regents and Officers in approving or rejecting candidates for Fellowship.
 - d. Make recommendations relative to role of the ICD website in providing appropriate and attractive information for prospective candidates.
 - e. Educate members concerning methods for candidate solicitation, including the development of formatted letters, email, website information, and power-point technology, as solicitation tools. Promote the use of the "I Am Proud" DVD.
 - f. Promote appropriate use of the ICD brand including any merchandise carrying the ICD logo in order to increase the College's profile.
2. Duties relative to Fellowship Retention:
 - a. Develop methods to improve the value of Fellowship, including increasing the membership's awareness of the leadership and service projects of the ICD.
 - b. Promote the ICD Foundation as it relates to the value of Fellowship. Emphasize the recognition of Foundation donors as a method of creating "ownership" in the College.
 - c. Develop methods to recognize Fellows who participate in ICD projects at all levels.
 - d. Encourage Districts to increase the number of Fellows in local leadership positions through the use of more state office positions, including the position of District or Chapter "counselor."
 - e. Collect and analyze data relative to membership retention and attrition, and make recommendations to the BOR accordingly. Conduct annual exit interviews to better understand why Fellows choose to leave the ICD.
 - f. Development and promotion of media methods to promote ICD service projects at the Section and District level.
 - g. Periodically survey members relative to their interest in ICD activities and their personal service preferences and report those findings to the BOR.
 - h. Receive and review applications for the "Model District Award", and forward approved applications to the Awards Committee for action.
3. The *Membership Recruitment and Retention Manual* shall be reviewed and updated annually by the Membership Committee to reflect current Section policy

on recruitment and retention and shall include a page with hyperlinks to the most current version of: Section I Bylaws and policies, ICD USA staff members with their emails and areas of responsibility, Board of Regents members and their contact information, membership goals for each District, suggestions to add value for members with a sample Certificate of Appreciation, and guidelines for a Fellow to relocate from another Section in the world to Section I. Updated versions of the *Manual* shall be placed on the website and also sent via electronic means to all Officers, Regents, Vice Regents, and Deputy Regents, as well as to any of these individuals who have not received the most current version. Hard copies will be made available upon request for the cost of printing and shipping. [BOR 5/2019]

4. Data Collection and Analysis Subcommittee:
Establish data and metrics for attrition, age-related membership, to review data and metric needs for other goals and committees, to review dues cycle, and any other tasks as established by the Membership Committee. [MC 01/23]

NEW FELLOW COMMITTEE MEMBERSHIP PROGRAM

New Fellows of 10-year membership or less, who are 45 years of age or under, may be considered for a one-year term on any committee whose membership is not constrained by virtue of office. The President will make appointments annually. The New Fellow will hold all rights, responsibilities, and privileges of a committee member. Applications for this service will be accepted until November 15 preceding the year of assignment. The application will be submitted by the Regent without the knowledge of the nominee. Exceptions to the one-year term will be made only in rare instances by the President. [MC 01-21]

NOMINATING

Refer to **BYLAWS Article XI, Section 1 through 5**

STRATEGIC PLANNING

Refer to **BYLAWS Article XII Section 14**

STUDENT SUPPORT

Develop and promote programs to support US dental students.
DUTIES:

1. Manage the Experience Program. [SSC 01-21]
3. Promote the active participation of ICD Fellows in dental school White Coat Ceremonies.
4. Annually oversee the ICD USA Student Leadership and Humanitarian Award Program, to ensure that the Section Office contacts the dental schools in the United States requesting those schools to submit names of their recipients of ICD USA student awards, and to ensure that the Section Office sends out the appropriate plaques to the Regents or Deputy Regents in the states where those dental schools are located. [GC10-20]

DESCRIPTIONS:

1. The Bettie R. McKaig Student Experience Program [BOR1-20] [SSC 01-21]
The Bettie R. McKaig Student Experience Program provides opportunities for professional, educational and cultural enrichment for US and international dental students. The program provides opportunities to explore global/domestic dentistry and collaborate with health professionals in humanitarian and volunteer efforts worldwide.
2. White Coat Ceremonies
ICD USA's preferred message to the students receiving their White Coats - which are symbolic of trust, skill, honor, and competence - relates to student leadership,

service, ethics, and responsibility to the Dental Profession, the community, their Alma Mater and to themselves. A sample message may be obtained through the Section Office.

AD HOC COMMITTEE [TASK FORCE]

Refer to **Bylaws Article XII Section 16**

OPERATIONAL COMMITTEE

CONVOCATION & BANQUET

PURPOSE: The Convocation & Banquet Committee shall perform all detailed support functions required for the preparation of materials sent to the hotel from vendors and from the Section Office. This includes: Convocation Room design, specific robe preparation and outfitting of the Fellows-elect, plaque placement on the stage, and seating organization for all Fellows-elect. Following the Convocation, the Committee is responsible for preparing all Convocation materials for shipment and re-storage.

MEMBERSHIP: The Committee consists of eight people, usually four couples appointed by the committee chair.

SOCIAL MEDIA OUTREACH FELLOW [SMAHC 01-21]

Duties, responsibilities, and privileges

Strategic mission (From Social Media Policy: "Social Media Strategy and Goals")

The ICD USA Section's social media goals are:

1. **Grow the brand**
 - a. Feature projects and programs that give ICD Fellows opportunities to "Serve Others"
 - b. Provide helpful, informative, positive information and guidance about relevant topics
 - c. **Turn Fellows into advocates**
 - d. Inspire ICD Fellows to "Serve Others" at home and around the globe
 - e. Inspire ICD Fellows to nominate their colleagues for the honor of Fellowship
 - f. **Identify potential future ICD leaders**
 - g. Highlight ICD Fellows who are "Serving Others"
 - h. **Improve Fellow retention**
 - i. Create a community of ICD Fellows who are passionate about "Serving Others"
 - j. Identify, appeal to and retain younger ICD Fellows
2. **Improve the level of oral health in the US and around the world**

Current initiatives used to achieve these goals:

1. Hosting live interviews
 - a. Take 10 & Take 20
 - b. Live 45 (with leadership co-host)
 - c. Live interviews with pre-identified New Fellows at annual meeting
 - d. Other special programs
2. Posting news on ICD USA Section social media accounts using assigned titled USA Section account
 - a. USA Section news and events
 - b. ICD Worldwide news
 - c. USA Section Fellows who are "Serving Others" in unique and interesting ways
 - d. Humanitarian events featuring USA Section Fellows
 - e. USA Section Fellows' achievements (awards, leadership positions, etc.)
 - f. Holiday greetings

ICD Social Media Outreach Fellows position description

1. Volunteer positions
2. Appointed by the ICD USA Section President
3. One-year terms, may be reappointed for up to three (3) terms
4. SMO Fellows report to the USA Section Executive Director
5. Will be reimbursed for travel to two (2) in-person Board of Regent meetings each year
 - a. Air fare
 - b. Hotel room w/ caps (2-3 nights)
 - c. Miscellaneous transportation costs capped at \$100
 - d. Invited guest at Board of Regents dinner

Duties & responsibilities for live interviews (in conjunction with office staff)

1. Use created USA Section social media accounts that include position title.
2. Identify and invite interviewees.
3. Schedule date and time for interview and practice sessions.
4. Compose list of potential questions and send to interviewees.
5. Work with co-host to determine who will ask which questions.
6. Be on time for practice sessions and live interviews.
7. Attire: business attire appropriate for an interview or ICD branded clothing.

LOCAL SCREENING COMMITTEES

Deputy Regents' Responsibilities

- * Nominate Screening Committee(s)
- * Receive suggested candidate names from website email and forward website Sponsor Letter to the Screening Committee
- * Ensure timely Screening Committee responses
- * Following Screening Committee response, handle process expeditiously by prescreening on website
- * Keep process confidential
- * Keep records of procedural process
- * Assist Screening Committee appropriately

- * Make constructive suggestions to Regent concerning process
- * Review all Candidate Information Forms (CIF) on website for completeness prior to Approval. When approved the Regent receives an email with a link to website for candidate Approval.

Composition/Criteria

- * Members appointed by Chapter Deputy Regent
- * Fellows in the USA Section with wisdom and experience
- * Active in dentistry
- * Representative knowledge of areas of the Chapter varies, and may require several geographic Screening Committees throughout the Chapter
- * A minimum of three (3) Fellows of the Chapter
- * Members of the Screening Committee should be confidential

Functions/Responsibilities

- * Review letters received from the Deputy Regents written by sponsors for potential candidates, in an expeditious manner
- * Forward approval/disapproval following candidate screening with appropriate comments to the Deputy Regent
- * Confidential communication is essential

Suggested areas to be considered in decision process

- * Candidate's professional reputation and ethics in the Chapter
- * Strength of candidate's potential, i.e., professional, social, and community qualifications
- * Do accomplishments to date represent conspicuous and meritorious service to the profession, community, including church and service organizations?
- * Dental activities participation, leadership positions, committees, councils, etc.
- * Other known membership qualifications such as leadership positions in non-dental activities, i.e. banks, philanthropic organizations, not-for-profit groups, etc.

Appendix A

**TEMPLATE
ICD USA SECTION AND
ICD USA SECTION FOUNDATION
ANNUAL HISTORY COMBINED REPORT**

USA SECTION

Year

Presidential Portrait

Headline (centered under portrait): Message from _____ [500-700 words in length]
USA Section President

Headline (centered): USA Section Officers

List of officers (align left): President
 President Elect
 Vice President
 Treasurer
 Editor
 Registrar / [Executive Director 2021 forward]
 Deputy Registrar

Headline (centered): Regents by District

Districts 1 to 9 in left hand column
Districts 10 to 17 in right hand column

Headline (centered): International USA Officers and Councilors

List alphabetically in two columns)

Headline (align left): Meetings

List Dates, Location (Hotel and City) of Spring and Annual Meetings

Headline (align left): ICD USA Significant Events

List 2 to 6 items as bullet point

Headline (align left): Honorary Fellows

List recipients alphabetically. If none, omit this header

Outstanding Dental Leader (align left) If none, omit this header

Distinguished Humanitarian (align left) If none, omit this header

USA FOUNDATION

Year

Foundation Presidential Portrait

Headline (centered under portrait): Message from _____ [500-700 words in length]
USA Foundation President

Headline (centered): USA Foundation Officer

List of officers (align left): President
 Vice President
 Secretary
 Treasurer
 Past President

Headline (centered) Trustees: (alph order – two columns)

Headline (align left): Foundation Significant Events

List 2 to 6 items as bullet point

Foundation Award (align left) If none, omit this header

Headline (align left): New Fellows

List name, city and state of recipients alphabetically by District.

Headline (align left): Deceased Fellows

List deceased alphabetically by name and state. [GC14-20]

Appendix B

USA SECTION AWARDS

Outstanding Dental Leader Award

Criteria

The ICD/USA Section Outstanding Dental Leader Award shall be reserved for the EXCEPTIONAL leaders in dentistry. For purposes here, an exceptional leader is defined as one who, in the face of overwhelming and seemingly insurmountable difficulties, is able to craft exceptional and creative opportunities. Nominees for the Outstanding Dental Leader award should meet at least one of the first three criteria below:

1. Epitomize the highest ideals of professional ethics and conduct, with a commitment to the promotion of quality, accessible dentistry to the world's populace.
2. Continuous and selfless dedication to providing aid to those unable to help themselves due to financial, physical, or mental capabilities.
3. Demonstrate extraordinary and meritorious leadership and dedication to the advancement of our profession, including but not limited to the active practice of dentistry, dental research, dental education, public health, dental administration, or organized dentistry.
4. The nominee is not in a current USA Section leadership position, nor has held a USA Section leadership position for at least two years. [AC 08-23]

Distinguished Humanitarian Award

Criteria

The Distinguished Humanitarian Award will be presented annually to an International College of Dentists-USA Section Fellow who has demonstrated an extraordinary dedication and commitment to serve those in need.

- The nominee will exhibit an outstanding history of participating in humanitarian and community activities, either within the United States or globally.
- The humanitarian activities may be related to providing dental care as well as other activities designed to improve the general health and well-being of those less fortunate.
- The nominee will be held in high regard by his Fellow colleagues and will be known for his generosity and dedication to those in need.
- The nominee should have an active history of participation in various humanitarian and community projects. Those activities should contain a significant level of participation, generally well above what may be considered to be at a participatory level.
- The nominee may have shown leadership in organizing these humanitarian activities, providing financial support or by exhibiting a high level of participation in these projects.
- The nominee's qualifications for this award must be acknowledged and verified by at least two letters of support from other ICD Fellows, detailing the history of the nominee's contributions and qualifications. The letters of endorsement will be electronically forwarded to the Executive Director and then on to the Awards Committees for consideration.
- The nomination letters must be received by March 1 preceding the fall annual meeting.
- This award, consisting of an engraved plaque, will be presented at the annual banquet to the honored Fellow who has contributed significant humanitarian efforts to help relieve human suffering and improve the quality of human life. [GC14-20]

Model District Award

(10-2020 rev.)

Purpose

To encourage District improvement by recognizing Districts that meet minimum standards of performance in three areas.

Method

Districts will voluntarily apply for recognition by completing a Model District Award application and submitting it to the USA Section Office four (4) weeks prior to the spring Board of Regents meeting of each year. The Membership Committee will review each application against pre-established standards and determine if the District meets minimum requirements in all areas. Districts that meet standards will be designated as Model Districts and recognized at the Annual Meeting and Convocation. The Model District designation will be good for a three-year period at the end of which time the District will need to reapply. The standards are subject to change.

Areas and Standards

Area 1: Membership

Standard: The District will:

- a. Have membership committee (or equivalent) identify dentists in positions of leadership within the District for possible Fellowship nomination.
- b. Annually nominate qualified dentists for Fellowship (nomination must be approved and inducted) over the most recent three years, meeting the goal established by the Registrar.
- c. Monitor membership retention to allow no more than 3% attrition per year excluding deaths and retirement status.

Area 2: District Outreach

Standard: The District will participate in at least one event:

- a. That directly promotes the mission of the USA Section
- b. In which the District contributed to the administration of the event
- c. Which recurs annually in substantially the same format

Examples of such projects could include:

- a. Sponsoring a humanitarian outreach or leadership project
- b. Supporting dental school leadership or humanitarian projects
- c. Developing and conducting a mentoring program for upper class dental students or new dentists

Area 3: Commitment and Communication

Standard: The District will:

- a. Have a District newsletter (electronic or printed) or alternatively, regularly sends letters, notices or email messages to all of its members
- b. Be compliant with requirements and requests for reports and information from the Section Office
- c. Recognize newly inducted Fellows in a timely fashion [MASC1-20]

Outstanding Sponsor Award

The ICD USA Section Outstanding Sponsor Award may be presented annually to the USA Fellow(s) who has met *all* the following criteria: [MC 01/22]

1. Fellow(s) sponsored the greatest number of Candidates who are inducted in the USA Section in a given year.
2. Fellow(s) is/are not a member of the Board of Regents or the Board of Trustees of the USA Section Foundation.

This award, consisting of an engraved plaque, will be presented from the Membership Committee through the Awards Committee and at a time and place designated by the Awards Committee. [MASC2-20]

Distinguished Deputy Regent Award

The **Distinguished Deputy Regent Award (DDRA)** is sponsored and presented annually by the ICD USA Section to recognize and reward an outstanding Deputy Regent for their service to their Chapter/State and the USA Section. The nominee will be a Deputy Regent from the previous year. The Executive Committee will review all applications and determine the award recipient. The DDRA recipient will receive a plaque and pin during the next Annual Meeting at the Vice Regent and Deputy Regent breakfast.

Franklin Monroe Kenward Award
[AC 08-23]

This award is the highest honor granted to a Fellow of the United States of America Section of the International College of Dentists. It is named after a former Registrar of the Section who throughout his life exemplified our belief that “Serving Others” is our noblest goal. This award is not intended to be presented every year and recognizes extraordinary lifetime service to the ICD in the United States. To be considered for this award, a nominee must have maintained Fellowship in good standing for much of their career and held multiple positions or offices at all levels of the USA Section. However, those positions or offices alone do not necessarily qualify a nominee to receive this award - the lasting impact to the USA Section of the winner of this award is the true measure of his or her contributions and thus, eligibility. This is indeed a rare and distinctive honor presented to a Fellow who has significantly elevated the Section through his or her actions and activities.

A. Eligibility

1. The candidate must be an individual Fellow.
2. The candidate must have maintained continuous Active status in the USA Section for not less than twenty-five (25) years.
3. The candidate will have demonstrated long-term commitment to the USA Section by serving in multiple positions and/or elected offices at all levels (Chapter, District, and Section) of the organization.
4. A Fellow is not eligible for the Award until three (3) years have elapsed since he or she last served the Section at any level. Similarly, a Fellow serving as a paid employee of the Section who meets all of the other eligibility criteria is not eligible for the Award until three (3) years have elapsed following such employment.

B. Nomination Process:

1. Any Fellow or District nominating an eligible candidate for The Franklin Monroe Kenward Award will submit their request along with substantiating material to the chair of the Awards Committee. Examples of substantiating material may include but not be limited to a curriculum vitae, letters of recommendation, and an essay as to the impact the nominee had on the Section.
2. In no event should the candidate be informed of his or her nomination to the Awards Committee.
3. All nominations and substantiating material must be received by the chair of the Awards Committee at least ninety (90) days before the Board of Regents Spring meeting to be considered for that year’s award.
4. A Fellow or District may only nominate one (1) candidate per year.

C. Committee Process:

1. The Awards Committee shall deliberate at the call of its chair.
2. This meeting must be held at least sixty (60) days prior to the Board of Regents Spring Meeting to consider any and all submissions.
3. The duties of the committee may be fulfilled through any form of in-person or electronic communication.
4. All nominations must be kept confidential and may be considered the following year if the committee so decides.
5. If the committee feels it needs additional substantiating material for a nominee, it may request additional information from the nominating Fellow, District, or by consulting other ICD sources.
6. The committee must consider not only the basic eligibility of a nominee but also the long-term positive impact the candidate made to the USA Section.
7. If the submission falls short of or violates the spirit and intent of the Franklin Monroe Kenward Award, the Awards Committee shall not present the nominee to the Board of Regents.
8. The Franklin Monroe Kenward Award will only be granted by a positive recommendation by the Awards Committee to the Board of Regents who must approve the nominee by a two-thirds (2/3) majority, secret ballot vote.
9. The award will only be given to one (1) individual per year.

D. Presentation:

1. The award will be presented by the Section president during a special ceremony at the Annual Meeting of the USA Section unless the Awards Committee directs otherwise.
2. The recipient may defer the acceptance of the award to a future date.
3. The award will consist of a certificate and/or plaque properly inscribed and bearing the Seal of the Section.
4. The name of the individual receiving the award and year in which the award was bestowed will be added to a plaque maintained in the Section office by the Section’s Executive Director.

Appendix C

INTERNATIONAL COLLEGE OF DENTISTS UNITED STATES OF AMERICA SECTION CONFLICT OF INTEREST STATEMENT

Policy: Individuals who serve in elective, appointive, or employed offices or positions for the International College of Dentists Section I (ICD USA) do so in a representative or fiduciary capacity. At all times while serving in such offices or positions, all such individuals must act in the interests of the Section and must avoid situations in which personal or professional interests may conflict with their ability to do so. It is important that such individuals never use their office or position for financial or other personal gain or advantage, and that they promptly disclose any potential conflict that would adversely affect their ability to exercise their judgment in favor of the ICD USA.

Failure to disclose a material conflict of interest may be the basis for parliamentary reconsideration or rescission of the question on a given issue. Further, failure to disclose material conflict may serve as grounds for removal from future participation on the Board of Regents or a committee as per the ICD USA Bylaws.

While serving in any elective, appointive or employed office or position, the individual shall comply with this conflict of interest policy, shall complete and file a conflict of interest statement for each year of service, and shall promptly report any situation in which a potential conflict of interest may arise.

Definitions as used in this form:

“ICD USA” means Section I (United States of America) of the International College of Dentists

“Material Financial Interest” means (i) an ownership interest of 5% or more in any corporation, partnership, limited liability company, or similar entity; (ii) a compensation arrangement (including direct and indirect remuneration) such as salary, fees, commissions, honoraria, royalties, gifts or other financial remuneration or benefits; and (iii) any other financial interest which contributes materially to the individual’s income.

“Position of Substantial Participation” means a position as (i) owner, managing partner, director, trustee, officer, committee member or similar office of leadership; or (ii) a key employee, consultant, or agent.

“Family” means spouse, domestic partner, parents, children (including adopted children), siblings, or any other relation whose financial status might impact the individual.

Instructions: Please complete the questions below to best of your knowledge.

Questions:

1. Do you or any member of your Family hold, or anticipate holding within the next 12 months, a Material Financial Interest in a business, activity or organization which engages or intends to engage in any transactions or arrangements with ICD USA, or which competes or may compete with ICD USA’s business, relationships, or activities (including competition for grants or donations)?
 Yes No
2. Do you or any member of your Family serve in a Position of Substantial Participation in any organization that (i) may have conflicting views, or take contrary positions, to those held by ICD USA; or (ii) may compromise your ability to make unbiased and impartial decisions on behalf of the ICD USA, may restrict your independent judgment, or may impair your objectivity when evaluating ICD USA policies, issues, programs, activities, or other matters?
 Yes No
3. Is there any other relationship, activity or interest not disclosed above that ICD USA should be aware of?
 Yes No

Disclosure: If you answered “yes” to any of the above questions, please explain in the space below, attaching a separate sheet if necessary.

I have read the ICD USA Conflict of Interest Policy and understand that I have a continuing responsibility to comply with such policy. I further understand that I am required to promptly disclose any conflict of interest that might arise, as well as any material changes to the answers I have provided in this Conflict of Interest Statement. The facts set forth herein are true and accurate to the best of my knowledge. I am currently unaware of any conflicts of interest that would preclude me from serving in the capacity for ICD USA for which I have been selected.

Signature: _____

Name (Type or Print) _____

Date: _____

Appendix D

Policy for Publishing Memorials in the Journal, KEY

The memorial article shall:

1. Recognize an ICD Fellow who has served in District, Section, or International leadership and contributed to the goals and mission of the USA Section.
2. Be presented in Microsoft Word format.
3. Include an appropriate photograph.
4. Be no more than 500 words in length.

The final decision to publish a memorial article remains with the Editor, USA Section. Also, the Editor reserves the right to edit any contributions. A link to an online obituary may be included with a memorial article.

Appendix E
Parliamentarian

Policy: The president or other presiding officer shall have the power to appoint a parliamentarian for a concurrent term.

1. The parliamentarian shall be credentialed as Certified Parliamentarian (CP) or Certified Professional Parliamentarian (CPP) by the American Institute of Parliamentarians or a Registered Parliamentarian (RP) or a Professional Registered Parliamentarian (PRP) of the National Association of Parliamentarians. This rule may be suspended by a 2/3 vote of the Board of Regents.
2. The parliamentarian shall serve in an advisory capacity to the presiding officer on all matters of parliamentary procedure.
3. When called upon, the parliamentarian shall advise on the proper application of rules and procedures to facilitate good decision-making, thereby allowing for the proper conduct of meetings, and rulings by the presiding officer to be made in accordance with the College's governing documents and/or the current edition of the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* when not in conflict with the College's adopted governing documents.
4. The president is empowered to consult with the parliamentarian on matters of parliamentary procedure on an as-needed basis throughout the term.
5. The parliamentarian shall not be a member of the Board of Regents.
6. The Parliamentarian shall not serve on any committee as a member or chair of, nor serve as an officer of, the USA Section of the International College of Dentists.
7. The Parliamentarian may receive compensation up to or equal to that of a Regent.