###### IADR [INSERT DIVISION/SECTION NAME] SECTION CONSTITUTION AND BYLAWS

*Adopted [Date]*

*International Association for Dental, Oral, and Craniofacial Research* ***[INSERT DIVISION/SECTION NAME]***

TABLE OF CONTENTS

CONSTITUTION

 Article I. Name

 Article II. Objectives

 Article III. Corporate Status

 Article IV. Organization and Management

 Article V. Membership

 Article VI. Board of Directors

 Article VII. Finances

 Article VIII. Meetings

 Article IX. Reports

 Article X. Quorum

 Article XI. Amendments to the Constitution

 Article XII. Bylaws

BYLAWS

 Section A. Membership

 Section B. Officials

 Section C. Committee

 Section D. Meetings

 Section E. Quorum

 Section F. Authorized Banks and Expenditures

 Section G. Definitions

**ARTICLE I. NAME**

This **[INSERT either Division or Section]** named the **[INSERT DIVISION/SECTION NAME**] of the International Association for Dental, Oral, and Craniofacial Research (IADR), herein referred to as the **[INSERT DIVISION/SECTION NAME]**.

**ARTICLE II. OBJECTIVES**

The **[INSERT DIVISION/SECTION NAME]** has been established to promote research in all aspects of oral and related sciences, to encourage development of improved methods for the prevention and treatment of oral and dental diseases, to improve the oral health of the public through research, and to facilitate cooperation among investigators and the communication of research findings and their implications throughout the region.

**ARTICLE III. CORPORATE STATUS**

The **[INSERT DIVISION/SECTION NAME]** is a subsidiary of the International Association for Dental Research, a non-profit corporation organized under the laws of the Commonwealth of Virginia, United States of America. If the Region shall be dissolved at any time, no part of its funds or property shall be distributed to its members; but, after payment of all indebtedness, its surplus funds shall be distributed by the IADR in a manner consistent with Article II.

**ARTICLE IV. ORGANIZATION and MANAGEMENT**

The IADR Global Board of Directors, with the approval of the IADR Council, shall define the IADR Divisions and IADR non-Divisional Sections. The affairs of the **[INSERT DIVISION/SECTION NAME]** shall be managed in conformity with the Constitution and Bylaws of the IADR.

**ARTICLE V. MEMBERSHIP**

 **Section 1. ELIGIBILITY
(A) INDIVIDUAL MEMBERSHIP**. Any individual, without any considerations of color, caste, race, religion, age, gender, national or ethnic origin, or disability, who is interested in Dental Science and Dental Research, shall be eligible for membership in this **[INSERT DIVISION/SECTION NAME]** Section, as set forth in the Bylaws.

**Section 2. SUSPENSION OR TERMINATION.
(A)** Membership may be terminated automatically by a member upon delivery of a formal notice to the Chief Executive Officer of the IADR of that member’s resignation.

**(B)** The membership of any member may be terminated or suspended for reasons of non-payment of dues, proven scientific misconduct, non-compliance with the Association’s Constitution, or for other good cause shown. Termination of membership other than for non-payment of dues will be determined at an IADR General Session of Council, by a two-thirds vote of the Council members present and voting. The person whose membership is threatened with termination shall be so notified by the IADR Chief Executive Officer at least 120 days before the annual General Session, and shall be entitled to appear before Council in person, by representation, or by submission of a written statement to defend his/her right to membership.

**ARTICLE VI. BOARD OF DIRECTORS**

**Section 1. OFFICERS.** The Officers of the **[INSERT DIVISION/SECTION NAME]** Board of Directors shall be the President, the Vice President, the Immediate Past President, the Secretary, and the Treasurer. One or more nominations for Vice-president shall be made by the Assembly, and announcement of the nomination(s) shall be mailed to each member of the Section not fewer than four months after the Assembly, and in a form to indicate that other nominations may be made by petition.

**Section 2. QUALIFICATIONS.** All members of the **[INSERT DIVISION/SECTION NAME]** Board of Directors shall also be IADR members in good standing.

**ARTICLE VII. FINANCES**

**Section 1. EXPENDITURES.** Funds of the **[INSERT DIVISION/SECTION NAME]** may be expended only on general or specific authorization of the Board of Directors.

**Section 2. ACCOUNTS.** All accounts and assets of the **[INSERT DIVISION/SECTION NAME]** shall be audited annually by an appropriately qualified and independent individual. The Treasurer will have responsibility for maintaining the **[INSERT Division’s or Section’s]** funds.

**Section 3. REPORTS.** The **[INSERT DIVISION/SECTION NAME]**, through the Treasurer, shall report annually to the member’s assembly.

**ARTICLE VIII. MEETINGS**

**Section 1. [INSERT DIVISION/SECTION NAME] MEETINGS.** The **[INSERT DIVISION/SECTION NAME]** shall normally meet for the exchange of scientific information with a frequency as described in the Bylaws. Separate Divisional or non-Divisional Section Meetings will not be held in the same year as a Regional Meeting.

**ARTICLE IX. REPORTS**

The President of the **[INSERT DIVISION/SECTION NAME]** shall prepare and disseminate an annual written report to the IADR Global Board of Directors and to the member of the Division.

**ARTICLE X. QUORUM**

The quorum for the **[INSERT DIVISION/SECTION NAME]** Board shall be as stated by the Bylaws.

ARTICLE XI. AMENDMENTS TO THE CONSTITUTION

**Section 1: PROPOSED AMENDMENTS**. Amendments to the Constitution may be proposed by any member of the **[INSERT DIVISION/SECTION NAME]** Board of Directors. Amendments must be received by the **[INSERT DIVISION/SECTION NAME]** Secretary at least 90 days prior to the Meeting and must be distributed to all members of the **[INSERT DIVISION/SECTION NAME]** Board of Directors at least 60 days prior to the meeting. Adoption of such amendments to the Constitution shall require a two‑thirds majority of the members present and voting at the **[INSERT DIVISION/SECTION NAME]** Board of Directors.

**Section 2: RATIFICATION**. Proposed amendments approved by the **[INSERT DIVISION/SECTION NAME]** Board of Directors must be ratified by a two-thirds majority of member of the Section present at the annually Section Assembly.

**Section 3. APPROVAL BY IADR GLOBAL BOARD OF DIRECTORS.** The IADR Global Board of Directors must also approve the proposed amendment to ensure consistency with its own Constitution and Bylaws and fulfillment of its Mission. The **[INSERT DIVISION/SECTION NAME]** Secretary must inform the IADR Chief Executive Officer within 30 days of passage of the proposed amendment. The Chief Executive Officer will add the proposed amendment to the agenda for the next meeting of the IADR Global Board of Directors and will communicate in writing the Board’s decision to the **[INSERT DIVISION/SECTION NAME]** Section Secretary.

**Section 4. ADOPTION.** A proposed amendment, approved as described in each of Sections 1-3 of this Article, shall become a part of the Constitution at the close of the next **[INSERT DIVISION/SECTION NAME]** Section Meeting.

**ARTICLE XII. BYLAWS**

Bylaws and amendments to Bylaws may be proposed at any **[INSERT DIVISION/SECTION NAME]** Board Meeting and may be adopted by a vote of two-thirds of the members present and voting. Bylaw amendments must also have the approval of the IADR Global Board of Directors. The **[INSERT DIVISION/SECTION NAME]** Section Secretary must inform the IADR Chief Executive Officer within 30 days of passage of the proposed Bylaw amendment. The Chief Executive Officer will add the proposed Bylaw amendment to the agenda for the next meeting of the IADR Global Board of Directors and will communicate in writing the Board’s decision to the **[INSERT DIVISION/SECTION NAME]** Secretary. Bylaw amendments take immediate effect after IADR Global Board of Directors approval.

**BYLAWS**

*Adopted [Insert Date]*

**SECTION A. MEMBERSHIP**

**1.  MEMBERSHIP CATEGORIES**. Article V, Section 1(A), of the Constitution shall be interpreted as follows:

**(A)**      **MEMBER:** A person who is conducting, has conducted, or who is interested in the furtherance of research in any branch of science or in fields related to dental science.  Members shall have the full rights and privileges of membership and are eligible to vote and to hold office in the Association.

**(B)**      **AFFILIATE MEMBER:** A person who is not primarily involved in research but has an interest in keeping up with the latest research, e.g., a practicing healthcare professional, a dental professional involved in PBRNs or evidence-based dentistry, patient advocates, or healthcare educators with primary teaching responsibility.  Affiliate members receive limited benefits and are not eligible to vote or hold office in the Association.

**(C)**      **STUDENT MEMBER:** A person who is a student currently enrolled in a recognized academic institution who does not hold an academic appointment and who is interested in dental research. Student members must become Members when eligible or be dropped from membership.  Individuals may be classified at the Student level for no more than 8 years. The Student Member shall have all the rights and privileges of membership but shall have no vote or be eligible to hold office in the Association.

**(D)  RETIRED**: A person who has been a member of the Association in good standing for at least 25 years, and no longer works on a full-time basis for remuneration. The Retired Member shall have all the rights and privileges of membership but shall receive the Journal of Dental Research only upon payment of the Journal subscription fee.

**SECTION B. OFFICIALS**

**1. DUTIES.**

**(a)** The duties of the Officers shall be those ordinarily associated with the official titles, and such other duties as the **[INSERT DIVISION/SECTION NAME]** Board of Directors or IADR Global Board of Directors may assign.

**(b)** In electing Officers of the **[INSERT DIVISION/SECTION NAME]** Board of Directors as described in Article VI, will take into consideration the membership to ensure diversity on the **[INSERT DIVISION/SECTION NAME]** Board.

 **(c)** In the event that an Officer vacates his/her office prior to completion of his/her term of office, the **[INSERT DIVISION/SECTION NAME]** Board of Directors will make an *ad interim* appointment using the same criteria as described in Article VI.

**(d)** The duties of the IADR **[INSERT DIVISION/SECTION NAME]** Board Member will be to represent the interests of the Section to the IADR Global Board of Directors.

**(e)** The Treasurer shall maintain surveillance over the **[INSERT DIVISION/SECTION NAME]**’s finances. Upon completion of his/her term, the incumbent will become the Immediate Past Treasurer and will assist the incoming Treasurer as necessary for one year.

 **2. ELECTION OF OFFICERS.**

1. **VICE-PRESIDENT of the [INSERT DIVISION/SECTION NAME] BOARD OF DIRECTORS.** The Vice-president shall be elected from among the active members by ballot of the membership. The incumbent Vice-president shall be advanced automatically to the next higher office at the end of their then-current terms of office. The Secretary, the Treasurer, shall be appointed by the Board of Directors.

1. **TERM OF OFFICE.** The terms of the President and Vice-president shall be three Association years; for the Treasurer it shall be three Section or Division years.

**SECTION C. COMMITTEES**

Appointments to standing and *ad hoc* committees shall be made by the President.

**SECTION D. MEETINGS**

**1. [INSERT DIVISION/SECTION NAME] MEETINGS.** The venue of each **[INSERT DIVISION/SECTION NAME]** Meeting shall be proposed by the **[INSERT DIVISION/SECTION NAME]** Board of Directors. The frequency of Sectional Meetings shall be no less than every year.

**2. REGISTRATION FEES.** The **[INSERT DIVISION/SECTION NAME]** Board of Directors shall determine the amount of the registration fees for the annual Meeting. Members who have not paid their IADR dues through the current year will be required to pay the non-member fee.

1. **SECTION E. QUORUM**
2. **QUORUM.** At any meeting of the **[INSERT DIVISION/SECTION NAME]** Board, a quorum shall be comprised of at least one-half of the members Board of Directors.

**SECTION F. AUTHORIZED BANKS AND EXPENDITURES**

Funds of the **[INSERT DIVISION/SECTION NAME]** shall be deposited in a bank or banks, or invested in securities approved for the purpose by the **[INSERT DIVISION/SECTION NAME]** Board of Directors. Authorized expenditures from the general funds of the Section shall be signed by the Treasurer and at least one other officer, where practical, provided such expenditures are within the budget approved by the **[INSERT DIVISION/SECTION NAME]** Board of Directors. Electronic approval is acceptable when geography or other logistical constraints prevent a co-signature.

**SECTION G. DEFINITIONS**

**1.** In this Constitution and Bylaws, “mail” is understood to mean any form of communication from the Regional Board to the member Divisions and non-Divisional Sections, including traditional mail and electronic mail.