

# **Policy Manual for the Board of Directors Illinois Society of Orthodontists -6/3/11**

## **Mission Statement of the Board of Directors**

The Board of Directors (the Board) strives to advance the quality of orthodontics in the state of Illinois by providing the highest level of continuing education to its society members. The Board serves to develop leadership, promote public relations, and establish policy for the Illinois Society of Orthodontists (ISO).

## **The Board of Directors Membership**

The Board of Directors consists of the Officers, Trustees and ex-officio members. These board members shall be active members of the Illinois Society of Orthodontists. Should the status of any Director change in regard to membership to the Illinois Society of Orthodontists during his/her term, the office shall be declared vacant and such vacancy shall be filled. The Officers of the Board are elected to a one-year term. The Trustees are elected to two-year term with a limit of eight consecutive years. The non-voting members of the Board (ex-officio) are appointed. In the event of a vacancy of a board member, the President shall appoint an active member to fill such vacancy until a successor is elected. A successor is elected at the ensuing General Assembly for the remainder of the term.

## **Board Meeting Times/Locations**

Unless the Board votes otherwise, meetings for the Board of Directors traditionally are the morning before the general ISO seminar meeting at the same location as the seminar. If the ISO/CDS annual dinner is held on the same day as an ISO lecture, the ISO Board may choose to meet after the lecture for this particular seminar day with the meeting adjourning in time to go directly to the ISO/CDS dinner. The Board has not traditionally held an ISO board meeting in conjunction with the CDS Midwinter meeting/ISO lecture.

A quorum for a Board of Directors meeting is a majority of voting members (7). The members of the Board consist of the following:

### Voting Members

President  
President-Elect  
Vice President  
Secretary-Treasurer  
Trustees (6)  
Director to the MSO  
Immediate Past President

### Non-Voting Members

Illinois Dental Society Liaison  
Chicago Dental Society Liaison  
University Relations  
AAO Liaison

## **Powers of the Board of Directors**

The Board of Directors shall be the managing body of the Illinois Society of Orthodontists, vested with full power to conduct all business of the Society, subject to the laws of the State of Illinois, the Articles of Incorporation, the Bylaws, and the mandates of the General Assembly. The Board of Directors shall have the powers to:

- Establish rules and regulations consistent with the Bylaws to govern the Societies' organization and procedures.
- Direct the President to call a special session of the General Assembly as provided by the Bylaws.
- Exercise full editorial power over publications of the Illinois Society of Orthodontists.
- Establish interim policies, including the disbursement of unbudgeted funds, when the General Assembly is not in session and when such policies are essential to the management of the Illinois Society of Orthodontists. All such policies and disbursements must be presented for review at the next General Assembly.
- Establish an Executive Committee consisting of the following: the Officers of the Board and the Immediate Past President. This Committee shall have the power to act for the full Board of Directors between interim meetings of the Board. This Committee shall report such actions taken at the next meeting of the Board. Duties include:
  - Appoint the Chairpersons of all Standing Committees.
  - Appoint the membership of all Committees.
  - Appoint consultants.
  - Employ a management company.

## **Responsibilities of the Board of Directors:**

- Review the Bylaws and policy manual.
- Select representation for the MSO/AAO.
- Nominate Officers and Trustees.
- Promote leadership development.
- Coordinate the marketing/ management of ISO educational programs.
- Coordinate the CDS program speaker.
- Coordinate communication and relations among the AAO, ISDS, and CDS and other specialty groups.
- Promote public relations.
- Appoint an editor of the ISO for MSO newsletter.
- Determine the time and place for General Assembly meetings.
- Provide for the management and general arrangements of the General Assembly Meetings.
- Provide for the maintenance and supervision of the real and personal property owned and operated by the ISO.
- Insure general liability of the ISO Officers and Directors through coordination with the AAO. The directors and officers liability insurance is purchased as a group through the AAO. ISO's own separate general liability and bonding insurance is paid annually as billed by the ISO treasurer with the policy on file at the ISO office (policy currently purchased through AHM Financial, broker Jim Bonzon, 314-523-8800). General Assembly meeting cancellation insurance can and has been purchased only as a separate decision by the Board when needed.
- Nominate/coordinate awards and recognition and encourage leadership development.

## **President**

The President shall preside over all the meetings (General Assembly and Board of Directors) and be responsible for the general supervision of all activities of the ISO. The President shall serve as an official representative of the Illinois Society of Orthodontists in his/her contacts with governmental, civic, business and professional organizations for the purpose of advancing the objectives and policies of the ISO. The President shall coordinate the appointments as nominated by the Board for ISO membership approval.

These appointments include the following:

- All ex-officio members of all Committees
- Ad-hoc Committees
- Program Moderator
- Fill vacancies in Board membership (See bylaws for guidelines)

The President shall perform the following duties regarding his/her program year's Program Speakers:

1. Assign and work with program moderators (refer to moderator duties to confirm their duties performed).
2. Provide the management company needed information on selected speakers, program title, honorarium/expense arrangements, assigned moderators and underwriters for program year for management office to secure speaker contracts and underwriting invoicing prior to producing the annual summer directory.
3. Contact the CDS Liaison to confirm meeting room size, date/time and ISO-sponsored speaker ideas.
4. Assign and work with the CDS moderator and liaison, to coordinate all CDS meeting details, including being sure the CDS speaker has hotel reservations near the CDS meeting location.
5. Coordinate a visit from AAOF, if wanted, for an AAOF representative to have a table at an ISO meeting.
6. Set the dates/time for Board meetings and send advance announcements directly to Board members.
7. Develop and distribute agenda of Board meeting and follow-up on Board action items to ensure completion.
8. Serve as Chair of the Executive Committee.
9. Coordinate with the management company and be the principal contact, including any contract negotiations as needed.
10. Serve on the Special Finance Committee.
11. Orient incoming Trustee(s).
12. Serve as back-up signature on all ISO financial accounts and oversee that the finances are in order with the treasurer, including payment of taxes, bills and review performance.

## **President-Elect**

It shall be the responsibility of the President-Elect to assume the duties of the President in case of absence and to perform such duties as provided by the Bylaws. The President-Elect shall be responsible for the following tasks:

1. Arrange the program schedule and speakers for his/her presidential year.
2. Obtain approval of the Board for the schedule, speakers and sponsors for his/her presidential year with input of committee.
3. Negotiate and get information to office to produce written contracts for program speakers.
4. Obtain approval of the Board for corporate underwriters.
5. Assign sponsors to speaker program dates and provide information outlined under "corporate sponsor policy" to the management company for invoicing and follow-up.
6. Appoint the meeting moderators for his/her presidential year.
7. Prepare with the Executive Committee and Treasurer the ISO budget for review by the Board.
8. Confirm the meeting dates with ISO-contracted facility through the management company for his/her presidential year.
9. Serve on the Nominating Committee (note committee's role in Teacher of Year Award).
10. Serve on the Executive Committee.
11. Serve on the Special Finance Committee.
12. Invite the new Trustees to the last spring Board of Directors Meeting.
13. Arrange for engraving all plaques, including plaque for Teacher of the Year and outgoing President and Trustees at last meeting of program year.
14. Coordinate installation of officers' ceremony at last meeting of program year.
15. Confirm onsite registration assistant/rate for next year.
16. Serve as co-chair of program planning committee.

## **Vice President**

The Vice President shall assist the President. In addition the Vice President shall be responsible for the following:

1. Serve on the Executive Committee.
2. Serve on the Special Finance Committee.
3. Serve as co-chair of program planning committee.
4. Serve as chair of the public relations committee.
5. Oversee that public relations committee news and information is sent to professional publications—include annual announcement and photos of new ISO Officers and Directors to area specialty group news contacts. (Currently sending to CDS, AAO and ISDS communications staff contact.)
6. As chair of public relations committee, oversee orthodontic career brochure distribution (pending 5/11).
7. Serve as key ISO office contact for ISO Web site development and maintenance. (Web services currently contracted out on an hourly fee billed directly from Lynnette Schuepbach to ISO.)
8. Refer to CDS speaker policy to secure ISO sponsored speaker by 22 months out.

## **Secretary-Treasurer**

The Secretary shall be responsible for keeping records of all the proceedings and transactions of the association. In the absence of the Executive Director at a Board meeting, the Secretary is responsible for taking minutes of the meeting. The final copy of the minutes may be distributed via e-mail to the Board. The Secretary-Treasurer will record all disbursements of funds and submit records of the same to the association.

In addition, the Secretary-Treasurer shall be responsible for the following duties:

1. Report the current financial status of the Illinois Society of Orthodontists at each Board of Directors meeting and each General Assembly Meeting.
2. Report current budget status.
3. Supervise all bank transactions.
4. Prepare an annual financial report and future year's budget for approval at final Board meeting of year.
5. Assist executive director in taking minutes at Board and General Assembly Meetings, distributing via email to Board members for approval and posting final minutes on Sharepoint.
6. Publish official notice of the time, date and location of each General Assembly meeting (done by management company with each registration mailing).
7. Provide facilities for the General Assembly voting (normally by voice vote at luncheon meetings).
8. Serve on the Executive Committee.
9. Serve as Chair of the Bylaws and Policy Manual Review Committee.
10. Serve as chair of the Special Finance Committee, including setting dates/time of two annual meetings and follow-up.
11. Coordinate annual tax filing, 1099 tax form filing (speaker honorarium reporting) and annual review with accountant.
12. Serve on program planning committee.
13. Work with the incoming Secretary-Treasurer to review accounts on a periodic basis.
14. Request for the bank to submit a change of signature card for transfer to new Secretary-Treasurer/President by end of FISCAL year. Oversee the transfer of books and financial records to new Secretary-Treasurer.
15. Refer to Policy on Contributions to ensure annual checks are sent.

## **Immediate Past President**

Primary responsibility is to serve as advisor to the Board and Executive Committee and chair the Nominating Committee.

1. Serve on the Executive Committee.
2. Serve as chair of the Nominating Committee.
3. As chair of Nominating Committee, coordinate ISO Teacher Award nomination and plaque presentation at last meeting of program year if one is to be awarded for that year.
4. Provide counsel and advise to the Board as needed.
5. Attendance at the Board meetings is encouraged as a voting member of the Board.

## **ISO Trustees**

The duties of the Trustees are the following:

1. Attend the scheduled Board meetings.
2. Respond promptly to board correspondence and requests for information between meetings.
3. Provide input and follow-up on items as assigned.
4. Provide input on policies under discussion.
5. Serve on assigned committees of the ISO.

## **Management Company**

*Status: Existing management contract extended through April 30, 2012.*

The management company's fees, reimbursed expenses and duties are determined by the Board and negotiated by the current President as outlined by contract. The current President shall sign the management contract after Board of Directors approval. Until negotiated or contracted otherwise, the management company shall perform the following duties for the Illinois Society of Orthodontists:

1. Receive registration forms and monies for the ISO meetings.
2. Manage deposit of the registrations into ISO-approved financial management account as coordinated with the volunteer Treasurer.
3. Manage the sale and payment for season passes.
4. Manage ISO phone, FAX number, and e-mail to answer questions on ISO and to process registrations. Strive to include up-to-date ISO component meetings on the MSO Web Site and in MSO newsletter.
5. Enter information into ISO database to produce a name badge and confirmation letter (if received by the deadline). This does not include registration or separate mailing for the CDS meeting.
6. Design and coordinate program mailings to the ISO membership for the scheduled meetings.
7. Research and coordinate A/V, room requirements, food and beverage orders. Confirm details in advance with the speaker, hotel and the A/V Company for the outlined ISO programs (not the CDS-ISO seminar).
8. Write contract and continue communication with speakers.
9. Follow the CDS suggested timeline when communicating with speaker sponsored by ISO at CDS Midwinter Meeting (4/7/08).
10. Keep a copy of minutes as taken by the Secretary/Treasurer at all ISO Board and general business meetings on file.
11. Monitor and distribute continuing education unit verification for program year to attending members.
12. Confirm hotel meeting space reserved for future program dates.
13. Provide permanent storage of current Illinois Society of Orthodontists legal and historical records.
14. Update and maintain Bylaws and Policy Manual.
15. Send information letter of duties with speaker CV to each program chair/moderator.
16. Coordinate corporate sponsors as outlined under "sponsorship policy". Coordinate onsite table and registrations of sponsors prior to each meeting as needed.

## **Registration Assistance**

The ISO President arranges as a separate verbal agreement based on mutual agreement for ISO to contract with one consistent staff person to work the onsite registration desk for each ISO seminar (not CDS). The rate, paid directly from the treasurer to the registrar, is \$175 per meeting day.

## **Chicago Dental Society Liaison**

Serves on the Board and as Co-chair of the Specialty Relations/Legislation Committee.

Coordinate to obtain the Mid-winter meeting room and obtain the VIP passes. Advise on selection of ISO-sponsored speaker to that year's President and be sure details such as room assignment, topic and title, hotel reservation, moderator, etc. are in order following the CDS suggested timeline (4/7/08).

Coordinate the annual CDS/ISO leader dinner, currently held the evening of the first ISO fall seminar date.

## **Illinois Dental Society Liaison**

Serves on the Board and as Co-chair of the Specialty Relations/Legislation Committee.

Provide liaison duties with the Illinois State Dental Society.

Invite and serve as host to special guests from the Illinois State Dental Society attending an ISO meeting.

Review policy for contributions to make sure ISDS checks are cut and presented in a timely manner.

## **University Relations Liaison**

Serves as communication source between the orthodontic program in Illinois and the ISO Board.

### **MSO - AAO Liaison**

When the MSO Trustee is not an ISO member, the MSO director from Illinois may solely serve in this capacity. The ISO may choose to invite to the board meeting as a guest the current Trustee to the AAO from MSO or other ISO members who serve on the AAO BOT.

### **Business Meetings – Quorum 20 active members**

The General Assembly shall meet to conduct a business meeting at least once annually. Traditionally, business is done with the membership at each ISO program luncheon (not including CDS). The Secretary-Treasurer is responsible for publishing official notice of the time, date and location of each General Assembly meeting, normally done at the same time as the registration mailing for each meeting. The President shall preside over the business meeting. The agenda of the business meeting is put together by the ISO President and should include an introduction of special guests, recognition of a meeting underwriter if appropriate, approval of the minutes of the last Board of Directors meeting, a treasurer's report and highlights of the last MSO and/or AAO meeting. In addition, the order of business shall be that order of business adopted by the General Assembly. Traditionally the election of Officers and installation are performed at the final program year's luncheon meeting.

### **Committees**

The Board of Directors shall annually determine the standing committees of the Illinois Society of Orthodontists. The purpose of the committees is advisory. Committee authority is limited to study and recommendation within the organizational structure of the Illinois Society of Orthodontists. This includes authority to seek information pertinent to such studies from any source outside the Society within the guidelines established by the Board of Directors. No outside person may participate directly or by observation in any committee deliberations without specific authorization by the Board of Directors. No committee or member of a committee may communicate with any outside person, organization, or agency, in such a way as to imply authority to represent the Society or present a Society position without direction from the Board of Directors. Committee members must be members of the Illinois Society of Orthodontists. Nominations for membership of all committees (with exception of the Nomination Committee and the Executive Committee) are presented by the Board of Directors. The term of tenure of a committee member is two years. The consecutive tenure of a committee member shall not exceed eight years. Committee chairs shall be appointed as outlined in this manual. A majority of the members of any committee shall constitute a quorum. Through the use of unanimous written consent, any committee may take action without convening a meeting. The standing committees and committee responsibilities are as follows:

1. Nomination Committee- The Immediate Past President serves as Chair of this committee. Members of the Nomination Committee are the two most recent Past Presidents and President-Elect. This committee is responsible for submitting a list of candidates to fill the positions of the Officers and any open Trustee positions. The Nomination Committee is also responsible for submitting for Board consideration, the names of the candidates for all other committees and to establish a list of candidates interested in serving on other ISO, MSO and AAO leadership positions. The Officer/Trustee nominations must be submitted to the Board at ISO's second to the last meeting (usually December) for Board approval and announcement at this meeting's luncheon. By bylaws this must be at least 21 days in advance of the final meeting where election and installation will be held at the final luncheon program.

The nominating committee should present the next year's incoming Secretary-Treasurer nomination (i.e. 2011-2012's Secretary-Treasurer nominee determined in April 2010) at the year prior's last business meeting (usually April) for Board approval so the incoming Secretary-Treasurer to be can "shadow" the year prior to election for an easier transition.

The nominating committee shall also present to the Board of Directors a list of educators as nominees for consideration for ISO Teacher Award by the second program year meeting. The committee is also responsible for ordering and purchasing the plaque to be presented at the final program of the year. If recipient cannot attend this meeting, the presentation may be rescheduled for another meeting. Plaques are presented to Trustees leaving the Board at the final program of the year. This committee is also responsible for getting these plaques and having at this meeting.

2. Executive Committee - The President serves as Chair of the Committee. Members of the Executive Committee are the President, the President-Elect, the Vice-President, the Secretary-Treasurer and the Immediate Past President. This committee shall have the power to act for the full Board of Directors in the interim between Board sessions. It shall report such actions to the Board of Directors at its next meeting.

3. Communications and Public Relations Committee - The Vice President serves as Chair of this committee. The purpose of the committee is to promote and communicate activities of the Illinois Society of Orthodontists through the various forms of media. The committee shall also look at the regional and national activities and try to incorporate and coordinate their activities with the activities of the Illinois Society of Orthodontists. Announcements regarding new Officers/Trustees to the ISO should be sent out to the MSO newsletter, ISDS newsletter, CDS Review, AAO Bulletin. Select a volunteer to serve as ISO photographer. ISO has a Web site registered as [www.isortho.org](http://www.isortho.org). The Vice President as chair is responsible for overseeing the development and maintenance of the ISO Web site through the ISO staff (4/07 motion to have Web site hosted by the AAO). The committee is responsible for distributing orthodontic career information as directed by the board.

4. Bylaws and Policy Manual Review Committee - The Secretary/Treasurer serves as Chair of this committee. This committee is charged with reviewing the Bylaws and Policy Manual. These updates shall be presented to the Board of Directors as needed. The committee is responsible for providing the Executive Director with updated revisions of the policies of the Illinois Society of Orthodontists and its Board of Directors.

5. Specialty Relations/Legislation Committee- The Illinois Dental Society Liaison and the CDS Liaison are co-chairs of this committee. This committee is charged with tracking issues regarding Illinois Dental Public Relations and coordinate information for the DENT-IL PAC. This committee will track and coordinate activities with the Illinois State Dental Society and Chicago Dental Society.

6. Special Finance Committee - A finance committee was created by the Board March 2002 to be composed of the Executive Committee with the Secretary/Treasurer serving as committee chair. As a motion of April, 2007, the committee will meet at least once a year and conduct remaining business electronically as needed. Additional meetings and contacts may be arranged as needed. The charge of this committee is to: 1) develop a financial policy to guide the Board in the investment of our saving/liquid assets; 2) periodically review ISO account balances and the performance of investments; and 3) help the President-Elect develop the budget for his presidential year.

7. Continuing Education Committee – Responsible for reporting to the Board on future program/speaker and topic selections. Committee consists of President-Elect and Vice President serving as co-chairs, Secretary-Treasurer and three senior Trustees.

#### Fiscal Policy

The fiscal year for Illinois Society of Orthodontists shall begin July 1 and end June 30 of the following calendar year (4/04). The general fund shall consist of monies received. This fund shall be used to meet all expenses incurred by the Illinois Society of Orthodontists. The general fund may be divided into operating funds and reserves at the discretion of the Board of Directors. The Secretary-Treasurer will hold in reserves, the amount equivalent to one year's operational expenses. These monies shall be placed in staggered certificate of deposit accounts. The proposed budget for each ensuing fiscal year shall be prepared by the special finance committee and adopted by the Board of Directors.

All accounts of the Illinois Society of Orthodontists shall be reviewed by an independent certified public accountant annually, and a report of such review shall be submitted to the Board of Directors. In addition, the Secretary-Treasurer designate will periodically review the accounts. Signatures on all money market, CDs and investments shall be the current ISO President and Secretary-Treasurer.

#### Policy for Program Speakers

Program speakers are currently selected by that year's president and approved by the Board of Directors. The time of selection is at least one year prior to their presidential term (except CDS needed 22 months prior). The Board of Directors shall approve the names of the speakers and the financial arrangements prior to the speaker's engagement. The ISO office will confirm in writing all agreed speaker arrangements at the time of contracting and again in the spring prior to the program year's beginning.

The following statement must be read at the time of introduction of guest speakers with a financial interest in their presentation: *"This participant has financial and/or beneficial interest in a product or service related to his/her presentation."*

Speakers are obligated to disclose the use of photographs, computer images, radiographic images or other visual images that have been enhanced, modified or altered in their presentation. Disclaimers are printed in the directory.

The following disclaimer should be included in each ISO program: *The Illinois Society of Orthodontists does not review or approve of, or necessarily agree with the topics, speakers and presentations set forth in this program. As such, by virtue of your attendance at this program, you acknowledge that any and all actions taken by you based upon such topics, speakers and presentations are undertaken by you at your own risk, and you further agree to hold the ISO harmless from any and all liability in relation to the same. The ISO encourages you to make your own independent judgment as to the topics, speakers and presentations, and to rely on the advice of professionals, as appropriate, in making decisions in relation thereto.*

Speaker agreements should clarify that the sale of books/tapes during lectures is prohibited unless prior authorization is granted by the full ISO Board.

## Policy for CDS Sponsored Speaker Timeline and Protocol (4/08)

CDS Scientific Program Chair: Dr. Al Kleszynski (312-836-7312; [akleszynski@cds.org](mailto:akleszynski@cds.org))

- 22 Months Out: Dr. Kleszynski obtains a preliminary list of speakers. Contact information verified.  
(April) ISO should have sponsored speaker chosen and initial contact made. ISO management company should provide speaker with ISO contract and request RSVP within 2 months.
- 20 Months Out: Initial invitations to speakers mailed. Includes CDS contract which provides date and  
(June) time of lecture, honorarium (\$0 for ISO-sponsored speakers), information on limousine pick-up from and return to airport, and information on complimentary breakfast and/or lunch the day of the lecture. RSVP is requested by August (18 months out).  
ISO should have sponsored speaker under contract with ISO and forward contact information to Dr. Al Kleszynski.
- 18 Months Out: 2<sup>nd</sup> wave of invitation contacts are made to cover those speakers not accepting  
(August) invitation and those speakers not providing RSVP by August. RSVP is requested by October (16 months out).
- 15 Months Out: All speaker contracts received. Speakers finalized for program. Program complete.  
(November)
- 11 Months Out: Letters sent to all speakers under contract requesting course description, A-V  
(March) requirements, speaker biography, speaker photograph, consent to allow lecture taping, and whether handouts will be provided for lecture. RSVP for this information is requested by May (9 months out).
- 7 Months Out: Preliminary program printed.  
(July)
- 1.5 – 2 Months Out: Letter sent to speakers with limousine vouchers and instructions on contacting  
(December) limousine service when arriving at and leaving for airport.

## Policy on Board Member Overnight Reimbursement

Members of the Board of Directors and liaison members from outside the Chicago area will be reimbursed for one night hotel as incurred in order to serve on the Board if submitted to the ISO Treasurer. The Director to the MSO is reimbursed by MSO per their policies when their term officially begins with MSO at the appropriate fall MSO Annual Session. ISO may choose to reimburse the ISO director-elect to go to the MSO Board meetings prior to their term start.

## Policy on Continuing Education Certificates

A letter summarizing CEU credit and verifying attendance at the program year's meeting(s) is mailed to each ISO member attending at the end of the ISO season. Nonmember guest attendees (i.e., joint meeting with general dentists, staff, periodontists or other specialties) receive their CE certificates with their name badge at registration onsite. "No show" badges should be returned by the onsite ISO registration staff to ISO office to assist in attendance tracking.

### Policy on Advertising in CDS

The ISO Board has approved up to \$1,500 for an ad if needed with CDS. (3/06)

### Policies on Contributions by the Illinois Society of Orthodontists – Secretary of State Registration

1. The Illinois Society of Orthodontists as a not-for-profit is not permitted by law to contribute to a PAC.
2. ISO has agreed to continue to sponsor an event at the ISDS Annual Session for \$1,500. (10/22/07)
3. ISO sponsors a speaker at the Chicago Dental Society Mid-Winter Meeting annually.
4. The Board has approved contributing to the American Association of Orthodontists Foundation AAOF (\$1,000 in the past). This check is normally presented when AAOF attends the ISO Meeting.
5. The ISO made a contribution in the past to the Graduate Orthodontic Residents Program (\$1,250 approved 10/00) when the U of IL was hosting.
6. ISO has completed the sponsorship of a chair at the UIC Orthodontic Department for \$25,000 to be paid at \$5,000 annually with final year payment spring 2011 (11/06).
7. Ensure that the annual Secretary of State filing fee is paid (currently around \$5) to keep ISO's incorporation status current. The bill with paper to be completed for annual renewal is sent to the director to the MSO (Marshall transferring records with state for statement to go to Goshgarian 4/09.)

### Policy on Non-AAO Member Dental Students' Meeting Rates

A nominal fee, which is currently \$30.00, to cover the cost of lunch is to be charged any non-AAO member dental student.

### Policy on Combined Meetings

When there is a joint meeting, ISO and the other dental specialist organization shall split the speaker honorariums, travel and accommodation expenses 50-50 with a flat amount being determined prior to the final advance agreement being made in writing with the other association. This pre-arranged fee shall be paid in full prior to the meeting registration being sent out. All underwriting and registration receipts, along with expenses and arrangements for the joint meeting are solely the responsibility of ISO. The co-sponsoring specialty organization shall provide their member data for the mailing so that it goes out at the same time as the mailing to ISO members for equal sign-up opportunity. Co-sponsoring specialty members, and their staffs, are offered the member rate for meeting attendance. (3/06)

The November, 2003 joint meeting with the Illinois Society of Periodontists was co-sponsored by ISOP as they donated \$2,500 to offset the costs of meetings' speaker and additional mailing and registration services for their members.

### Policy for Corporate Sponsorship

The President-Elect when planning their program year has the right to supplement his/her speaker budget for the presidential program through corporate sponsorship. The Board of Directors may choose at any time to temporarily waive sponsorships of individual meetings and/or entire program years based on the budgetary needs. The Board of Directors may in its sole and absolute discretion, refuse to allow a particular entity or individual from sponsoring any meeting for any reason and shall not be required to provide a reason to such entity or individual. Corporate sponsors may not dictate program speakers or content. Corporate sponsors should be monitored and encouraged to support orthodontics affiliated with the AAO at all levels: component, constituent and national.

The minimum amount to be a full sponsor of a program is \$6,000. If ISO does not get an exclusive sponsor for \$6,000, the incoming President has the authority to negotiate two **non-competing** co-underwriters for \$4,000 each if they mutually agree. The co-sponsors would have the same benefits. (3/06)

Full and co-sponsors will receive a full page in the ISO roster. For nontraditional, combined meetings with higher honorariums or outside attendees, the Board of Directors may adjust the requirements for sponsorship. A table may be placed with a limited number of attendants at the table outside the meeting room for that meetings' corporate sponsor(s).

CDS has revised their policy for sponsorships so the ISO officer seeking a speaker for their program should check with CDS if a sponsor is considered to be sure it falls within the current CDS sponsorship policies. The board should vote on acceptance of corporate sponsors as well as the funds to the ISO (9/08).

### Sponsorship Process with President-Elect and ISO Office

The ISO Board prefers the speakers/topics be set first before underwriters are confirmed in order to ensure educational quality. Past sponsors should get the first opportunity for consideration in future opportunities.

The office will forward any requests received from potential underwriters to the President-Elect prior so the President-Elect can coordinate speaker assignment with sponsors. The finalized list should be presented to the Board for approval at the second Board meeting or by separate vote if additions/changes later.

When approved, the ISO office will invoice the sponsors and remind them of ad copy deadline for the summer directory. Information needed from the President-Elect includes:

- Contact name, phone and email of person within company who the President-Elect had confirmed arrangements to send confirmation letter and invoice
- Speaker/program assigned to each underwriter
- Any other unique arrangements negotiated
- Amount agreed (note if this is to be billed for a check payable to ISO or if this is an in-kind trade out of speaker and expenses paid directly by sponsor)

The sponsors will be announced to the membership along with the next year's program speakers at the last ISO meeting of the President-Elect year. The ISO office will send each sponsor a copy of the directory and other printed materials released to the membership regarding their meeting underwriting. The ISO office will follow-up to obtain payment, ad copy, the sponsor's display table and personnel registrations.

At the program, the president should acknowledge their staff onsite at the meeting and make a personal note of thanks to the sponsors after the meeting.

### Policy for ISO Meeting Dates

ISO should pursue three annual educational programs, in addition to providing a speaker at the Chicago Dental Society Mid-Winter Meeting: a fall, December or January and a spring meeting date. (02)

### Policy for ISO Season Pass or Individual Meeting Rates

Give 50% off the season pass or individual meeting rate for the first three years after graduation of ISO membership (9/09).

Allow AAO-member full-time faculty to register at the early-registration rate for the ISO meetings at no charge (11/09).

State on registration form that season passes are non-transferable and can not be applied to another season (4/10).

### ISO Past Presidents' Dinner

The Board authorized Past President Marshall to coordinate on a volunteer-basis a past presidents' dinner for current Board members, past presidents and other selected leaders to share ideas and direction on the future of ISO and the specialty as needed.

### Plaques

Generic ISO plaques without engraving are stored at Drs. Maoloni/Pope's office. The president-elect should make arrangements to have an ISO plaque(s) engraved for presentation at the final program year's meeting to the outgoing president and any outgoing board members. If there is a Teacher of the Year Award given, the president-elect as part of the nominating committee should see that a plaque is engraved.

### Peer Review To Appropriate Bodies

ISO members and leaders should refer peer review issues to the appropriate bodies.

### **Calendar for the Agenda of Board Meetings**

The Board generally meets before the ISO educational programs. The agenda for each meeting is listed below. The person/s responsible for the activities are indicated in parentheses.

#### Meeting One (Fall) – Hold board meeting AFTER lecture with CDS dinner following (9/09)

Standing reports (Officers)

Request for Teacher of the Year nominees to nominating committee

Request for new Trustee/Officers to nominating committee

Approval of Program Speakers and meeting dates for next ISO Year (President-Elect)

Dinner meeting with the CDS officers

Invite AAOF to attend this meeting or winter meeting to present check from ISO

ISO Editor gets ISO information to MSO for winter newsletter

#### Meeting Two (November, December or January)

Standing reports (Officers)

Nominating Committee Report for Board approval of ISO Teacher of the Year and Officers/Trustees for next year

Present Officers/Trustees slate to the General Assembly at luncheon meeting

Updates of the Bylaws and Policy Manual presented to Board if needed

Review of the CDS Meeting arrangements for current year including VIP passes

Coordinate annual check from ISO for the spring ISDS Meeting

Approval of underwriters for following year if not done earlier

Special Finance Committee Meeting (Executive Committee, S/T chair)

### Meeting Three (April)

Invitation to attend Board meeting and introduction of Trustee nominees (President-Elect)

Standing reports (Officers)

Present next year's budget for approval including season pass/registration rates (President-Elect and Treasurer)

Election and Installation of the Officers and Trustees at luncheon meeting (coordinated by President-Elect)

Present Teacher of the Year Award at luncheon meeting (coordinated by Nominating Committee)

Present plaques to outgoing President and outgoing Trustees at luncheon meeting (coordinated by Nominating Comm.)

Approval of ISO sponsored speaker at CDS for 2-years out (i.e., 2010 for speaker in 2012)

Committee volunteers identified for next year's committees.(Nominating Committee)

Editor gets ISO information to MSO for summer newsletter early summer

PR Liaison takes picture of new Board and sends with releases to dental community publications

Nomination Committee presents incoming Secretary-Treasurer nomination for following year (i.e., Secretary-Treasurer for 2010-2011 in April of 2009) to Board

Secretary-Treasurer ensure all one-time donation checks written (see policy on contributions)

### EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the Illinois Society of Orthodontists (ISO) to provide equal employment opportunity to qualified candidates without regard to race, color, religion, creed, national origin, sex, age, sexual orientation, marital status, disability, or any other legally protected characteristic. This policy extends to all areas of employment, including recruitment, selection and placement, compensation, promotion and transfer, disciplinary measures, demotion, layoffs and terminations, testing and training, working conditions, awards and benefits, and all other employment-related actions.

The ISO likewise seeks to provide a work place environment free of hazards and unproductive or unpleasant conditions. The ISO expects all of its employees to treat each other, its members, agents and the public with respect and courtesy. No form of harassment—sexual or otherwise—will be tolerated.

Employment is at the will of both the ISO and you, the employee, and no promise is made or implied in this Personnel Policies and Procedures Manual or otherwise as to any specified employment terms. Likewise both the ISO and you are free to terminate employment at will. No promise is made or implied that you may not be terminated for reasons that are not specified herein, or that you can be terminated only under the circumstances specified herein. No one is authorized to offer, represent or suggest that the policy of the ISO is otherwise and no claim of having been told, assured, or lead to understand otherwise will be accepted. The ISO may from time to time enter into individual specific written employment agreements signed by the President at its sole discretion.

### SEXUAL HARASSMENT AND FRATERNIZATION

#### SEXUAL HARASSMENT

It is the policy of the Illinois Society of Orthodontists that all employees and members should enjoy an environment free from unlawful harassment. The Society is committed to maintaining a pleasant, professional work environment, and behavior that could be perceived as sexual harassment is prohibited. This policy prohibits unlawful harassment in any form, including sexual harassment, unlawful harassment relating to race, color, age, ethnicity, religion and disability or any other legally protected characteristic.

Sexual harassment has no place at the ISO, and will not be tolerated. Sexual harassment includes unwelcome sexual advances, requests for sexual acts or favors, unsolicited and intimidating sexual overtures or other verbal or physical conduct of a sexual nature when (a) submission or rejection of such conduct is a term or condition of employment or is a basis for employment decisions or (b) such conduct interferes with an individual's work performance, or (c) the conduct creates an offensive or intimidating work environment.

Harassment can include, but is not limited to, the following behavior:

Verbal conduct such as sexual innuendo, sexually suggestive “kidding” or “teasing,” jokes about gender-specific traits, unwanted sexual overtures or comments, inquiries or discussions concerning one’s sexual experiences, comments about an individual’s body;

Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, e-mails or gestures;

Physical conduct such as unwanted touching, intentional brushing against the body;

Threats or demands to submit to sexual requests as a condition of continued employment or to avoid loss of benefits, or offers of benefits in return for sexual favors; and

Retaliation for having reported or threatened to report harassment.

Whenever possible, any person who is experiencing unwelcome conduct of the type generally described above should inform the person engaging in the conduct that it is unwelcome and request that it stop.

All members, especially those in leadership position, are warned not to engage in such conduct in connection with the performance of the ISO activities. This includes the member’s relationships with ISO staff, as well as any one that the member encounters as part of his/her ISO responsibilities, e.g. other members and staff of other associations, exhibitors, vendors, etc.).

Member leaders are urged to remember that their positions carry authority and that it may be difficult for an employee to differentiate between a request that must be addressed as part of their assigned duties and personal requests.

Any person who believes that he/she has been unlawfully harassed by a member, co-worker, supervisor or other business visitor of the ISO, or who has witnessed such harassment, is strongly encouraged to report the facts of the incident or incidents to the President. The ISO can only resolve matters brought to its attention; accordingly, the ISO encourages all persons to come forward with information about allegations of unlawful harassment. Retaliation for making a complaint or cooperating with an investigation of alleged harassment is strictly prohibited. In the event of a conflict of interest or in the absence of the President, the information may be reported to the General Counsel. All complaints will be addressed promptly, and confidentiality will be maintained to the extent possible. The complainant may be required to submit the complaint in writing. No adverse or retaliatory action will be taken against an employee, member or member leader for filing a complaint. Complaints will be investigated in a fair and impartial manner and the complainant and the person complained about will be informed of the result of the investigation although not necessarily the specific action taken. In the event it is determined that the complaint has merit, appropriate action (up to and including termination) will be undertaken by the ISO.

#### FRATERNIZATION

Members of the ISO should never engage in sexual relations with ISO employees. Such conduct can adversely affect the operation and reputation of the ISO.