

UNITED STATES DENTAL TENNIS ASSOCIATION

BY-LAWS UPDATED 4-24-15

1. No elected official, or officer shall be compensated for services to the USDTA unless specifically approved by the Board of Directors.
2. No individual shall have the authority to represent himself as agent for the USDTA without written approval of the Board of Directors.
3. All charges or expenses incurred on behalf of the USDTA by any individual must be authorized by the President or Secretary/Treasurer.
4. Individuals desirous of joining the USDTA must complete an official membership application. The completed form shall be sent to the Executive Director together with the payment of the annual membership dues in US dollars which will be forwarded to the Secretary/Treasurer.
5. Membership shall consist of the following categories:
 - Active - open to duly licensed dentists, granted upon approval of the Board of Directors
 - Associate - open to dental auxiliary personnel, granted upon approval of the Board of Directors
 - Honorary - conferred upon individuals whom the Board of Directors elected to so honor
 - Affiliate - a non-dental, dues-paying person that is interested in supporting the USDTA granted upon approval of the Board of Directors. An affiliate member can attend all clinical meetings and educational programs, can play in any tennis tournament upon payment of appropriate fees, but cannot vote or hold office
6. The Board of Directors shall determine the amount of membership dues to be paid annually by each member. Honorary members pay no dues. Dues shall be paid by March 15 of each year and shall be considered delinquent after that date.
7. The fiscal year shall be the calendar year.
8. The President and Executive Director shall receive rooms at the both national meetings at which they are in attendance, either complimentary or paid by the USDTA. No complimentary rooms will be provided at meetings outside the United States. The President of the USDTA shall receive complimentary registration at the Annual Meeting in November.
9. The tennis tournament will be directed by the chairman of the tennis committee under the direction of the Board of Directors. Dependents under 18 years of age or special guests shall

not be allowed to play without special permission from the Board of Directors. Tentative format for the tennis program shall consist of singles, doubles and mixed doubles. The tournament committee reserves the right to change or modify the format to benefit the USDTA members. A, B and any other divisions will be decided by the tournament committee. The format will be determined by the number of entries.

10. The Board of Directors is responsible for the following:

- Approving all USDTA meetings
- Conducting USDTA business
- Chairing USDTA committees
- Being actively aware of the needs of the USDTA and offer counsel and input at any time
- Attending three of the four meetings during their term of office (term of office shall be two years)
- Two board meetings held during each USDTA meeting. (the first is conducted on the first day of the meeting; the second is held towards the end of the week prior to the official close of the meeting)
- Hiring an Executive Director as an independant contractor, then providing guidance and establishing goals for the position

11. President of the USDTA is responsible for the following:

- Presiding over all meetings of the USDTA
- Guiding and counseling with the Board of Directors in conducting the affairs of the USDTA
- Appointing committee chairmen and committee members as needed
- Writing a President's message to be placed in the USDTA newsletter
- Actively participating on the Scientific Program Committee

12. The Vice-President of the USDTA is responsible for the following:

- Assuming all duties of the President if the President is absent or unable to function
- Chairing the Scientific Program Committee (Help procure clinicians and plan overall theme of seminars)

13. The Secretary/Treasurer is responsible for the following:

- Maintaining minutes of all board meetings (Taking minutes, typing them and submitting them for distribution to Board of Directors)
- Writing checks to pay USDTA expenses
- Receiving membership dues and payments from USDTA members for seminars attended.
- Reviewing all financial reports submitted by the Executive Director

14. Committees:

Scientific Program Committee - procures presenters, plans overall theme of seminars

Nominating Committee - Chaired by the Immediate Past President. The Nominating Committee recommends to the Board of Directors members in good standing who they feel are qualified for the open positions on the board of Directors or Officers.

Tennis Tournament Committee - Organizes the tennis tournament and coordinates with the resort professional.

Local Arrangements Committee - Chaired by the Vice-President. Responsible for on-site arrangements, accommodations, functions, seminar details, and audio visuals.

Hospitality Committee - Welcomes all new members. Introduces new members at the welcome dinner and presents welcome gifts. Makes new members part of the USDTA family and sees that they are aware of every activity - area, places of interest, shopping, etc.

Ad Hoc Committee - Special assignments from the Board of Directors