

**THE FRANCIS B. VEDDER SOCIETY**  
**OF**  
**CROWN AND BRIDGE PROSTHODONTICS**

Founded  
1959

Section A  
Constitution And Bylaws

Section B  
Operations Manual

(Original 1959)  
(Revised September, 1975)  
(Revised March, 1990)  
(Revised October,2005)  
(Amended October,2007)

**THE FRANCIS B. VEDDER SOCIETY OF CROWN & BRIDGE  
PROSTHODONTICS  
CONSTITUTION**

**Article I**

Name

The name of this organization shall be “The Francis B. Vedder Society of Crown and Bridge Prosthodontics.”

**Article II**

Objective

The objective shall be to promote and encourage advancement of sound restorative principles in the practice and crown and bridge prosthodontics:to stimulate, be informed of and to advance the latest developments, theories, techniques, and research in crown and bridge: to exchange ideas and promote coordination with all allied both clinical and technical areas of dentistry.

**Article III**

Membership

The membership of this society shall consist of:

Section One .Active Members

1. Dentists and laboratory technicians who show great interest in the field of crown and bridge Prosthodontics or have completed a graduate or postgraduate course relating to crown and bridge prosthodontics as specified in Article IV (Membership) of the Bylaws.
2. Dentists and laboratory technicians who have shown great interest in and have made a

contribution to the field of crown and bridge prosthodontics may be elected to membership upon the recommendation of the Executive Committee, and the number of such new electees shall not exceed ten per year.

#### Section Two - Honorary Members.

Honorary members shall consist of those members of the dental or medical profession, or those scientists in associated fields, who shall have contributed to the advancement of crown and bridge prosthodontics, or those persons who have rendered important services to the profession or the Society may be elected to membership upon the recommendation of the Executive Committee.

#### Section Three - Honorary Life Members

Honorary life membership status may be conferred by recommendation of the Executive Committee upon active or retired members who have given many years of service and support and made special contributions to the perpetuation of the Society.

#### Section Four - Associate Members.

Members of closely allied fields or professions such as members of the dental products industry, dental hygienists, dental assistants, and other persons whose work is supportive of crown and bridge prosthodontics and have made a contribution to the Society by their achievement of 21 hours of CE at Vedder Society meetings within 4 years, and have 2 letters of recommendation from active members in good standing, may be elected to the Associate membership status upon recommendation of the executive committee.

#### Section Five - Life Members.

An active or associate member of the Society who has been a member in good standing for a period of twenty continuous years and having obtained the age of 65 years or a member with a disability may, upon petition to the Executive Committee of the Society, may be granted a life membership.

## **Article IV**

### Government

#### Section One .Officers

The officers of this Society shall consist of President, President-Elect, Secretary, and Treasurer. These officers shall be elected for a period of one year or shall serve until successors shall assume office. The officers may be elected to succeed themselves.

### Section Two Committees

The following shall be standing committees which shall be appointed by the President:

1. Arrangements.
2. Publicity.
3. Membership, Necrology, Attendance and Registration.
4. Laboratory Relations.
5. Constitution and Bylaws.
6. Continuing Education
7. Historian
8. Audiovisual / Information Technology

Special temporary committees can be appointed by the President as he/she deems necessary. (Nominating, etc.)

### Section Three The Executive Committee.

The Executive Committee shall consist of the President, Past-President, President Elect, Secretary, Treasurer, and the Chairs of the Standing Committees.

### Section Four Consultant

The President, with approval of the Executive Committee, may appoint a consultant for the Society as may become necessary.

## **Article V**

### Meetings

#### Section One

Meetings shall be held twice per year. At least one of the meetings each year shall be devoted to crown and bridge prosthodontics, (such as evaluation of material, questions of design, esthetic considerations, techniques, etc.). Some of the programs may be organized in conjunction with the societies or groups of allied fields in dentistry.

#### Section Two

The Executive Committee shall decide the time, date, place, and format of the meetings.

## **Article VI**

### Amendments To Constitution and Bylaws

The Constitution and Bylaws may be amended by a two-thirds vote of the members present and voting at the annual spring meeting, providing that a notice of proposed changes has been presented in writing at the previous regular meeting or read at the previous regular meeting. Any amendment, modification, change etc. must first be approved by the Executive Committee before presentation to the membership for a vote. Membership voting on Constitution and Bylaws changes shall occur only at the Societies spring meeting.

## **Article VII**

### Powers

#### Section One

The Society shall grant to its members a certificate to authenticate membership in the society.

#### Section Two.

The Society, upon recommendation of the Executive Committee, may, by a two-thirds vote of the membership present at the meeting, establish a fund for scholarships and/or loans or awards for undergraduate or graduate students in crown and bridge prosthodontics, or for students in fields allied to dentistry. Administration of such funds shall be designated and determined at the time of their establishment.

#### Section Three

Funds for scholarships and awards may be derived from annual dues or from contributions.

#### Section Four

The Society, upon the recommendation of the Executive Committee, may, by a two-thirds vote of the membership present at the meeting, grant a charter of this Society to groups which seek affiliation with it and which share its objectives and which accept the Constitution and Bylaws of the Society. All details of such affiliation shall be worked out between the Executive Committee of this Society and the group seeking affiliation.

# **THE FRANCIS B. VEDDER SOCIETY OF CROWN & BRIDGE**

## **PROSTHODONTICS**

(Revised September, 1975)

(Revised, March 1990)

(Revised October, 2005)

(Amended October, 2007)

## **BYLAWS**

### **ARTICLE I**

#### Duties of Officers

##### Section One .President

The president shall preside at all meetings of the group, shall have the right to vote, approve all expenditures, sign all documents or papers, appoint all committees, be an ex-officio member of all committees, and perform such other duties as are customary to his office.

##### Section Two .President-elect

The Primary duty of the president-elect is to act as program coordinator. He / She shall also assist the president in the performance of his duties, preside in his absence, succeed to the office of president in case the office of president is vacated for any cause, and perform such other duties as are usually associated with his office.

##### Section Three .Secretary

It shall be the duty of the secretary to keep the record of all transactions of the Society in permanent form, and committee reports, attend to all correspondence, keep all official letters he shall receive together with copies of replies to same, keep a list of all members of the Society and their addresses, obtain all certificates for the Society. He shall perform all other duties as are usually associated with this office.

##### Section Four .Treasurer

The treasurer shall keep all funds belonging to the Society and shall deposit the same in the name of the Society in a bank designated by the Executive Committee, and pay same out on order of the President or Secretary. It shall be his duty to collect all dues. The treasurer shall

provide a report at least twice a year and a projected budget at the December board meeting for the following year. He shall perform all other duties as are customary to his office.

## **Article II**

### Nomination and Election of Officers

#### Section One

The Society shall install its President, and elect by ballot the President-Elect, Secretary and Treasurer. They shall be elected for a period of one year. They may be re-elected.

#### Section Two

These elections shall take place at the annual meeting which shall be held the second half of each calendar year. The new officers will take office immediately following this meeting.

#### Section Three

The nominations for the offices of President-elect, Secretary, and Treasurer shall be made by a nominating committee appointed by the President with the approval of the Executive Committee and from the floor at a general meeting. A majority of the number of votes cast by the voting members present shall constitute election. Honorary members, Associate members Life members and guests shall not be candidates for election as officers of the Society, although such members are eligible for committee and special assignments.

## **Article III**

### Committees

#### Section One Local Arrangements Committee

It shall be the function of this committee to arrange for all meeting rooms, accommodations, etc. for any and all meetings with the cooperation of the Executive Committee.

#### Section Two Publicity Committee

It shall be the function of this committee to:

1. Edit or publish papers and reports of the meetings.
2. With the aid of the office of the secretary, to send out programs of the meetings to all members at least three months before the meeting and to publicize the meetings to the dental profession via appropriate media.

#### Section Three Membership, Necrology, Attendance and Registration Committee

It shall be the function of this committee to:

1. Investigate, upon the recommendation of the Executive Committee, the eligibility of prospective members and to report such findings to the Executive Committee.
2. Extend invitations to all prospective members who are recommended by the Executive Committee for membership.
3. Introduce and initiate new members during the second meeting of each calendar year.
4. Report the death of any member of the Society to the Society at the next general meeting.
5. To transmit a notice of the death of a member of the Society to the Secretary and Treasurer.
6. Organize meeting registration ; record and maintain record of attendance of members and guests.

#### Section Four .Laboratory Relations Committee

It shall be the function of this committee to:

1. Foster cooperation, understanding and communication between the dentist and the laboratory technician and other individuals allied to dentistry.
2. Promote dental technology as an occupation and help recruit to this field.

#### Section Five .Constitution and Bylaws Committee.

It shall be the function of this committee to:

1. Advise the officers of the Society and the Executive Committee as to appropriate procedures in relation to the Constitution and Bylaws.
2. Periodically review the Constitution and Bylaws and present recommendations for change to the Executive Committee.

#### Section Six. - Continuing Education Committee

It shall be the function of this committee to:

1. Maintain compliance and accreditation for continuing education credits.
2. Advise the officers of the Society and the Executive Committee as to appropriate procedures in relation to compliance for continuing education credits.

#### Section Seven.- Historian

It shall be the function of this committee to :

1. Keep all pertinent records, pictures and other memorabilia of the Society.
2. Collect reports from the president and committee chairs at the March meeting for the newsletter



3. Take and collect photos from the meetings
4. Work the with the publisher to assemble a newsletter

### Section Eight.- Audiovisual/Information Technology

It shall be the function of this committee to :

1. Manage all audiovisual, computer, and other information technology equipment.
2. Coordinate with the Vice President (Program Committee) and other Society officers to provide all equipment needed by a speaker for any meeting of the Society.
3. Advise the officers of the Society and Executive Committee as to advances, changes etc. in the field of audiovisual and information technology.

## **Article IV**

### Membership Procedure and Qualifications

#### Section One

Great interest in the field of Crown and Bridge Prosthodontics shall be evidenced by the showing of interest in the Society and attending two regular meetings as a guest within a two-year period, or by the presentation of a table clinic, lecture or similar presentation before the Society.

#### Section Two

A postgraduate or graduate course shall be defined as being at least (a minimum) 1 week in duration or the equivalent. The course shall be in the field of crown and bridge prosthesis or some other closely related field acceptable to the Executive Committee.

#### Section Three

Each year, a number (not to exceed ten) of actively practicing dentists who have shown great interest and are outstanding in the practice of crown and bridge prosthodontics but who did not take postgraduate work in crown and bridge prosthodontics nor engage in teaching in this field. may be elected to membership by the Executive Committee. These active dentists are invited to make application for membership, and shall pay registration fees and current dues if accepted.

#### Section Four

Candidates for active membership who are eligible shall make application in writing upon one of the Society's application forms. Two active members of the Society shall submit letters of

recommendations for the candidate. The application and letters of recommendation shall be forwarded to the Membership Committee who will 'in turn forward them to the Secretary for this Society. Applications shall be presented to the Executive Committee for consideration and approval.

## **Article V**

### Voting and Right to Hold Office

#### Section One.

Only Active members and Honorary life members shall have the right to vote and to hold offices in the Society. Life members are eligible to vote but shall not be eligible to hold offices in the Society. They may be appointed to committees by the president of the Society.

#### Section Two

Honorary members, Associate members, and guests shall have no vote and shall not be eligible to hold offices in the Society but may be appointed to committees by the president of the Society.

## **Article VI**

### Guests

Each member may bring guests to a regular meeting of the Society. Such guests will pay fees established by the Executive Committee

## **Article VII**

### Termination of Membership

A membership may be terminated for:

1. Failure to attend regularly scheduled meetings for a period of two consecutive years without written explanation to the Secretary.
2. Failure to observe proper ethical standards.
3. Failure to pay the annual dues within six months after receiving initial yearly dues notice. Termination of membership shall be recommended by the Secretary or Treasurer for approval by the majority of the Executive Committee members present at a regularly called Executive Committee meeting.

## **Article VIII**

## Reinstatement of Members

Reinstatement of members may be achieved by:

1. Application to the Executive Committee and payment of delinquent dues.
2. Approval for reinstatement by the Executive Committee.

## **Article IX**

### Conduct of Meetings

Roberts' Rules of Order shall govern the conduct of all meetings.

## **Article X**

### Quorum

A majority of members present at any meeting is sufficient to transact official business, except amendments to the Constitution and Bylaws.

## **Article XI**

### Dues

#### Section One

A change in the amount of the initiation fee and/or the annual dues shall be recommended by the Executive Committee to the general membership for approval by a majority vote at a regular meeting.

#### Section Two

A special assessment, as determined by need, may be recommended by the Executive Committee to the general membership for approval by a majority vote at a regular meeting.

#### Section Three

Dues shall be due and payable by January 15th of each year. A statement shall be sent by the Treasurer to each active member, and Associate member on or before November 1<sup>st</sup> of the preceding year. A second and final notice shall be sent on February 1<sup>st</sup> of each year. If no payment is received by March 1<sup>st</sup> of that year, the dues shall be considered delinquent and the

Treasurer shall transmit the name of the individual to the Secretary of the Society for presentation to the Executive Committee.

Section Four.

Honorary members and Honorary Life members shall be exempt from any dues. If any special assessment is voted, this assessment shall be optional for honorary or honorary life members.

Section Five.

Life Members: A yearly maintenance type of fee as determined by the Executive Committee of the Society shall be assessed each Life member.

Original September 1983  
Revised - September, 1990  
Revised March, 1997  
Revised October, 2005  
Revised November, 2008

Section B

**OPERATIONS MANUAL**

**FOR THE**

**FRANCIS B. VEDDER SOCIETY**

**OF**

**CROWN AND BRIDGE PROSTHODONTICS**

**Executive Committee member duties**  
**Revised 2008**

**DUTIES OF THE IMMEDIATE PAST PRESIDENT**  
**THE FRANCES B. VEDDER SOCIETY**

1. Serve as consultant to the current president.
2. Serve as a member of the Executive Committee.
3. Collect, tabulate and report on the questionnaire given to members evaluating the Vedder Society at the spring meeting.

**DUTIES OF THE PRESIDENT**  
**THE FRANCIS B. VEDDER SOCIETY**

1. The President shall preside at all meetings of the society.
2. Has the right to vote.
3. President and Treasurer sign bank account for disbursement of funds.
4. Communicates frequently and in detail with other officers of the Society and committee chairpersons.
5. Coordinates all activities of the Society. Checks to see that all tasks are completed efficiently and on time.
6. Appoints all standing and interim committees.
7. Compile a list of all officers (including addresses and telephone numbers) and all committees for distribution to the officers and committee members.
8. Serves as an ex-officio member of all committees.
9. Appoints Nominating Committee to nominate slate of officers for election to be held at annual fall business meeting. (Immediate past president is the chairman of this committee).
10. President accepts nomination of slate of officers from the Nominating Committee. At the annual fall business meeting he/she also asks for nominations from the floor and presides over the election.
11. Presides over the Past-President's Luncheon and invites President-elect, Secretary and Treasurer to attend. The purpose of this meeting is to gain advice and direction from the past presidents and to report pertinent information to them. (Local Arrangements Committee Chairman arranges the place and details regarding the luncheon)
12. Presides at all Business and Executive Committee meetings; asks for committee reports, makes introductions, etc.
13. Chooses time and location for all Executive Committee meetings.
14. Instructs Secretary to send post card announcements of Executive Committee meetings approximately one month in advance of meeting to board members.

15. Establish the agendas for Executive Committee and General business meetings and distributes same to the members of the Executive Committee and individuals involved with the organizational aspects of the meetings.
16. President opens the general meeting, introduces President-Elect who introduces the speaker(s).
17. Upon elevation of President-Elect to President, he passes the gavel to the new president and receives the Past-President's plaque at Fall Business meeting.
18. Traditionally, the meeting schedule is as follows:

A. General Membership Meetings

- . Spring General Meeting is generally held on the third or fourth Wednesday in March.
- . A Business meeting is held immediately after lunch at the Spring business meeting.
- . Fall General Meeting is generally held at a Northern Michigan resort hotel on a weekend (Friday, Saturday, Sunday) in late September or early October.
- . The Business Meeting is held immediately before lunch on Saturday at the Fall Meeting.

B. Executive Committee Meetings

- . The Winter Executive Committee meeting is generally in early December and new members selected at this meeting.
- . The Spring Executive Committee meeting is held the evening prior to the Spring General Meeting, usually 6:30 p.m.
- . The Summer Executive Committee meetings are called only when deemed necessary.
- . The Fall Executive Committee meeting is generally held on the Thursday evening before the Fall General Meeting at 6:30 p.m.  
Dinner is usually served.

19. Sees that the F.B. Vedder Award is given annually to the outstanding dental student from each institution (University of Michigan and University of Detroit Mercy Schools of Dentistry).
20. Invites or instructs Secretary to invite the five outstanding Senior dental students from the University of Michigan and the University of Detroit Mercy in the field of Crown and Bridge Prosthodontics to attend the annual Spring meeting of the Society.
21. Makes arrangements for the introduction of these outstanding students at the annual Spring General Meeting Luncheon.
22. Notify in writing new officers of their election and committee members of their

appointment or delegate the task to the Secretary.

23. The President traditionally selects a local arrangements chair or membership chair to fill out the executive committee before the fall meeting. He also reappoints the other committee members on the election track to form a slate of the elected officers (president, president-elect, secretary, treasurer). Technically the local arrangements and membership chairs are not elected but they are included in the slate and presented to the membership.

## **DUTIES OF THE PRESIDENT-ELECT THE FRANCIS B. VEDDER SOCIETY**

1. The President-Elect shall assist the President in the performance of his duties.
2. Shall preside at meetings in the President's absence.
3. Shall succeed to the Presidency in the event the office of the President is vacated.
4. Communicate frequently with the President to see that all duties are completed (both President-Elect's duties and the President's duties).
5. The duties of the President-Elect includes serving as Chairman of Program Committee for that year's General Meetings. These duties are to select the speakers for the Spring and Fall meetings. The search and selection process for speakers should begin two years prior to the meeting date, while serving as a member of the Program Committee (generally while holding the office of Secretary or Treasurer). The Program Committee will report to the Executive Committee the name, honorarium and subject matter of the proposed speakers for their approval. The final selection should be made not less than one year prior to the meeting.
6. The president-elect is expected to keep the total cost of speakers fees for 1 year to \$25,000 or less. Authorization to go over this amount must be obtained from the oversight committee composed of the president, past president and treasurer.
7. Be familiar with the Vedder Society's policy on vendors and speakers. A policy statement and sample contracts are in the appendix.
8. If table clinics, demonstrations, social gatherings or other professional programs are desired at any time during the meeting, the President-Elect must work with the Local Arrangements Chairman to arrange for these activities.
9. Obtain curriculum vitae, two photographs and program outline from the speaker.
10. Develop a program and see that it is printed and mailed to the general membership. He/She must coordinate activities with the Chairman of the Local Arrangements Committee, Publicity Committee, Membership and Attendance Committee, Audio Visual Committee, Secretary and Treasurer. Send the program to printer in January for the Spring Meeting and in June for the Fall Meeting with dates times and fees.
11. The General Meeting location, dates, times and refreshments must be coordinated with



- the Local Arrangements Chairman after approval of the Executive Committee.
12. Coordinate speaker/meeting facilities with the Local Arrangements Chairman and Audio-Visual Committee to insure the program runs smoothly throughout the entire meeting.
  13. The expenses covered by the Society for the speaker are generally the honorarium, travel expenses and lodging. Obtain check from Treasurer and see that it is forwarded to the speaker at the end of the meeting.
  14. At time of the meeting, the President-Elect will be the speaker's host. Transportation to and from the airport for the meeting must be arranged.
  15. See that speaker's room is comfortable. Some speakers prefer to be away from the group (free time on Saturday afternoon), others prefer interaction (must get feeling from speaker) and so entertain if speaker desires.
  16. The President-Elect will introduce the speaker to the membership at the General Meeting.
  17. Close of meeting, thank speaker present gift to fall speaker if appropriate , checks with secretary to see that roses are sent to speaker's wife if speaker is married and felt to be appropriate.
  18. Upon elevation to office of President thank Immediate Past President and present plaque to Immediate Past President and accept gavel. Arrange for engraving of plaque and purchase of plaque if none in stock (generally buy four or five year's supply at a time).
  19. Provide information on future meetings to the Newsletter/Historian Committee Chairman for publication and distribution well in advance (at least six months) of the Spring and Fall General Meetings. Note the speaker, date, time, location and fee. Also transmit this information to the Membership Committee Chairman for distribution to new members or honorees.
  20. Serve as a member of the Executive Committee.
  21. Collect, tabulate and report on the questionnaire given to members regarding the quality of the Vedder programs at the Spring and Fall Meetings.
  22. The president elect traditionally serves a one-year term and then becomes president for one year after serving as either the treasurer or secretary for two years.

## **DUTIES OF THE SECRETARY THE FRANCIS B. VEDDER SOCIETY**

1. Record the minutes of the business portion of the General Spring and Fall meetings. Also record the name of the speaker, his subject, location and dates of meeting, number of members and guests in attendance and general details of the meeting. Distribute copies of these meeting minutes to the officers of the Society and Committee Chairmen before the next meeting be it Executive Committee or General Meeting.
2. Record the minutes of the Executive Committee meetings and distribute copies of these proceedings to the Executive Committee members prior to their meeting.
3. Read minutes of the immediate past General meeting (Spring or Fall) to the membership at the next General meeting for their approval.

4. Read minutes of the immediate past Executive Committee meeting to the Board at their next meeting for their approval.
5. Transfer all original minutes and records, pictures, memorabilia, etc., to the Historian. Keep a copy of all old minutes in the Secretary's brief case.
6. Answer all correspondence directed to you from outside sources and report such correspondence to the President and the Executive Committee
7. Write any letters as directed by the President and send him a of copy of the correspondence.
8. Coordinate closely with the President and other officers of the Society. Close coordination also needed with the Program Committee, Local Arrangements Committee. (Announcements need to be sent), Membership Chairman and Treasurer.
9. Coordinate mailing for dues, general meeting announcements and membership rosters so it can be done in two or three mailings to the general membership per year if possible. Check with Treasurer, Local Arrangements Committee Chairman, and Membership and Attendance Committee Chairman on these mailings
10. Notify new officers of their election and notify committee members of their appointments in writing upon instruction from the President.
11. Keep a list of the new members elected to membership at the December Executive Committee meeting and notify new members in writing of their election to membership.
12. Obtain from Treasurer annually a list of active members in good standing.
13. Send post card reminders of coming Executive Committee meetings to Committee members approximately one month in advance.
14. Order new letterheads and envelopes annually as needed approximately (300) copies from a local printer.
15. Order certificates, plaques, etc., as required or requested by the Executive Committee or President. Student awards, appreciation and Member certificates come from: Ann Arbor Printing and Mailing Service, Inc., 771 Airport Blvd., Ann Arbor, Mi. 48106, tel 734 .994-0900.

Past President's plaque wording:

The  
Francis B. Vedder Society  
of  
Crown and Bridge  
Prosthodontics

NAME  
past president

in  
appreciation  
of

service rendered

DATE

16. See that all certificates are printed bulk from Ann Arbor Printing and Mailing Service. Need:

- (1) Active member certificates, (Regular, Honorary, Honorary- Life)
- (2) Associate member certificates.
- (3) Vedder Award certificates (to outstanding senior students).
- (4) Certificates of Appreciation (speakers, table clinicians, etc. Lettering of members and honoree's names done by Kris Jun U of M School of Dentistry.

Transmit these to the Membership and Attendance Committee Chairman for distribution to new members or honorees at the General meeting. Often the Membership Committee Chairman takes the responsibility of having the lettering completed on the new members certificates.

17. Communicate frequently with President and other officers and Committee Chairmen of the Society.
18. Assume responsibility for the future program well in advance. (The President-Elect is in charge each year). Upon election to the Office of the Secretary, the individual should plan to assume President-Elect and Program Committee Chairman positions in two year's time.
19. Serve as a member of the Program Committee.
20. Serve as a member of the Executive Committee.
21. The secretary traditionally serves two consecutive terms and then becomes president elect.

## **DUTIES OF THE TREASURER THE FRANCIS B. VEDDER SOCIETY**

1. Prepare and mail dues statements on or about November 1st of the previous year for the year following, in cooperation with the media specialist hired by the society. Planning for this should start several months in advance if new dues statements and envelopes are needed.
2. Record and mail deposits of dues to Merrill-Lynch. Go to F B. Vedder website and record payments on the individual members records. Update any changes of address or telephone numbers from incoming dues statements on the Vedder website. Also enter on the computer database as a backup to the website.
3. On February 1st or shortly after, send another dues statement to all who have not yet paid, highlighting the late fee and due date. Dues are delinquent after March 1st and the names of all such members are to be forwarded to the secretary. Delinquent individuals

should be contacted to see if they wish to continue as members. All individuals who are delinquent in their dues shall have their names presented to the executive committee at the March board meeting. Final removal of all such members is done at the December board meeting when their names are removed from the database.

4. Prepare year end reports for tax preparation to be sent to our current accountants, Fromholz, Paauwe, & Baker, P.C. and request they send 1099 's to the speakers. You will need to obtain the speakers addresses and social security or tax ID numbers. See tax return from previous year to know what forms to download from the Quicken program.
5. Attend the spring meeting, going the night before to attend the executive meeting and dinner. Try to be aware of issues affecting the society. Prepare a financial report to be presented at both the executive meeting and a brief report for the general business meeting. Pay the speaker, the facility hosting the meeting, and any other expenses: usually the speakers lodging and transportation, and possibly audio-visual expenses as necessary. Record and deposit guest checks from the spring meeting, and also life members luncheon fees, on the computer data base.
6. Pay accounts receivable and make deposits as necessary. Balance monthly checking account statements from Merrill Lynch. Coordinate with the Local Arrangements Chairman in getting deposits paid in advance for reservations at the meeting sites.
7. Early in your first year, begin to look for potential speakers for the year you will be president elect. Contact them and provide them with a contract to sign stating terms, dates, etc. You will need to get a picture of the speaker, as well as the topic on which he will speak. These should be forwarded to the media specialist for publication in the Vedder newsletters well in advance of the meetings.
8. In the fall, attend the board meeting which takes place the evening before the fall meeting usually beginning at 6:00pm. Prepare a treasurers report for the board meeting and for the brief general business meeting which takes place on Saturday. Pay for the meeting expenses, the speakers honorarium, lodging and travel expenses. Also attend the lunches and evening dinners with the speaker and be prepared to pay any and all bills. After the meeting, record and deposit all guest fees paid.
9. In December, attend the Board meeting at a restaurant chosen by the local arrangements chair (with input from the president), and pay any bills. Also prepare a brief treasurers report for presentation at the meeting. This report must include a proposed budget for the next year based on expenditures and monetary reserves of the current year. After two years you will give all information to and train the new treasurer after this meeting.
10. The treasurer shall be responsible for having a current list of paid up members and pre-registered guests at registration for each meeting and be available to receive such payments at registration. The treasurer is also responsible for transmitting such information to the individual that is maintaining the data base so that it is accurate.

11. Pay any bills that come due during the course of the year, and alert the board if expenses are outpacing revenue. We use a Quicken Deluxe accounting program which runs on a P.C. Keep the checkbook register on this program, backing up with each use, and occasionally producing a hard copy printout.
12. Communicate frequently with the President and other Committee Chairmen. Upon election to the office of treasurer, you should plan to assume the office of President Elect and Program Committee Chairman (same position) in two years time.
13. Serve as a member of the Executive Committee.
14. The treasurer traditionally serves two consecutive terms and then becomes president elect.

*The following executive committee positions are generally reappointed yearly by the newly elected president for as long as they wish to serve OR until they are elected to office.*

### **DUTIES OF THE MEMBERSHIP CHAIRMAN THE FRANCIS B. VEDDER SOCIETY**

1. Communicate frequently with the President and other officers of the Society.
2. Communicate and coordinate with the President-Elect and Local Arrangements Chairman and Program Chairman regarding program arrangements and attendance.
3. Serve as a member of the Executive Committee.
4. Keep active and associate membership applications on hand for distribution to prospective members.
5. Receive applications from prospective members, check that the requirements for membership are met and present applicants for membership in the Society at the December Executive Committee meeting.
6. Notify new members of their election to membership in writing. New members are selected at the December Executive Committee meeting. (Check with secretary).
7. Send letters to applicants for membership who were not selected for membership at the December Executive Committee Meeting stating areas of deficiency according to the Constitution.
8. Keep active membership list on line updated as to any changes.
9. Receive reservation cards from general membership for the Spring and Fall General meetings.
10. Advise Local Arrangements Chairman and Program Committee Chairman of the number expected to attend General meeting at a pre-arranged time before the meeting (generally 10 days).
11. Handle registration on morning of General Meetings including collecting fees from guests.

12. Record all members and guests who attended general meetings and keep in attendance book.
13. Periodically transfer old attendance records to the Historian
14. At the Spring business meeting, introduce the new members and helps the President distribute the membership certificates. (also give the Necrology report).
15. Print new roster every three (3) years. Only the title Dr. for dentists and Mr., Mrs., Miss or Ms. for laboratory technicians and other auxiliary personnel are used. D.D.S., D.M.D., M.S., Ph.D., etc., traditionally have not been used.
16. Upon direction from the Secretary, have certificates of membership lettered with the new members name and distribute the certificates to the new members at the Spring Business Meeting. The certificates are prepared by Kris Juno U of M School of Dentistry.
17. The membership chairman traditionally serves two consecutive terms and then is elected secretary.

**DUTIES OF THE LOCAL ARRANGEMENTS  
COMMITTEE CHAIRMAN  
THE FRANCIS B. VEDDER SOCIETY**

1. Communicate frequently with the President, other officers and the Committee Chairmen of the Society.
2. Communicate in detail with the President-Elect (Program Committee Chairman) concerning the planning details of the Spring and Fall General Meetings.
3. Serve as a member of the Executive Committee.
4. Arrange for meeting rooms, meals and refreshments at meeting breaks, at all meetings as needed.
5. Arrange for accommodations (for the speaker , general membership and the guests) at the meetings. A large block of rooms is reserved for the Fall General Meeting.
  - A. Procedure for arrangement of General Meetings:
    - 1) Spring Meeting: (March)
      - a. Reserve a site for the lecture in Ann Arbor or Lansing area at least two years in advance." Reservations of the facility which presently is the Lansing Center. The address is 333 E Michigan Ave Lansing, MI 48933. The main telephone number is 517-483-7000. The fax number is 517-483-7439
        1. The Lansing Center does not require a signed

contract for more than one year at a time but does reserve dates a few years in advance. They are very accommodating to our membership.

- . Determine if special audio-visual equipment is needed in consultation with Program Chairman (screens, microphones, etc.). Make arrangements for any needs. Know where controls are for heat, lights, microphones, etc.
  2. Arrange for a table for the Membership Committee Chairman so registration can take place. (Name tags can be distributed and guest fees can be collected). Contact Penny (Sales) at 517-483-7405
  3. Arrange for coffee/tea, etc., to be served at morning and afternoon breaks. (See B below).
  4. Arrange for water for the speaker near speaker's platform.
- b. Reservation for Lunch:
1. Arrange for the Luncheon at the meeting to include a head table for the Executive Committee with podium and microphone
  2. Lunch is served in the same facility as the lecture (Lansing Center) which makes everything quite simple to proceed. The menu can be obtained by mail or fax or email so that all choices can be easily selected prior to our meeting
  3. Give menu selection and final count to the facility in adequate advance time. This will vary with the facility.
  4. Reserve coffee/tea/soda/snacks for scheduled morning and afternoon breaks as stipulated by Program Chairman.
  5. Transmit bill received from Lansing Center to Treasurer for payment.
- c. Board Meeting
1. Make arrangements for the Board Meeting, including the meal, the night before the lecture. The Radisson Hotel which is directly next to the Lansing Center and is connected by a walkway has a room which serves us well.
  2. The address of the Radisson is 111 N Grand Ave.  
Lansing, MI 48933
  3. The telephone number of the Radisson Hotel is 517-482-0188.
  4. The fax number is 517-487-6646
- d. Lodging
1. Make lodging arrangements for the Board members that desire a room.

2. Make lodging arrangements for the Speaker in conjunction with the Membership Chair.
- e. Insurance
1. Obtain a one day Liability Insurance policy in accordance with the Lansing Center's requirements
  2. The insurance binder can be faxed to the Lansing Center.
  3. The payment will be made by the Treasurer.
- 2) Fall Meeting: (September-October)
- a. Reserve meeting site approximately two years in advance.
    1. These sites often will be glad to entertain you at their expense if you would like to make a tour of the facilities in advance.
    2. Get contract filled out and signed determining rates, approximate number of rooms, dates. (Determine numbers from previous meetings. These will vary with speaker's reputation).
    3. Itinerary should be given to conference site to inform them of dates, times of lecture, meals, breaks, etc.
    4. Set up Executive Committee Dinner (approx. 7:00 p.m. for an estimated 15 people the evening before the General Meeting.
    5. Set up Past President's Lunch for Friday at noon (approx. 20 people).
    6. Occasionally, set up dinner for speaker, Program Committee Chairman and whoever else he desires .This could be at a local restaurant.
    7. Layout of Lecture Hall should be given to conference site in advance - Example: Rows of chairs or amphitheater, projection screen location, etc.
    8. Arrange for a table for the Membership Committee Chairman to conduct registration, distribute name tags, collect guest fees
    9. Arrange for coffee/tea, etc., to be at rear or outside of lecture hall during hours meeting is in progress if possible, 10:30 a.m. to 12:00 noon then 2:30 to 5:00 p.m.
    10. Make arrangements for any special audio-visual equipment needed for the meeting. Help in its installation and operation.
    11. Arrange for any special recreational activities the membership desires at the meeting facility (golf tournament, tennis tournament, fishing, hunting, etc.).
    12. Announcements for Fall Meetings: These must be sent out in July. This is the responsibility of the Program Chairman, but he will need your information.
      - Should include itinerary of meeting schedule, description of



- speaker, flyer from ConferenceCenter for reservations.
  - self-addressed card to Membership Chairman for those who will be attending.
  - The Membership Chairman will keep you informed as to numbers attending Fall meeting.
13. Arrange for accommodation for Guest Speaker at the meeting lodge or some facility near at hand. Want good, first-class, comfortable, quiet accommodations.
6. The local arrangements chairman traditionally serves two consecutive terms and then is elected treasurer.

**DUTIES OF THE CONSTITUTION AND BYLAWS COMMITTEE  
CHAIRMAN  
THE FRANCIS B. VEDDER SOCIETY**

1. Advise the officers of the Society and the Executive Committee as to the appropriate procedure in relation to the Constitution and Bylaws.
2. Periodically, review the Constitution and Bylaws and present recommendations for change to the Executive Committee. Keep copies of the constitution, bylaws, and operations manual for distribution to new committee members and update them as needed.
3. Serve as a member of the Executive Committee.
4. Act as parliamentarian at all meetings of the Society and Executive Committee.

**DUTIES OF THE PUBLICITY COMMITTEE CHAIRMAN  
THE FRANCIS B. VEDDER SOCIETY**

1. Publicize the general meetings of the Society to the dental profession via appropriate media. (Journals, letters to dental schools, announcements to dental societies, etc.).
2. Communicate and coordinate meeting dates with other officers and committee chairmen of the Society.
3. Publicize the Society for membership via promotions, mailings or other means if so directed by the President.
4. May Obtain a list of spring speakers for the annual session from the MDA and e-mail it to board members.

5. October Prepare for discussion and/or recommendation to the board as to which, if any, speaker at the MDA annual session the Vedder Society should co-sponsor. This discussion should take place at the October board meeting so the MDA can be notified prior to their November 1 press deadline.

### CALENDAR

January	Ad in MDA Journal. Meeting announcements send out.
February	Newsletter information prepared. Prepare for executive committee meeting Finalize any promotional materials
March	Newsletter information due at meeting Information to graphic service for fall Program with details (PACE compliance).
Spring Meeting	MDA CDE listing for fall Meeting to MDA liaison.
April	Newsletter information due April 15.
May	Approve MDA ad printing.
June	Information to MDA June 1, deadline for July and August issue by the graphic service.
July	Any Mailings organized to publicize the fall meeting. Fall program mailing sent out by the graphic service and/or publicity committee.
August	Mailings sent out first week of August.
September	Prepare for executive committee meeting.
Fall meeting	MDA CDE listing posted for spring meeting to MDA liaison.

October	Finalize any promotional materials for meetings such as Detroit District Meeting. Information to the MDA liaison for the MDA ad by November 1st.
November	Approve MDA ad for printing (be sure to check with the program chair for accuracy). Prepare for the December executive committee meeting. Information to the graphic service for Spring program (PACE compliance).
December	MDA ad information sent by December 1 for January ad. Business meeting.

Other duties are to come up with promotions and ways to encourage membership and help out with mailings and other requests by the board or president.

### **DUTIES OF U OF M AND U OF D LIAISON THE FRANCIS B. VEDDER SOCIETY**

1. Communicate with U of M and U of D Mercy Dental Schools Prosthodontics Departments to see that Vedder Award winners are selected and senior class honorees are selected by each school.
2. Transmit the names of the honored individuals to the President and so they may be invited to and introduced at the Spring meeting.
3. Transmit the names of the Vedder Award winners to the President and Secretary so certificates may be printed and returned to the appropriate institution for distribution to the winners at their honors ceremony.

### **DUTIES OF THE LABORATORY RELATIONS COMMITTEE CHAIRMAN THE FRANCIS B. VEDDER SOCIETY**

1. Foster cooperation, understanding and communication between the dentist and the laboratory technician and other individuals allied to dentistry.
2. Promote dental technology as an occupation and help recruit individuals to this field.
3. Publicize the general meeting dates of the Society to laboratory technicians, schools of dental technology and allied professions. Extend invitations to these individuals to

attend the meetings of the Society.

**DUTIES AND RESPONSIBILITIES OF THE  
CONTINUING EDUCATION COORDINATOR  
THE FRANCIS B. VEDDER SOCIETY**

1. To maintain compliance and accreditation for continuing education credits on behalf of the society.
2. Acts as a liaison for The Vedder Society to the AGD (PACE).
3. Complete and submit applications to AGD for PACE approval every three years. Must save examples of publicity (see previous application).
4. Coordinates with Publicity on advertisements, flyers and mailers.
5. Review any compliance issues with the board that the AGD requires.
6. Coordinates with the graphic service for all PACE requirements on all printed material.
7. Course evaluations (after each meeting) are reviewed by the program chair responsible for that program. Results kept in PACE folder after discussing it with the board at the meeting following the evaluations.
8. Annual survey evaluation (given in the spring) is reviewed by the past president. The results are kept in PACE folder after discussing it with the board at the fall board meeting.
9. Coordinates with membership on the sign in and guest list of names as a record of attendance. This record will be kept by the membership chairperson.
10. Coordinates with board members to maintain permanent and accurate records for the AGD on behalf of the Society.
11. Coordinates with graphic service for the Spring and Fall CE vouchers from our standard format. Obtain information on courses and credit hours from the program chair.
12. Code CE vouchers (see code list). Each day will be coded for course content.

# **APPENDIX**

(Some of this material is dated but still useful)

## **Special information for the program chairman**

F.B.Vedder Society  
AV EQUIPMENT

SHARP Projector Model XGPH50X

SPECS:

4,000 Lumens

Native 1024 X 768

8' to 10' image at 19-23 ft

12' to 16' image at 30 ft

SCREENS

DA-MAT SURFACE

3 12' X 12' CONNECTABLE WITH FILLER STRIPS

TOTAL HEIGHT 12' WIDTHS 12' 24' AND 36'

AUDIO

LAVELIER WIRELESS MICROPHONE WITH SOUND BOARD AND AMPLIFIER  
CONNECTED TO FACILITY AUDIO SYSTEM

LETTER OF AGREEMENT  
BETWEEN  
FRANCES VEDDER SOCIETY  
AND  
Speaker's Name

PRESENTATION DATE AND TIMES:

PRESENTATION LOCATION

PRESENTATION TOPIC:

AUDIENCE PROFILE: General practitioners, prosthodontists, laboratory technicians and faculty from University of Michigan & University of Detroit/Mercy Schools of Dentistry

AUDIENCE SIZE: 200-250

HONORARIUM: \$ US Dollars

PER DIEM EXPENSES paid by the Vedder Society include hotel accommodations, meals and any incidentals relevant to the presentation.

TRAVEL via coach class round-trip airfare paid by the Vedder Society from the point departure to meeting site. Tickets to be purchased 60 days in advance. Speaker or agents acquire tickets and Society will reimburse the cost of tickets.

HANDOUTS will be duplicated by the Vedder Society and transported to the meeting site if the originals are forwarded 30 days prior to the meeting date. Speaker will provide the society with her audiovisual requirements.

DISCLOSURE OF COMMERCIAL INTERESTS in any products promoted in the presentation must be made to the audience.

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President-Elect Program Chairman

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Speaker



## **Society Policy on Outside Vendors**

Beginning in 2005, the Vedder Society has allowed commercial interests to exhibit at our meetings in exchange for a sponsorship fee determined by the executive committee. The current Program Chairman is responsible for overseeing this activity.

We provide a table for the vendors either in the hallway outside the lecture room or in the back of the lecture room if space and/or leaseholder regulations allow it.

At the outset of the meeting, we advise attendees that the Vedder Society does not promote or endorse any particular product or service that the vendor may be exhibiting. We seek assurance from the current speaker that there will be no conflicts of interest with any of the materials, products or procedures that he/she advocates, and we ask our speakers to suggest companies that may be interested in being sponsors.

The vendors may not make any formal presentation to the group, but can interact with members who show interest in their products at scheduled break times, during lunch, and before and after the meeting.

At the present time we are limiting the maximum number of vendors to four at any one meeting. The funds received are deposited into the general operating funds of the society. These policies are reviewed at every scheduled board meeting.

## Letter of Agreement and Disclosure for Commercial Supporter

Between the Francis B. Vedder Society and \_\_\_\_\_  
(Company/Commercial Supporter)

Title of CE Activity: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_

City/State: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

The above named company wishes to provide support for the named CE activity by means of an unrestricted donation in the amount of: \$ \_\_\_\_\_

### Conditions

- 1. Statement of Purpose:** The Program is for scientific and education purposes only and *will not* promote the products of the Company directly.
- 2. Control of Content and Selection of Presenters and Moderators:** Sponsor is responsible for control of content and selection of presenters and moderators. The company agrees not to direct the content of the program. The Company, or its agents, will respond only to sponsor-initiated requests for suggestions of presenters or sources of possible presenters. The Company will suggest more than one name (if possible); will provide speaker qualifications; will disclose financial or other relationships between the Company and speaker; and will provide this information in writing. Sponsor will record the role of the Company, or its agents.

**Letter of Agreement and Disclosure**

AGREED

Customer Representative: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Chair: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **FRANCIS B VEDDER SOCIETY**

## **DOCUMENT DEADLINES**

### **Fall Meeting Program**

**Deadline to Scribe: May 1**

**Mailing: June 1**

**Two weeks prior** to meeting No. of CE Vouchers needed along with the codes

Speaker CV

jpg. photo of speaker (or glossy print)

Topic

Dates

Location

Changes in fees?

Social Hour?

### **Spring Meeting Program**

**Deadline to Scribe: December 1**

**Mailing: January 1**

**Two weeks prior to** meeting No. of CE Voucher needed along with the codes

Speaker CV

jpg. photo of speaker (or glossy print)

Topic

Dates

Location

Changes in fees?

No. of CE vouchers w /Codes

Special events?

### **Newsletter**

**Deadline to Scribe: April 15**

**Mailing: May 15**

Photos with identification

Text

President's letter

List of Board of Directors

## VEDDER BOARD CALANDER

JAN.

President: -Send March board meeting agenda to Secretary

President elect: . Call speaker for Spring meeting and re-confirm all arrangements, offer to assist getting airline tickets, etc..

. Provide Scribe with Spring meeting details; Name of speaker, C.V., photo, location, dates, maps! directions and guest fees.

Treasurer: . Send previous year speakers SS# or TIN to accountant

. Cross reference all members with Scribe and Membership chair, then authorize scribe to print mailing labels

. Prepare and mail dues statements

. Notify all members delinquent from previous year

. Collect, record and deposit all dues (every month)

Secretary: - Write the minutes from the December Board Meeting.

. Confirm spelling or all new members with membership chair

Membership: - Cross reference all members with Scribe and Treasurer

. Determine cut off date for pre-registration for Spring meeting and notify Scribe of date (usually 10 business days)

Local Arrangements: - Confirm all details of Spring meeting with Program Chair

Feb.

- President: . Confirm with board members the March meeting arrangements
- President elect: . Request names of guests from U of M, U of D Mercy . Send this information to membership chair.
- Treasurer: . Send all tax relevant financial information to accountant
- Secretary: . Mail agenda for Spring meeting and minutes from December meeting to all board members.
- Membership: . Assist Scribe with preparation and approval of C.E. vouchers  
. Collect and record all guest registration, forward monies to Treasurer  
. 10 days before Spring meeting provide Scribe with number of C.E. Vouchers needed (Count number of pre-registrations +20% )  
. Forward names of U of M and U of D Mercy guests to Secretary for the minutes
- Scribe: Mail Spring meeting announcements during first week  
-Prepare C.E. vouchers and deliver to membership chair (along with one master to allow on site copies)  
- Have new member and new life member certificates made and sent to membership chair

MARCH:

- President: . Conduct Spring Meeting
- President elect: . Pick up and host speaker  
. Introduce speaker at meeting

Treasurer: . Collect delinquent dues from Spring meeting attendees

Membership: . Prepare 2 copies of pre-registered members and guests for registration desk at meeting  
- Bring C.E. vouchers to meeting  
- Bring guest registration forms to meeting  
- Bring name tags to meeting  
- Bring new member and new life member certificates to meeting

Secretary: . Take attendance and record all minutes at Spring board meetings and general membership meeting.  
- Bring 2" gold seals and Vedder Society label embosser to meeting

Local arrangements: . Contact membership chair 7 days before meeting to get number of attendees, provide these numbers to lunch and break providers  
- Inform Board of speaker and location for upcoming meetings

#### APRIL:

Treasurer: . Notify all delinquent members and begin collecting delinquent dues + penalty

Secretary: . Write minutes from Spring meeting Local

Arrangements: . Make arrangements for Spring meeting two years in advance

#### MAY:

President elect: . Prepare information for an MDA Journal ad  
RE: Fall meeting and forward to Scribe  
(MDA deadline end of second week in May ! )  
. Contact Fall speaker to re-confirm all details  
and request C.V.; photo, bio sketch,  
A-V requirements and SS# or TIN

Scribe: . Prepare MDA Journal ad, have Program  
chair proof and sent to MDA Journal for Aug.  
issue

## JUNE.

President elect: . Contact MDA Journal managing editor to  
confirm ad for Aug issue  
. Get bio sketch, C.V., photo and Fall meeting  
info to Scribe for Fall meeting announcement  
. Get SS# or TIN to Treasurer  
. Contact speaker to re-confirm all details and  
offer to assist with airline tickets or other travel  
arrangements

Membership: . Cross check membership data with Scribe to  
get both updated.  
. Determine deadline for pre-registration for Fall  
meeting (usually 10 business days) and inform  
Scribe

Scribe: . Prepare Fall meeting announcement and send  
to Program chair for proof

## JULY:

Scribe: . Send Fall program to President by July 15  
. Mail Fall program to all members (and people  
on mailing list) by end of July



## AUG:

- President: . Send Fall board meeting agenda to Secretary
- Membership: . Begin registration for members and guests for Fall meeting  
. Provide Scribe with information necessary to create C.E. voucher for proof copy
- Local Arrangements: . Confirm all reservations for Fall board meeting and re-notify all board members of details

## SEPT:

- President: . Confirm Fall Meeting details with all board members
- Treasurer: . Prepare financial information and meeting registration info for board meeting
- Membership: . Register members and guests for Fall meeting  
. Forward guest fees to Treasurer  
. Contact Scribe 10 days before meeting with # of C.E. vouchers needed (# of pre-registered + 20%)  
. Obtain all C.E. vouchers and one master copy for on-site voucher copies if needed.
- Secretary: . Send copy of Fall meeting agenda and minutes from March board meeting to all board members  
. Take attendance and record all minutes for Fall board meeting
- Local Arrangements: . Confirm all arrangements with providers for Fall meeting  
. Send meeting reminders to all board members  
. 7 days prior to meeting contact Membership to

estimate # of attendees and provide this number to all providers (for # of tables, breaks and lecture room chairs etc...)

Scribe:                    \_Produce and send C.E. vouchers and master to Membership chairman

## OCT:

President:                \_Determine location for December board meeting, make reservations and notify board

President elect:        \_Provide Scribe with Spring meeting information necessary for MDA Journal  
                              \_ Contact speaker and request C.V., photo, A—V requirements and SS# or TIN  
                              \_ Call MDA Journal editor and confirm a full page ad for January issue

Secretary:              \_Prepare minutes from Fall meeting

## NOV.

President:                \_Send December board meeting agenda to Secretary

President elect:        \_ Provide Scribe with details of Spring meeting for the announcement (C.V., photo, location, fees, maps, etc...)

Treasurer:             \_Give bank, Merrill Lynch, and accountant the name and address of new Treasurer and obtain any necessary signature cards in advance of Dec. board meeting

Membership:            \_Review all applications for completeness and send request for additional info when needed  
                              \_Prepare list of applicants for Dec. board meeting

Secretary:              \_Send agenda and minutes from Fall board meeting

to all board members

DEC:

President: .Conduct December board meeting

President elect: \_Report to board future speakers

Treasurer: .Prepare and present financial report at board meeting including a proposed budget for next year.

Membership: \_Determine which applicants meet all requirements and present these to the board  
\_ Determine which applicants do not meet requirements and present these to the board  
\_ Prepare and present membership report to the board  
\_ Following meeting: notify all new members and new life members of their status, invite them to the Spring meeting (give date and location) to be honored  
\_ Following meeting: notify all applicants denied membership and suggest corrective actions  
\_ Add new members and life members to data base and prepare copies for Treasurer and Scribe.

Secretary: .Perform all secretarial functions at board meeting

Local Arrangements: .Reserve hotel rooms and restaurants for Spring meeting  
\_ Notify board of arrangements made  
\_ Confirm Spring meeting arrangements with all providers