

# **VIRGINIA BEACH DENTAL STUDY CLUB**

## ***Articles of Association***

### **Section I – Name**

The name of this organization shall be the **Virginia Beach Dental Study Club** henceforth referred to as **VBDSC**. The current leadership for this club has signed and executed this agreement.

### **Section II – Purposes**

The objective of the VBDSC shall be the sponsorship of post graduate dental continuing education for dentists currently or previously licensed and/or authorized in accordance with the rules and regulations of the Virginia Board of Dentistry to practice in the state of Virginia.

To that end, the VBDSC shall:

1. Provide local continuing education programs in accordance with the Program Approval for Continuing Education (PACE) guidelines for the Academy of General Dentistry.
2. Promote the positive image and good reputation of dentistry within the community.
3. Promote strong positive relationships among dentists within the community.

### **Section III – Membership**

All dentists currently or previously licensed and/or authorized in accordance with the rules and regulations of the Virginia Board of Dentistry to practice in the state of Virginia are eligible for membership in the Virginia Beach Dental Study Club. Membership dues will be collected annually.

### **Section IV – Leadership/Committees**

Leadership positions and responsibilities in the VBDSC include the following:

#### **Past President:**

1. Provide guidance to current Virginia Beach Dental Study Club leadership and assist in maintaining continuity of programs and procedures.

#### **President:**

1. Establish clear lines of authority, responsibility and continuity within the leadership of the VBDSC.
2. Ensure that an adequate number of qualified personnel are assigned to manage the VBDSC Continuing Education Program.
3. Conduct planning meetings and supervise the current calendar year VBDSC Continuing Education Program. This includes but is not limited to scheduling speakers and ensuring facilities and equipment are adequate in size, safety and condition for effective instruction by VBDSC Continuing Education Program speakers/instructors.
4. Ensures participants are not violating any applicable laws and regulations while participating in a course sponsored by the VBDSC Continuing Education Program.

5. Implement recommendations from the membership in accordance with the Articles of Association.
6. Observe and acquire the knowledge and skills to perform as the Past President following the completion of duties as the President.

**Vice President:**

1. Support the President in establishing clear lines of authority, responsibility and continuity within the leadership of the VBDSC.
2. Assist the President in ensuring that an adequate number of qualified personnel are assigned to manage the VBDSC Continuing Education Program.
3. Conduct planning meetings for the next calendar year of courses sponsored by the VBDSC Continuing Education Program. This includes but is not limited to scheduling speakers and ensuring facilities and equipment are adequate in size, safety and condition for effective instruction by VBDSC Continuing Education Program speakers/instructors.
4. At each VBDSC Continuing Education Program ensure that the student/instructor ratio is appropriate to the information being presented and that there are sufficient support personnel available to assist with the implementation of the program.
5. Provide certificates of attendance and maintain attendance rosters and course evaluation copies for PACE accreditation.
6. Implement recommendations from the membership in accordance with the Articles of Association.
7. Observe and acquire the knowledge and skills to perform as the Past President following the completion of duties as the President.

**Treasurer:**

1. Support the President and Vice President in establishing clear lines of authority, responsibility and continuity within the leadership of the VBDSC.
2. Assist the President in ensuring that an adequate number of qualified personnel are assigned to manage the VBDSC Continuing Education Program.
3. Maintain a budget for the overall VBDSC Continuing Education Program. Ensure resources are sufficient to meet the goals of the VBDSC: to include the Continuing Education Program, all planned activities, as well as any administrative and support services necessary for the continuity of the VBDSC.
4. Deposit all membership and other earnings in the Virginia Beach Dental Study Club's checking account. Pay all legal obligations incurred by the Virginia Beach Dental Study Club with funds from the VBDSC checking account.
5. Provide the membership with semiannual financial reports and invest unused funds as approved by the membership.
6. Work with the Secretary to develop an accurate membership list each year that identifies members who are members in good standing.
7. Observe and acquire the knowledge and skills to perform as the Vice President following the completion of duties as the Treasurer.

**Secretary:**

1. Support the President, Vice President and Treasurer in establishing clear lines of authority, responsibility and continuity within the leadership of the VBDSC.
2. Assist the President in ensuring that an adequate number of qualified personnel are assigned to manage the VBDSC Continuing Education Program.
3. Provide annual contact information of VBDSC leadership to the Academy of General Dentistry.
4. Print and mail out the annual Virginia Beach Dental Study Club Continuing Education brochure to all known dentists practicing in the Tidewater area.
5. Two weeks and again one week prior to courses sponsored by VBDSC Continuing Education Program, send email notification and request for RSVP's to all Tidewater dentists who have registered their email address with VBDSC.
6. Track RSVP's for all VBDSC Continuing Education Program courses and activities; report to the President with the number of attendees anticipated to attend.
7. Work with the Treasurer to develop an accurate membership list each year that identifies members who are members in good standing.
8. Observe and acquire the knowledge and skills to perform as the Treasurer following the completion of duties as the Secretary.

**Section V – Virginia Beach Dental Study Club Obligations**

The club agrees to the following:

1. Membership dues are required and will be collected annually by the second business meeting which typically occurs in February of each calendar year.
2. The club must be financially self-supporting through its membership fees, programs and events.
3. Club officers have a fiduciary responsibility to operate the club in a responsible manner. Club officers will not be assessed membership dues during the course of their tenure, nor will the club leadership be obligated to provide financial support to Virginia Beach Dental Study Club.
4. The club is required to submit income reporting to the IRS; most 501(c) s are required to fill out the IRS e-postcard 990-N annually (due by November 15<sup>th</sup>). For additional information, dental CPA firm, Jacobson Brotman, can be consulted for more information and guidance.
5. No club member will have any right, title or interest in any of the property or assets, including any earnings income, of the Virginia Beach Dental Study Club, nor will any of the property or assets be distributed to any club member on its dissolution.
6. Upon dissolution of the club, all assets are to be split evenly between the Chesapeake Care Clinic and the Norfolk Red Cross Clinic.
7. No VBDSC officer or club member may use any member contact information for personal, political, or commercial purposes, or any other non-club related purpose.
8. The club shall not discriminate based upon race, color, religion, sex, marital status, national origin, disability, or sexual orientation.
9. In the event that a club leader no longer wishes to or is unable to serve in that leadership position, responsibility may be transferred to another dentist by vote of the general club membership present at the next regular meeting.