



# **The American Board of Dental Public Health**

## *Incorporated 1950*

### **BYLAWS OF THE AMERICAN BOARD OF DENTAL PUBLIC HEALTH**

#### **ARTICLE I. The Corporation**

- Section 1. The name of this Corporation is the American Board of Dental Public Health (ABDPH).
- Section 2. Officers of the Board as defined in Article III serve as the Executive Council of the Corporation.
- Section 3. The American Association of Public Health Dentistry (AAPHD) is the sponsoring organization for the ABDPH.

#### **ARTICLE II. Mission Statement**

The mission of the American Board of Dental Public Health is to protect and improve the public's health through the study and creation of standards for the practice of dental public health in all its aspects and relationships, and to grant and issue certificates of special knowledge and ability in dental public health to dentists.

#### **ARTICLE III. The Board**

- Section 1. The American Board of Dental Public Health (The Board, ABDPH) shall consist of five Directors who shall be certified Diplomates of the Board, a Director-Elect, and the Immediate Past-President.
- Section 2. Officers of the Board are known as Directors and shall include a President, a Vice-President-Auditor, a Secretary-Treasurer, two Directors, and one Director-Elect.
- Section 3. The term of office for each Director of the Board shall be one year, beginning when inducted into office at the close of the Annual Meeting of the Diplomates, and terminated when the successor is inducted into office at the next Annual Meeting of the Diplomates. Once the year has been completed, the Director progresses to their next year through the ranking. The ranking progression is: Director-Elect, two years as Director, Secretary-Treasurer, Vice-President-Auditor, and then President. The Immediate Past President serves for one year and is an ex officio (non-voting) member. The total commitment is seven years of service.
- Section 4. A Director-Elect will be elected each year by the Diplomates of the Board. Diplomates in good standing (see Article IV and Article V, Section 6) are encouraged to submit their names as candidates for

Director-Elect position to the ABDPH Executive Director. To be considered, a candidate for Director-Elect must have been awarded Diplomate status at least five years prior to the annual meeting of the Diplomates at which the new Director-Elect is inducted. Each January, a committee consisting of two Directors from ABDPH and two Diplomate full member dentists from AAPHD will be formed to serve as the nominating committee. The committee will review all candidates and will determine a slate of two or more Diplomates for the Director-Elect position based on scope, competencies, and the diversity of the Specialty within the Board. Candidates must adhere to the highest ethical and professional standards of the Specialty. The slate of candidates will be voted on by all active Diplomates in good standing no later than February 1 of each year. The candidate receiving the most votes will be the new Director-Elect. The ABDPH President will notify the AAPHD President and Executive Director of the election results.

Section 5. If an unexpected vacancy occurs in the Directorship of the Board, the ABDPH President will nominate a replacement and the Board will vote on the nomination. In the instance that a quorum cannot be achieved due to the vacancy(ies), the majority vote will rule. The new Director will then enter the position of Director-Elect or lowest vacant position and the remaining Directors will advance in ranking.

Section 6. The Board may appoint an Executive Director to assist in the conduct of its affairs (see Article VII).

#### ARTICLE IV. Membership

Section 1. Members of the ABDPH are Directors and Diplomates in good standing.

Section 2. Directors are Diplomates elected to serve as officers of the Board as specified in Article III.

Section 3. A Diplomate is a person who has successfully completed all requirements a specialist in Dental Public Health as per the standards determined by the Board.

Section 4. Diplomates are required to register annually and pay annual registration fees.

Section 5. Diplomates are encouraged to maintain a high level of competency by completing continuing education. Diplomates certified after the year 2000 are required to complete 150 hours of continuing education every 10 years. Diplomates certified prior to 2000 are encouraged to participate in the recertification process and complete the same level of continuing education.

Section 6. The Board may grant Life Membership to Diplomates who are in good standing, have paid all annual registrations, maintained the moral and ethical precepts of the specialty, and meet the criteria for at least one of the following categories: (1) Diplomate has completely retired from

the practice of Dental Public Health and has been an active Diplomate for  $\geq 20$  years; (2) Diplomate has completely retired from the practice of Dental Public Health, has been an active Diplomate for  $\geq 10$  years, and is aged  $\geq 65$  years; (3) Diplomate has completely retired from the practice of Dental Public Health, is aged  $< 65$  years, has  $< 10$  years as an active Diplomate, and has paid a one-time fee set by ABDPH; or (4) Diplomate has retired from the full-time practice of Dental Public Health, is working  $\leq 200$  hours per year, and has paid a one-time fee set by ABDPH.

Section 7. The Board may grant Honorary Diplomate status to individuals who do not possess the educational and practice limiting requirements to be eligible for specialty examination, but who maintain the moral and ethical precepts of the specialty, have demonstrated unusual capability in related areas of endeavor, and have made outstanding lifetime contributions to dental public health.

#### ARTICLE V. Responsibilities and Activities of the Board

Section 1. The Board shall study and create standards for the practice of dental public health in all its aspects and relationships with a focus towards improving the public's health.

Section 2. The Board shall determine the qualifications of candidates for certification as a Diplomate.

Section 3. The Board shall announce through the office of the Executive Director the time and place of examination of candidates for certification by the Board.

Section 4. The Board shall formulate and execute policies and rules regarding the examination of candidates for certification by the Board.

Section 5. The Board shall register Diplomates on an annual basis.

Section 6. The Board shall have the power to revoke certification whenever:

- a. A Diplomate departs grossly from the tenets of sound public health practice or engages in unethical behavior, in the judgment of at least four Directors of the Board.
- b. Diplomates with 10-year, time-limited certificates fail to meet the recertification criteria as indicated in Article IV, Sections 4 and 5.

Section 7. Policy on Discrimination/Harassment. The ABDPH does not condone or accept discrimination or harassment based on age, sex, gender, race or ethnicity, religion, sex (including sexual orientation or gender identity), national origin, citizenship or citizenship status (including place of education), and disability. The ABDPH will formally consider all complaints filed in writing and signed by any candidate or Diplomate made to any Director of the Board or the Executive Director. The ABDPH will take necessary actions to remediate validated claims.

- Section 8. The ABDPH shall have the power to require Diplomates to show evidence of continuing competence as a requisite to recertification, as per Article IV, Section 5 and Article V, Section 6.
- Section 9. The ABDPH shall establish ad hoc or permanent committees or task forces to help the Board in the fulfillment of its mission. The Board shall select members to such committees and task forces from among Diplomates in good standing.

ARTICLE VI. Officers of the Board and Their Duties

- Section 1. *President*. The President shall preside at the meetings of the Board, and perform such other duties as pertain to the office. The President shall make an annual report to the Directors and the membership during the annual meeting.
- Section 2. *Vice President-Auditor*. The Vice President-Auditor shall assume the duties of the President during the President's absence. The Vice President-Auditor shall make an annual inspection and audit of the Treasurer's account and report the findings to the Directors and the membership during the annual meeting.
- Section 3. *Secretary-Treasurer*. The Secretary-Treasurer shall be entrusted with the funds of the Corporation and shall issue payment against such funds as authorized by the President. The Secretary-Treasurer shall turn over the financial records and accounts annually to the Vice President-Auditor of the Board for inspection and audit.
- Section 4. At a meeting at which a quorum (as defined in Article X) is present, in the absence of both the President and Vice President-Auditor, the Secretary-Treasurer shall preside over the conduct of the Board's business to be transacted at that meeting only.
- Section 5. *Past-President*. The Immediate Past President is responsible for planning the ABDPH Symposium for the National Oral Health Conference and chair the Honorary Member Nomination Committee.

ARTICLE VII. Executive Director

- Section 1. The President shall be responsible for the direction of an Executive Director and shall be empowered to delegate to an Executive Director such specific functions as are affirmed by the Board. These shall include:
- a. keeping of the minutes of all meetings of the Board, which shall be an accurate and detailed record of all transactions
  - b. managing funds of the Corporation, and issue payments against such funds as authorized by the President and members of the Board
  - c. generating all correspondence from the Board in collaboration

with the President

- d. applying annually for a Professional Protector Plan (Liability) Policy as determined by the Board
- e. forwarding of appropriate forms to candidates for the certification of the Board
- e. creating the ABDPH Newsletter and distributing it to Diplomates
- f. serving as custodian of the Corporation's records

Section 2. The term of the Executive Director shall be indefinite with renewal annually. The term may be terminated by either party provided that a 60-day written notice is provided to the other party.

Section 3. The remuneration to the Executive Director for services shall be determined by the President in consultation with the Board.

#### ARTICLE VIII. Remuneration

Section 1. Directors of the Board, except as provided in Section 2 of this Article, shall receive no remuneration for their services.

Section 2. Directors shall be reimbursed for necessary expenses incurred in the conduct of the regular business of the Board, including the annual ABDPH Certifying Examination held in conjunction with the National Oral Health Conference. Reimbursement for meeting registration shall be made at the Early Bird or Pre-Registration rate. Hotel costs shall be reimbursed up to the conference rate offered at the host hotel, and cover the day before the examination through the day of the Board Symposium. Other per diem expenses shall be reimbursed at the current U.S. General Services Administration (GSA) rate. Receipts for flights, hotel and other travel must be submitted for reimbursement. The amount reimbursed will be determined by the President and the Executive Director.

Section 3. The Executive Director shall receive reimbursement for expenses incurred in the performance of Board duties, the amount to be determined by the Board. The Executive Director is reimbursed for services at the direction of the Board.

#### ARTICLE IX. Meetings

Section 1. The Board shall meet annually at a time and place designated by the President of the Board to conduct a closed business meeting each January and shall hold monthly meetings at an agreed-upon day and time.

Section 2. Examinations of candidates for certification will be scheduled at a time and place designated by a majority of the Board's Directors.

Section 3. Special meetings of the Board may be called for the conduct of business.

Section 4. In any meeting of the Board or any balloting by telephone, U.S. mail, or electronic mail, unless otherwise specified in the bylaws, a decision shall be reached through a quorum.

ARTICLE X. Quorum

A quorum shall consist of four Directors.

ARTICLE XI. Order of Business

The order of business at all meetings of the Board shall be as follows:

- a. Meeting called to order
- b. Roll call
- c. Approval of minutes of previous meeting
- d. Report of officers
- e. Unfinished business
- f. New business
- g. Examination of candidates (if any)
- h. Adjournment

ARTICLE XII. Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority of this Corporation.

ARTICLE XIII. Amendment of Bylaws

The Bylaws may be amended by agreement of at least four votes of the Directors, during an official meeting of the Board.

Amended February X, 2024

Kelly Braun, RDH, MSDH  
Executive Director

David P. Cappelli, DMD, MPH, PhD  
President