

As amended 1976  
As amended 1985  
As amended 2004

LOUISIANA STATE UNIVERSITY  
SCHOOL OF DENTISTRY

THETA KAPPA CHAPTER  
OMICRON KAPPA UPSILON

By-Laws

Article I. Origin, Name and Objectives

Section 1. Origin and Name. This Society, a component of the national dental honorary society, Omicron Kappa Upsilon, established by Charter on January 8, 1971 is named Theta Kappa Chapter of Omicron Kappa Upsilon.

Section 2. Objectives.

- (a) Theta Kappa Chapter has been established to promote a spirit of emulation among students in dentistry for high scholarship and good character\*; and to honor, in an appropriate manner, those who have distinguished themselves in these qualities.
- (b) This society is not organized for profit and none of its net income inures to the financial benefit of any individual or individuals.

Articles II. Membership

Section 1. This chapter shall consist of charter, alumni, faculty and honorary members.

(a) Charter Members are members of the faculty whose names appear on the charter as founders of the chapter. They shall have all the privileges of active members while remaining a member of the dental school faculty.

(b) Alumni Members shall be elected as follows:

(1) Senior students. A list containing the names of at least the upper 20% of the senior class who rank highest in scholarship for the entire period that they have been in attendance at this dental school shall be submitted by or secured from the Dean. From any on this list, a number constituting not more than 12% of the entire senior class, who, in addition to scholarship have demonstrated exemplary traits of character and potential qualities of future professional growth and attainments, may be elected to alumni membership by the active members of this component chapter. Prior to the election meeting, the Secretary shall consult with the chairman of the Student Affairs Committee and the Dean for Academic Affairs and remove from consideration any eligible senior student who has been found to be in violation of the Student Conduct Code or

*\*Conforming to professional standards of conduct or ethics and demonstrating integrity in morals of behavior and expression as deemed proper by the active membership of Theta Kappa Chapter.*

other professional conduct codes. This exclusion shall also extend to the honor underclassmen who are invited to attend the awards banquet as guests of the organization. The election of eligible members may be held at the discretion of the active members at any time after the beginning of the second half of the senior year.

The method of balloting shall be determined by this component chapter. A two-thirds affirmative vote of the active members of Theta Kappa Chapter who participate in the voting shall be necessary to elect a senior student or an alumnus to alumni membership. If 12% of the class shall be less than three, a maximum of three seniors may be elected.

(2) Alumni of any dental school, in which since their graduation a Component Chapter has been established, may be elected to alumni membership, providing their standing as students would have made them eligible to membership. Such eligibility, however, shall be conditional upon an ethical and unblemished record since graduation.

(3) Alumni members who become members of a dental school faculty are eligible for all the privileges of active members as stated in section 7 (a).

(c) Faculty Members are the dentists in the dental school faculty who have been elected to membership after service as a full-time teacher for three years or a part-time teacher for six years. Full-time and part-time shall be defined by the administration of this school of dentistry. Two part-time years will be the equivalent of one full-time year. To be eligible for election, a member of the faculty shall have made outstanding contribution to the art, science, or literature of dentistry\* in addition to the minimum period of service as described above. A two-thirds (2/3) affirmative vote of the active members of this Component Chapter who participate in the voting shall be necessary to elect to faculty membership. At any annual meeting, a maximum of (3) persons may be elected to such faculty membership. They are eligible for all the privileges of active members as stated in section 7 (a).

(d) Honorary Members The Component Chapter may elect to honorary membership any member of the dental profession who has made outstanding contribution to the art, science, or literature of dentistry, and others not members of dental profession who have made similar contribution to the advancement of dentistry. At any annual meeting only one (1) person may be elected to such honorary membership. A two-thirds (2/3) affirmative vote of the active members of the Component Chapter who participate in the voting will be necessary to elect.

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*\*The terms art, science, or literature of dentistry wherever appearing in the By-Laws of this Society shall be interpreted as:*

(a) *“The art of dentistry shall imply skill in performance, acquired by experience, study and observation and may be manifested by presentation, before graduate, post-graduate, refresher course or dental meetings not sponsored or financed by a business firm or commercial enterprise of a method of performing an operation or the development of instrument, appliance, machine or equipment to facilitate dental operations with no purpose of self-profit.”*

(b) *“The science of dentistry shall be interpreted as the introduction of a new theory or suggestion and based upon facts which have been established by study, observation and research, as distinguished from skill in performance.”*

(c) *“The literature of dentistry shall imply the publication of a book or the publication, in a professionally controlled journal on dentistry or its allied sciences, of an original essay, treatise or thesis.”*

An honorary member of the Supreme Chapter or of a Component Chapter is entitled to the privileges of active membership as stated in section 6 (a). An honorary member of the Supreme Chapter may attend the meetings of any Component Chapter, and have the privileges of active membership therein, except that of voting if not a member of the school's faculty.

(e) Life Members To be granted life membership by a Component Chapter, one must have been an Active Member for 30 years and have reached the age of 60. Life Members retain all privileges of Active Members while remaining a member of the dental school faculty, and are exempt from dues.

Section 2. Procedure for Honorary Membership – Any member of Theta Kappa Chapter may propose candidates of Honorary Membership in Theta Kappa Chapter. The names of the candidates, accompanied by complete curriculum vitae shall be delivered in writing to the Secretary at least thirty days before the annual membership meeting. The Secretary will submit them immediately to the chairman of the Membership Committee. The Membership Committee shall study the qualifications of all such candidates and determine those eligible pursuant to the By-Laws. From those eligible, only one may be nominated for Honorary Membership by the Membership Committee at the next officially convened annual Membership Meeting.

Section 3. Balloting for all classes of membership shall be by secret ballot.

Section 4. Proxy votes will not be used, and mail ballots will be provided only to those active members who declare to the Secretary their inability to attend the meeting, and have examined the curriculum vitae of candidates as prepared by the Membership Committee, and will be able to return the ballot to the Secretary before the state of the meeting.

Section 5. Invitation to Membership. When an invitation to membership is extended, to a proposed member, it must be accepted in writing within thirty (30) days of the receipt of such invitation, and the proposed member must agree to the payment of the initiation fee, and to be present in person for the conferring of membership, otherwise membership may be denied to him.

Section 6. Initiation Fee

(a) The initiation fee shall be determined by the Executive Committee of Theta Kappa Chapter and should be sufficient for all the following expenses: (Examples of expenses might be: Supreme Chapter initiation fee, with membership certificate costs, insignia costs, dinner and annual dues). This fee shall be collected by the Secretary-Treasurer from each newly elected member.

(b) Financial inability of a new member to tender immediate payment shall not invalidate his election.

(c) The newly elected faculty members will be charged only for the initiation fee with membership certificate costs, but not for dues, during their first year of membership.

(d) An amount equal to the cost of the Supreme Chapter initiation fee with membership certificate and insignia shall be sent to the Secretary-Treasurer of the Supreme Chapter by the Secretary-Treasurer for each newly elected member in return for which each newly elected member shall receive a certificate and a key attesting to his membership in the Society.

Section 7. Classes of Membership Activity.

(a) Active Member. All charter members are active members while remaining a member of the dental school faculty. All alumni, faculty and honorary members who are members of the dental school faculty and have been approved by Theta Kappa Chapter are active members. Only active members may vote or be elected to the office.

(b) Associate members are all those members of this Component Chapter who are not active members, but do support the Component Chapter by payment of dues with a regularity satisfactory to the Executive Committee of the Theta Kappa Chapter.

(c) Inactive Members are those members of the Component Chapter who are not active or associate members and who do not pay dues. Inactive members may be reinstated as associate or

active members upon the payment of unpaid dues and the approval of the Executive Committee of the Theta Kappa Chapter.

(d) All classes of membership are privileged to receive regular communication from their component Chapter and may attend all convocations and award ceremonies.

Section 8. Acquiring Active Classification. All newly elected members of the Chapter who are eligible for active membership may be automatically classified active by the Secretary when they indicate a desire to participate in the responsibilities of active membership, these being: to attend meetings, to serve on committee assignments, to serve in office, and to pay dues. Those members of the faculty who have been elected previously may acquire active membership by similar expression to the Secretary and after approval by the Executive Committee of the Chapter.

Section 9. Change from Active to Associate Membership. Those active members who express their inability to the Secretary to meet the responsibilities stated in Section 8 above may be changed to the associate classification by the Secretary. At least thirty days before each election meeting, the Secretary should consult about their classification with all active members who did not participate in two consecutive previous meetings.

Section 10. Change to Inactive Membership. The Secretary will reclassify both active and associate dues-delinquent members to inactive in accordance with the dues payment schedule requirement stated in Article III, Section 2.

### Article III. Dues and Assessments

Section 1. Amount of dues. The annual dues for active members shall be twenty-five dollars and twenty-five dollars for associate members. This shall be payable by January 1. Life members shall pay no dues. Active members on military leave shall have their annual dues waived during said leave.

Section 2. Delinquency of dues. If dues of an active or associate member are not paid by April 1 of the current year, he shall be notified by the Secretary-Treasurer of such delinquency and if not paid by August 1 of the same year, he shall be reclassified by the Secretary as an inactive member upon the instructions of the Executive Committee.

Section 3. Assessments. There shall be no assessments except by two-thirds vote of the active member present at a meeting called to consider such assessment.

### Article IV. Officers

Section 1. The officers of Theta Kappa Chapter shall be a President, President-elect, Vice-President, and Secretary-Treasurer. They shall serve collectively as the Executive Committee of Theta Kappa Chapter. The Delegate and Alternate to the annual meeting of the Supreme Chapter will be elected by majority vote of the Chapter.

Section 2. The term of office shall be one year for all Component Chapter Officers except that of Secretary-Treasurer, who shall serve a term of three (3) years. Officers shall continue to perform their duties until their successors have been elected and installed.

Section 3. No officer with the exception of the Secretary-Treasurer shall serve two or more consecutive terms in the same office.

Section 4. Officers of the Chapter shall be nominated by a nominating committee appointed by the Chapter officers. Additional nominations may be made from the floor. Election shall be by the majority ballot of active members in attendance, providing a quorum is present. No proxy or mail ballot shall be used. When but one candidate has been nominated for an office, the Secretary-Treasurer may be empowered by a unanimous vote of the attending members to cast a ballot for the election of the candidate.

Section 5. The time of election shall be December 1. Upon election, they shall be installed immediately.

Section 6. Vacancies. A vacancy in the office of President shall be filled by the President-elect. A vacancy in any other office shall be filled by appointment by the Executive Committee for the unexpired term.

Section 7. Duties of the President

- (a) To supervise generally the activities of the Chapter
- (b) To enforce its laws.
- (c) To decide all questions of order.
- (d) To call and specify the time and place of the annual business meeting or any special meeting.
- (e) To preside at the annual and any special meetings of the Chapter.
- (f) To conduct the installation of new officers.
- (g) To preside at the annual Convocation.
- (h) To preside at the meetings of the Executive Committee.
- (i) To appoint such committees as may be required by the By-Laws and other committees as may be deemed essential.
- (j) To notify, in writing, all committee members of their appointments, a complete list of which shall be submitted in writing to the Secretary-Treasurer.
- (k) To sign all membership certificates and such other papers as may be required to authenticate them.
- (l) To examine the records of the Secretary-Treasurer.

Section 8. Duties of the President-elect.

- (a) The duties of the President-elect shall be those usually pertaining to that office.
- (b) To assist the President in his duties.
- (c) To be a member of the Executive Committee
- (d) To serve as Chairman of the Nominating Committee.
- (e) To assume the office of President automatically should a vacancy occur in that office.
- (f) To be installed as President without election at the next annual business meeting of the Chapter following that at which he was elected President-elect.
- (g) He shall preside at meetings in the absence of the President.

Section 9. Duties of the Vice-President

The duties of the Vice-President shall be those usually pertaining to that office.

Section 10. Duties of the Secretary-Treasurer

- (a) To have charge of the books, papers, and all other documents of the chapter.
- (b) To keep historical and biographical records.
- (c) To maintain an official register of all members of the chapter, according to type of membership and classification of activity.
- (d) To transmit to the Membership Committee all proposals for membership which have been received.
- (e) To submit to the Secretary-Treasurer of the Supreme Chapter, at least 30 days before its annual meeting, an annual report, including a roster of all active members in the chapter, names and addresses of newly elected members, names of deceased component members, the size of the chapter's "Bulletin" mailing list, activities and projects of the chapter, and other items of general interest to the Society.
- (f) To conduct the correspondence relating to the official business between the Supreme Chapter and Theta Kappa Chapter.

- (g) To prepare and conduct ballots as required.
- (h) To notify the active membership of all meetings.
- (i) To extend the "Invitation to Membership."
- (j) To notify all members of the annual dinner and convocation.
- (k) To sign, together with the President, all membership certificates and other papers as may be required to authenticate them.
- (l) To cause to be issued to each new active member, a copy of the Theta Kappa Chapter By-Laws, and a copy of the "Brief Summary of the Historical Data and Other Information Pertinent to Omicron Kappa Upsilon." The latter document also should be issued to each new alumni and honorary member.
- (m) To prepare and present a record (including roll call and minutes) of all business transactions of the Chapter and of the Executive Committee.
- (n) To maintain the financial records of the Chapter and prepare and submit, at the annual meeting, the financial report of the Chapter.
- (o) To receive all monies due the Chapter, be responsible for all monies of the Chapter, and pay out the same on proper authority.
- (p) To issue yearly statements of dues to all active members who have not tendered their dues by January 1.
- (q) To pay the annual dues of fifty dollars (\$50.00) to the Supreme Chapter by December 31 and include a report listing the names and addresses of Chapter Officers elected during the year.
- (r) To deliver all money and property of the Chapter in his possession to his successor.

#### Section II. Special Duties of Executive Committee

- (a) To determine the initiation fee.
- (b) To fill vacancies in office, other than that of President, by appointment.
- (c) To decide all matters relating to the general welfare of the Chapter, for which the By-Laws do not provide, and such other duties as may from time to time be given to it by the Chapter.
- (d) To rule upon changes in classification of membership activity.

### Article V. Committees

Section 1. Regular Committees. The President shall appoint within 30 days of his installation to office an Auditing Committee, Budget and Finance Committee, Convocation Arrangements Committee and Membership Committee.

Section 2. Special Committees. The President may appoint such other committees as may be deemed essential.

Section 3. Notice of Appointments. The President shall immediately notify the Secretary-Treasurer, in writing, of all committee appointments, and notify all appointees, in writing, of their own appointments.

Section 4. Nominating Committee. This committee shall consist of five active members, the President-elect as chairman, and four other members appointed by the Executive Committee. The committee shall prepare a list of candidates for the various elective offices of the chapter, and place these candidates in nomination at the meeting for election of officers.

Section 5. Auditing Committee. This committee shall consist of three members appointed by the President to audit the books of the Chapter immediately preceding the annual election of officers. Their report shall be made at the election meeting, preceding the election, with a written report for the Secretary.

Section 6. Budget and Finance Committee. This committee shall consist of the President-elect as chairman and also the Vice-President and Secretary-Treasurer; and shall

prepare the annual budget for the following year, presenting their recommendations to the Chapter immediately preceding the annual election of officers, with a written report for the Secretary.

Section 7. Convocation Arrangements Committee. This committee shall consist of three active members appointed by the President. It shall arrange for the time, place, and dinner of the annual convocation. It shall select and engage a well-qualified speaker for the convocation. It shall assist the Secretary-Treasurer in preparing notices, financial arrangements and collections pertaining to the dinner and convocation.

Section 8. Membership Committee. This committee shall consist of five active members appointed by the President. It shall study the qualifications of all proposed candidates of alumni, faculty, honorary member candidates to be nominated at the election meeting, and have these available to the Secretary no later than 30 days before the annual election meeting.

## Article VI Meetings

Section 1. Annual election of officers meeting.

- (a) This meeting shall be held as near as possible to December 1, and shall serve for reports of the Nominating, Auditing, Budget and Finance and other committees designated by the President, and shall be the annual meeting for election and installation of new officers.
- (b) The President shall specify the exact time and place and the Secretary-Treasurer shall give written notice to all active members at least 10 days in advance of the meeting.

Section 2. Annual membership meeting.

- (a) This meeting shall be held as soon as possible after February 15, and shall serve for reports of the Convocations Arrangements and Membership Committees and other committees designated by the President, and shall be the annual meeting for election of new members of the Chapter.
- (b) The President shall specify the exact time and place and the Secretary-Treasurer shall give written notice to all active members at least 10 days in advance of the meeting.

Section 3. Annual Convocation. An annual convocation and dinner for all members of the Chapter shall be held within two weeks preceding spring graduation ceremonies, for the purpose of honoring and conferring membership upon new members of the Chapter.

Section 4. Special meetings.

- (a) Special meetings may be called by the President or upon the written request to the President of six active members of the Chapter, setting forth their reason for the special meeting.
- (b) The President shall specify the time and place, and the Secretary-Treasurer shall give written notice to all active members in advance of such meeting.

## Article VII. Parliamentary authority

Section 1. Procedures. Parliamentary procedures not indicated in these By-Laws shall be conducted in accordance with the current issue of Robert's Rules of Order.

Section 2. Annual meeting order of business. The business at the annual election of officers meeting of Theta Kappa Chapter shall be conducted in this order:

1. Roll Call
2. Reading of minutes.
3. President's remarks.
4. Secretary's report.

5. Treasurer's report.
6. Reports of committees; Members, Auditing, Budget and Finance, and Nominating.
7. Unfinished business.
8. New business.
9. Election of officers.
10. Installation of officers.

Section 3. Suspension of By-Laws. Those By-Laws which are in the nature of rules of order may be suspended at the annual meeting by a two-thirds (2/3) affirmative vote of the members, providing that a quorum of members exists.

#### Article VIII. Quorum

The active members present at an officially scheduled meeting shall constitute a quorum.

#### Article IX. Suspension and Forfeiture of Membership

Section 1. Any member may be suspended or expelled from a Component Chapter by a three-fourths (3/4) affirmative vote of the active members of that chapter given the following conditions:

- (a) The balloting occurs at an officially convened meeting.
- (b) The member shall be notified by registered mail 30 days in advance of the meeting of the reasons for consideration of his suspension or expulsion.
- (c) The member shall be allowed to present answers to those charges at this meeting.
- (d) Sufficient cause for initiating this procedure would be recognition of a violation of the Constitution and By-Laws of the Supreme or Component Chapter, or a violation of the principles of ethics of the American Dental Association.
- (e) Section 2. Any member suspended or expelled by a Component Chapter may appeal to the Executive Committee of the Supreme Chapter within 30 days. The decision of the Supreme Chapter shall be final.

Section 3. All insignia are the property of the Supreme Chapter and must be returned to the Supreme Secretary-Treasurer upon forfeiture of membership.

#### Article X. Amendments

Section 1. Supreme Chapter approval. As provided in Article I, Section 3, of the By-Laws of the Supreme Chapter, the By-Laws adopted by this chapter must be approved by the Executive Committee of the Supreme Chapter in order to be effective.

Section 2. Notice of Amendment. Each proposed amendment shall be signed by at least two active members and submitted to the Secretary at least thirty days before it is voted upon. The Secretary shall within ten days of the receipt of such amendment, forward a copy of the same to each active member for his consideration.

Section 3. Voting on amendment. These By-Laws may be amended at any annual or special meeting by an affirmative vote of two-thirds of the members in attendance, provided each active member was given notice of the meeting and of the proposed amendment at least ten days prior to the meeting.