

## AADOOCR Sections Governing Handbook

### Chronology of AADOOCR Sections

The International Association for Dental Research was founded in 1920. A Section in the earliest days meant the local body of members functioning somewhat independently in several cities such as New York, Boston, and Chicago. These three sections became established within the same month of IADR organization, namely December 1920.

New York City was the site of the first Section; available records, however, do not show just when or where it was formally organized. It can be deduced that at the meeting of the organization of the IADR itself on 10 December, since all the members were from New York, they coincidentally constituted a New York Section. On December 17th the Boston Section was founded and then the Chicago Section followed on December 30th.

The 1920 as well as the revised 1940 Constitution stated, "Members in any geographical center, with the approval of the corresponding national Division, may organize a Section for the local advancement of the objects of the Association." But the 1956 proposed Constitution and By-Laws, more specifically, cites that "Each section shall consist of ten or more members of the Association. New Sections may be organized only with the approval of the National Division." By 1930 the following cities contained Sections of the AADOOCR: **New York** (1920), **Boston** (1920), **Chicago** (1920), **Ann Arbor** (1923), **San Francisco** (1924), **Minneapolis** (1928), **Philadelphia** (1928), **Pittsburgh** (1928), **St. Louis** (1928), **Cleveland** (1930), and **New Haven** (1930). Records of the founding dates of all the Sections were located with some effort. Sections in existence at the end of 1970 and their founding dates follow.

Some Sections are no longer on the roster because they changed their name or status. The Iowa City Section became the Iowa Section. The Oregon-Washington Section (begun in 1948) had become the Pacific Northwest Section by 1952 and in 1966 split three ways into the Vancouver (now British Columbia) Section, the Seattle Section, and the Oregon Section.

In 1920, the first year of AADOOCR, there were just 3 sections. A century later, that tally rose to a total of 44 Sections. (See Table)

**TABLE**

<b>AADOOCR Sections</b>	<b>Founded</b>
Boston	1920
Chicago	1920
New York	1920
Michigan	1923
San Francisco	1924
Minnesota	1928
Philadelphia	1928
Pittsburgh	1928
Connecticut	1930

Washington, DC*	1931
Columbus*	1932
Louisville	1932
Baltimore	1933
Richmond	1933
Rochester	1933
Iowa	1936
Nashville	1937
New Orleans	1937
Houston	1939
Indiana	1941
Memphis	1944
Kansas City	1950
Southern California	1950
Alabama	1952
Wisconsin	1960
North Carolina	1963
Cincinnati	1964
Buffalo	1965
Kentucky	1965
Lincoln-Omaha	1965
Oregon	1966
Seattle	1966
Colorado	1968
Georgia	1969
San Antonio	1969
Arizona	2016
Dallas	2016
Florida	2010
Long Island	2014
New Jersey*	2013
Oklahoma	2011
Puerto Rico	2012
Utah	2017
West Virginia	2005

\* Inactive Sections

## Management of AADOCR Sections

Each Section has its own Officers. A key function of the Sections is to organize local research days and offer opportunities at a local level for networking. Sections may or may not charge dues and the dues amounts may vary. Standardized dues will be offered across all AADOCR Sections to assist in the funding of local activities, support of Student Research Groups and awards. The AADOCR Section fee will be set by the AADOCR Board and Council each year with AADOCR membership dues.

	<b>2022</b>
AADOCR Dues	\$165
Section Dues (GHQ Fee)	\$20

## AADOCR Section Elected Officers and Appointments Duties and Responsibilities

The work of each AADOCR Section is accomplished by the Section Officers, headed by the President. Without strong officers the work of the Section would not be accomplished. The following officer positions are responsible for the governing the of Section, managing Section activities and helping ensure the growth and engagement of their region. The AADOCR depends on strong leaders to hold these positions to ensure the success of the Annual Meeting/General Session, governing Council and growing the AADOCR membership.

Each Section will elect:

- President
- President-elect
- Vice-president (1 year term as VP, 1 as president-elect, 1 as president)
- Secretary/Treasurer (3 year term)
- Councilor (3 year term)

Below are the minimum responsibilities for each officer of the Section.

### President

- Arrangement of business meeting and/or reception in conjunction with AADOCR GHQ. The annual business meeting and/or reception offers an opportunity for networking within the Section and developing future initiatives and leaders.
- Recommend candidates for AADOCR Vice-president  
As a leader in a Section the president should recommend candidates annually for the office of AADOCR Vice-president
- Oversight of Section budget  
All officers have fiduciary responsibility for the Section.

### President-elect

- Website & newsletter liaison  
Each Section should have a website. The AADOCR GHQ offers space to host a site. The president will work with the GHQ staff to keep content up to date. If the Section chooses to host a newsletter to the membership the president will work with the GHQ to distribute to the Section membership.

- Oversight of Section budget  
All officers have fiduciary responsibility for the Section.

#### Vice-President

- Soliciting nominations for Section elected offices  
The Vice-president will be responsible for identifying candidates to stand for the 3 elected offices of the Section. Each Section will need at least 2 individuals to stand for election for each position.
- Oversight of Section budget  
All officers have fiduciary responsibility for the Section.

#### Secretary/Treasurer

- Completing annual report for GHQ.  
Per the AADOCR Constitution the Section is required to submit an annual report of activity to the GHQ. The report is share with the Board and Council.
- Reporting on Section finances at business meeting.  
The GHQ will provide the Section Secretary/Treasurer quarterly updates on membership and on invoices. It is the responsibility of the Secretary/Treasurer to report at the annual meeting or via email to the membership how the Section resources are being utilized.
- Requesting invoices, payments on behalf of Section.  
The Secretary/Treasurer is the liaison with the GHQ for payments, invoices etc. that are required on behalf of the Section.
- Oversight of Section budget  
All officers have fiduciary responsibility for the Section.

#### Councilor

- Represent Section at AADOCR Council Meeting  
The primary responsibility of the Councilor is to attend the AADOCR Council meeting and vote in a manner that is representative of the Section policies.
- Report to Section events arising from Council  
After the Council meeting the Councilor should report either via email or at the annual business meeting the issues arising from the Council.
- Oversight of Section budget  
All officers have fiduciary responsibility for the Section.

These are the minimum responsibilities, but the opportunities are open-ended such as working to grow membership in the Section.

## **Election of Officers**

All current members of the Section are eligible to serve as officers of the Section and vote in the annual election. The annual election of officers is held in conjunction with the AADOCR general election for Vice-president. Current member is defined by a member of the Section that has paid the current year membership dues. Members are both those that have identified the Section as their primary affiliation or have added the Section to their annual membership.

Each Section must nominate a minimum of two individuals to stand for each elected position, vice-president every year and Secretary/Treasurer and Council every three years. Candidates may only stand for election for one position in each election. Section officers are able to be elected to the same office, but may not serve more than two consecutive terms for any elected office.

Prospective candidates for the position of vice president, president-elect or president should have held at least 1-2 positions within the Section before the actual election date. This requirement allows for better and improved understanding of the general operations and limits disruptions of effective processes within the Section.

If an officer does not renew their membership at any time during their term, their term is terminated and remaining officers shall appoint a member of the Section to fill the vacant position for the remainder of the term. Individuals completing the term of office are still eligible to serve two consecutive terms for the same elected office.

Sections that do not provide candidates may risk not receiving the Section membership dues collected for that year.

## **Section Financial Resources**

Each Section retains control of the funds collected for Section membership. Section dues are determined by the AADOCR Board and voted upon by the Council each year.

The GHQ will maintain the record of payments to each Section and communicate with Section officers on a quarterly basis or as requested. Invoices and/or payments are not initiated by the GHQ without written notice from the Section Secretary/Treasurer.

How funds are administered is voted on by the Section Officers, but must be consistent with the Mission of the AADOCR, follow all U.S. non-profit 501(c)3 guidelines, i.e. no political contributions, and must follow the [AADOCR Corporate Sponsorship Guidelines](#).

Typical expenses for Section include but are not limited to

- Logistical costs associated with the Section business meeting and/or receptions such as catering or photocopying.
- Hosting local research day or AADOCR activities
- Support for Section awards.

## **Account Payable Instructions**

General guidelines for Section accounts may be found at

[https://www.AADOCR.org/Portals/69/docs/Groups/Group\\_Accounts\\_Payable\\_Instructions.docx](https://www.AADOCR.org/Portals/69/docs/Groups/Group_Accounts_Payable_Instructions.docx)

## **Payment Request**

This includes payments to awardees, business meeting and reception expenses.

*Via check*

[https://www.AADOOCR.org/Portals/69/docs/Awards/Group\\_Check\\_Request\\_Award\\_Form.pdf](https://www.AADOOCR.org/Portals/69/docs/Awards/Group_Check_Request_Award_Form.pdf)

*Via wire transfer*

[https://www.AADOOCR.org/Portals/69/docs/Awards/Group\\_Wire\\_Transfer\\_Request\\_Award\\_Form.pdf](https://www.AADOOCR.org/Portals/69/docs/Awards/Group_Wire_Transfer_Request_Award_Form.pdf)

- **Expense Reimbursement**

Expenses charged to the Section must be approved by two officers.

[http://www.AADOOCR.org/Portals/69/docs/Groups/Group\\_Expense\\_Reimbursement\\_Form.pdf](http://www.AADOOCR.org/Portals/69/docs/Groups/Group_Expense_Reimbursement_Form.pdf)

All expense reimbursements must be approved by an Officer of the Section. If you are unsure whether an expense is reimbursable, contact a Section Officer to receive authorization prior to incurring any expense.

Travel and other expense reimbursement requests must be submitted, along with receipts, no later than 20 business days after the expense has been incurred. If expense reports are not submitted by the 20th business day, Section Officers forfeit the opportunity to be reimbursed for all incurred expenses.

Travel expenses for a spouse, family member, or guest will not be borne by the Section's finances.

### Receipts

A single cash expenditure of over \$25 must be verified with a receipt, which should be attached to the expense report form. When in doubt, attach a receipt. All hotel expenses must be verified with a copy of the hotel bill.

### Transportation

If your Section permits reimbursement for transportation costs, travel arrangements should be made as early as possible, but in all cases at least 21 days in advance of known travel. AADOOCR will only reimburse for travel made at least 21 days in advance or the Officer can pay the difference between a 21-day advance ticket purchase and a last-minute fare. Only economy/coach class airfare is reimbursable (if permitted by your Section).

If an Officer must use a personal car for Section-related travel, he/she will be reimbursed at the current IRS maximum rate (June 3, 2020 – \$0.58 per mile), plus charges for parking and tolls. Fuel, oil, maintenance, insurance, and all other auto expenses are not reimbursable. Additional collision insurance may be purchased, within reasonable limits if a rental car is required.

### Tips

If permitted by your Section, the following are guidelines for tipping: meals, up to 20%; porters, up to \$2.00 per bag; taxi, up to 20% and/or up to \$2.00 per bag/box; curbside airport check-in, up to \$2.00 per bag/box.

#### Personal Expenses

Personal expenses such as taxis/buses to tour a city, extravagant meals, and social drinking, dry cleaning, pet accommodations, etc., will not be reimbursed from Section finances.

- **Invoice Request**

Request for AADOCR to provide invoice to a vendor for services or for a sponsorship.

[http://www.AADOCR.org/Portals/69/docs/Groups/Group\\_Invoice\\_Request\\_Form.pdf](http://www.AADOCR.org/Portals/69/docs/Groups/Group_Invoice_Request_Form.pdf)

### **Website & Email Services**

Each Section website should be hosted at the AADOCR domain. AADOCR will provide support to Section officers to update their webpages with content provided by the Section.

AADOCR GHQ also may send out messages on behalf of the Section. Every effort is made to send emails out to the selected members within 24 business hours.

Send the following to Riana Hays, [rhays@AADOCR.org](mailto:rhays@AADOCR.org)

- Subject Line
- Date you would like the email sent
- Text of email (Word is preferred)
- Attachments. Note we cannot send file attachments, but we can link to them from the text of the emails so readers may download the documents you would like to include.
- Who is the email being sent to – (i.e. to students or all members.)

### **Year in Review**

January

- 4<sup>th</sup> Quarter statement provided by GHQ

February

March

- Begin nominations for Section officers

April

- 1<sup>st</sup> Quarter statement provided by GHQ

May

- Officer nominees due to GHQ

June

July

- 2<sup>nd</sup> Quarter Statement provided by GHQ

August

- Start of officer election

September

- Annual Report due to GHQ

October

- 3<sup>rd</sup> Quarter statement provided by GHQ

November

December



## **Procedure for New AADOOCR Sections**

Per the AADOOCR Constitution, Article V, Section 1. Sections:

Sections, except the Institutional and Corporate Sections, shall be an organization of the Association and the Division in a locality or contiguous localities. Each Section, except the Institutional Section, shall consist of ten or more members. New Sections may be organized only with the approval of the Division.

## **Suspension or Revocation of AADOOCR Sections**

Per the AADOOCR Constitution, Article V, Section 4. Suspension and Revocation:

Approval of a Section may be revoked or suspended for non-maintenance of the minimum number of members required for formation, failing to hold a meeting for two consecutive years, failing to report its activities and its membership, non-compliance with the Association's Constitution, or for other good cause shown. Suspension or revocation will be determined at an Annual Meeting of Council by a two-thirds vote of the Council members present and voting. The Section threatened with suspension or revocation shall be so notified by the Chief Executive Officer at least 120 days before the Annual Meeting, and shall be entitled to appear before Council in the form of a delegation of members or Officers, or by submission of a written statement to defend its right to exist.