The International College of Dentists Standing Rules

Incorporated under the laws of the District of Columbia
Revised August 26, 2026

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I. GOVERNANCE

A. Sections, Districts, and Regions

1. The purpose of dividing the College into Sections and Regions is to facilitate administration at local and regional levels and to promote more effectively the aims and objectives of the College.
2. In order to effectively pursue the objectives of the College, and satisfy the administration required on a local level, an Autonomous Section may further subdivide into Districts and Constituents.
3. Petition Guidelines to Become an Autonomous Section
   a. The Petition must be signed by a minimum of forty (40) Fellows.
   b. The Petition must include a copy of the proposed new Section's Bylaws.
   c. The Petition must include a slate of officers and committee members.
   d. The petition must include a proposed dues structure, which includes the fees to the College and a proposed yearly budget.

B. Representation

1. Councilor representation per Section for a given year will be determined by the number of Active Fellows reported and capitated to the Global Office by January 31 using the formula described in the Bylaws.
2. Each Section shall notify the Executive Director of those Fellows who have been elected Councilors. This report shall include the names, number of Councilors and terms of office.
3. Each Councilor is expected to attend at least one (1) of every two (2) International Council meetings unless excused by the International Council.
4. Should an elected Councilor be unable to attend for three (3) consecutive years of his term, the Executive Director shall notify the Section and request a replacement.

C. Meetings of the International Council.

1. The Annual Meeting shall be limited to the months of September, October and November of each year with the preferred dates being from the last week of September to the second week of November of each year.
2. In unusual circumstances and with two thirds (2/3) approval of the Council assembled, the Annual Meeting may be scheduled outside of these parameters.
3. The Council shall coordinate the time and the place of the Council meeting with the host Section or global office.
4. The deadline for determining the location of a Council meeting is May 31 of the preceding year.

5. A Councilor will be permitted to attend an Annual Meeting virtually provided that notification from that Councilor's Section is received in writing by the Global Office at least forty-five (45) days prior to the meeting. Only one (1) virtual attendance every three (3) years by a given Councilor is permitted. In extraordinary circumstances the Executive Director may grant virtual attendance beyond that listed in this rule.
6. The President of the College shall serve as Chairman of the Council.
7. When present, the Speaker of the Council shall preside over the meetings of the Council.
8. The Annual Meeting shall be divided into two Sessions.
9. Order of Business - The business of the Annual Meeting shall include the following items:
   First Session:
   a. Approval of agenda with power to the President to change order if needed.
   b. The minutes of the preceding International Council
   c. Officers' annual reports
   d. Executive Director's report
   e. Standing committee reports
   f. Special committee reports
   g. Section reports. These should be in writing and received by the Executive Director no less than sixty (60) days prior to the meeting.
   h. Old Business
   i. New Business (introduction only)
   j. Strategic Planning

   Second Session:
   k. New Business (consideration and vote)
   l. Budget Approval
   m. Election of Officers
   n. Election of the Editor and Speaker
   o. Election of Nominating Committee member

D. Duties of Officers and Councilors

1. President of the College – The President shall be the principal executive officer of the College having the power, responsibility, and authority to:
   a. Preside as chairman at all meetings of the College and Executive Committee.
   b. Preside at all meetings of the Council, except when a Speaker of the Council has been elected who shall preside at all such meetings when present;
   c. Alter the Order of Business of the Council at his/her discretion to assure an orderly flow in the conduct of the meeting.
   d. Appoint the chairman and members of all standing and special committees, except as noted in the Bylaws and Standing Rules;
   e. To serve, *ex-officio*, as a member of all committees of the College.
   f. Actively participate, when present, in the Induction Ceremony of a Section or Region.
   g. Personally, or appoint a representative to preside at the Induction Ceremony for new members of Section XX.
   h. Sign any instrument or other writing or other documents on behalf of the College; and;
   i. Perform such other functions and duties as usually devolve upon the President of an organization and as may be prescribed by the Bylaws, Standing Rules, or action of the Council or Executive committee.
   j. The President shall be reimbursed for College travel as may be determined by the Council from time to time.
2. President-Elect – The President-Elect shall have the power, responsibility, and authority to:
   a. Assist the President as requested.
   b. Perform the duties of the President due to absence or inability to serve.
   c. Attend meetings of and act as liaison between the Executive Committee and the following Standing Committees: Awards, Membership, and Officer Nominations.
   d. Succeed to the office of President at the next annual Meeting of the College or in the instance of a vacancy; and
   e. Perform such other functions and duties as may be prescribed by the Bylaws, the Standing Rules, the Executive Committee or the Council.
3. Vice President – The Vice President shall have the power, responsibility, and authority to:
   a. Assist the President as requested.
   b. Perform the duties of the President in the absence or inability of the President or President-Elect to serve.
   c. Succeed to the office of President-Elect at the next annual Meeting of the College or in the instance of a vacancy; and
   d. Attend meetings of and act as liaison between the Executive Committee and the following Standing Committees: Bylaws, Finance, and Projects;
   e. Perform such other functions and duties as may be prescribed by the Bylaws, the Standing Rules, the Executive Committee or the Council.

4. Immediate Past President – The Immediate Past President shall have the power, responsibility, and authority to:
    a. Serve an advisory role:
        i. When appropriate, provide input and counsel, drawing on their experience gained during time on the Council, the Executive Committee, and especially their presidential term;
        ii. Support the current President and line officers, Executive Director, Executive Committee, and Council and not to advance a personal agenda.
    b. Chair the Councilor Orientation Session at the annual Council meeting and coordinate its orientation and educational content;
    c. Conduct an annual survey with each Councilor and present results to the Executive prior to the annual Council meeting;
    d. Committee Leadership:
        i. The IPP will chair the Officer Nominations Committee and serve on one additional committee as designated by the Global President.
    e. Perform such other functions and duties as may be prescribed by the Bylaws, the Standing Rules, the Executive Committee or the Council.
5. Treasurer – The Treasurer shall have the power, responsibility, and authority to:
    a. Receive from the Executive Director an accounting of all funds paid to the College.
    b. Receive the accountant's monthly review of checks written by the Executive Director;
    c. Submit a written report to the Council at its Annual Meeting furnishing in detail the financial condition of the College.
    d. Present a Budget for the coming year to the Council at its Annual Meeting.
    e. File with the Executive Director a Surety Bond in the amount to be determined by the Council, the premium for which shall be paid by the College.
    f. Serve as the chairman of the Finance Committee of the College; and;
    g. Perform such other functions and duties as may be prescribed by the Bylaws, the Standing Rules, the Executive Committee or the Council.
6. Editor – The Editor shall have the power, responsibility, and authority to:
    a. Edit and publish the official publications of the College, and to perform such other duties as may be assigned by the Council;
    b. Serve as an *ex-officio* member of the Council and submit a written report to the Annual Meeting; and
    c. Receive such emoluments as the Council may decide from time to time.
7. Past Presidents (exclusive of the Immediate Past President) shall have the power, responsibility, and authority to:
    a. Receive all official correspondence; and
    b. Be subject to call by the Council or Executive Director to serve in an advisory or otherwise needed capacity.
8. Speaker of the Council – The Speaker of the Council shall have the power, responsibility, and authority to:
    a. Preside over the Annual Meeting of the Council in accordance with the Rules of Order listed in the Bylaws.
    b. Serve as a non-voting, *ex-officio* member of the Council; and
    c. Serve as Parliamentarian of the Council.
9. Councilors – Shall have the power, responsibility, and authority to:
    a. Attend all meetings of the Council.
    b. Serve as the liaison between the Council and the appropriate Sections;
    c. Report back to the Sections they represent concerning all Council directives.
    d. Be responsible for all committee assignments; and
    e. Be responsive to all correspondence from the College.
10. Non-employed Personnel
    a. Councilors and other Fellows may serve on the College management team, with or without compensation.
    b. They shall be assigned tasks and responsibilities by the Executive Director in consultation with the Executive Committee.
    c. They may be given an appropriate title that relates to their specific duties (Director, Manager, Liaison, Representative, etc.).
    d. They shall be considered "at will" members of the management team for a specified term of service of one (1) year and shall have a detailed job description.
    e. All director level appointments must be approved by the Executive Committee.
    f. Non-employed personnel report to the Executive Director.

E. Committees

1. <u>Awards Committee</u>
    a. Purpose. To review and evaluate the materials presented to it and to nominate a candidate or candidates for the:
        i. Ottofy Okumura Award

This award is the highest honor granted to a Fellow of the International College of Dentists. It is not intended to be presented every year, and it recognizes extraordinary lifetime service to the ICD. To be considered for this award, a candidate must have maintained Fellowship in good standing for at least 20 years and must have demonstrated a history of outstanding service to the College at every level. This is a rare and distinctive honor presented to a Fellow who has significantly elevated the College through his or her actions and activities.

a. The candidate(s) shall be an individual Fellow.
b. The nominee(s) shall be presented to the Council for final action.
c. Eligibility. The individual Fellow shall not be eligible for the Award until three (3) years has elapsed since he or she last served the College or a Section on any Executive level. Similarly, a Fellow serving as a paid employee of the College or a Section shall not be eligible for the Award until three (3) years has elapsed following such employment.
d. The Award shall consist of a certificate and/or plaque properly inscribed and bearing the Seal of the College. In addition, the name of the individual receiving the Award shall be added to the plaque maintained in the Global Office by the Executive Director.
e. Granting the Award to a member of a Section shall render that Section ineligible for competition during the following three (3) years.
f. Presentation
    i. The Award may be presented only once a year and shall be presented at the Annual Meeting of the College or at the Section's or Region's Annual Meeting.
    ii. The Award shall be presented by the College President or his representative.
    iii. The recipient may defer the presentation of the Award to a future meeting
g. Nomination Process and Documentation
    i. Any Section wishing to make a nomination for the Award shall submit their request along with substantiating material to the Awards Advisor who will forward same to the Awards Committee and Office.
    ii. Any District, Region or individual member of a Section wishing to make a nomination for the Award shall send their request along with substantiating material to their Section or Region President for his consideration and approval. If approved, the Section or Region President shall forward same to the Executive Director.
    iii. All nominations and substantiating material must be received by the Awards Committee ninety (90) days before the Council Meeting to be considered for that year's Award.
    iv. If the Awards Committee feels it needs additional substantiating material, it may request additional information from the sponsoring Section or other ICD sources.
h. Committee Process
    i. The Awards Committee shall deliberate at the call of its chairman.
    ii. This meeting shall be held sixty (60) days prior to the Council Meeting to consider any and all submissions.
    iii. The duties of the Committee may be fulfilled through correspondence and a final meeting, if needed, may occur the night before the Annual Meeting.
    iv. All entries shall be kept confidential and may be considered the following year if the Committee so decides.
    v. If the submission clearly violates the spirit and intent of the Award, the Awards Committee shall not bring the proposal to the Council.
i. The Council must approve the Award submission by a 2/3 majority vote, by secret ballot, of those present and voting.

ii. Distinguished Service Award

a. A nominee must be either an Active, Master or Life Fellow in Good Standing
b. Must have maintained continuous active ICD Fellowship for no less than fifteen (15) years.
c. Nominations are made to the Awards Committee and must come from a candidate's home Section and be in accordance with the requirements of the governing body of that Section and the College Standing Rules.
d. Nominations must include a comprehensive detailed submission on the merits of the nominee for consideration. Nomination forms will be available from the Global Office.
e. A Section may nominate up to two (2) individuals per year, plus an additional nomination for every three hundred (300) Active Fellows in the Section.
f. Serving on a Section governing body, Section foundation board or on the International Council is not a requirement for recognition.
g. Following review and acceptance by the College Awards Committee, the candidate's name will be forwarded to the International Council where approval must be obtained before the recognition is awarded.
h. Upon granting of the award, the recipient's credentials and service record will be promulgated through the College media channels (e.g. Globe) and form a permanent register on the College website.

iii. Emeritus Recognition Award
    a. The candidate(s) are to be recognized for outstanding service as International Council Members who have contributed to the progress and achievement of the college in a special way.
    b. The recognition is restricted to living individuals who have retired as Council members.
    c. The award recognizes a performance and contribution above normal expectations.

b. Composition and term
    i. The Awards Committee will consist of five (5) members.
        a. One (1) International Past President
        b. Two (2) International Councilors each of whom have served three (3) or more years on the Council.
        c. Two (2) International Councilors each of whom have served less than three (3) years on the Council.
    ii. Every three (3) years the president will appoint two (2) new members to replace the two (2) departing members.
    iii. The President will appoint the chairman of the committee from its existing members.

c. Awards Committee Protocols
    i. Nominations for awards bearing the name of the College that are proposed for presentations shall be reported to the Awards Committee and reviewed by the Committee.
    ii. Awards that require preliminary approval by the Committee before final decision by the Executive Committee and/or the International Council are: Ottofy-Okumura Award, Master Fellow, Distinguished Service Award, and Emeritus Award.
    iii. The following awards will be monitored by the Committee for their appropriateness and frequency: Honorary Fellowship, Life Fellow, Distinguished Service Award, President's Citation, and Meritorious Award.

d. Awards Definitions
    i. Distinguished Service Award: This award is a significant honor conferred by the College to exceptional Fellows who have distinguished themselves by making outstanding contributions to leadership and service over greater than a fifteen (15) year period. It is intended as a lifetime achievement award to those who continually served key roles for a long period of time. The Distinguished Service award is a category of recognition available to all Fellows.
    ii. President's Citation: Granted upon the wishes of the President or at the request of a Councilor, this award commends a Fellow for an uncommon and outstanding achievement or contribution that is in line with the mission of ICD.
    iii. Meritorious Service Award: This award is intended to thank Fellows who have generously donated time and talent for ICD related service or community volunteerism.

e. The International Council has the final authority to determine the recipients of Awards granted by the College

2. Bylaws Committee
    a. Purpose. To scrutinize all matters pertaining to the College governing documents under review and to make appropriate recommendations to the Council.
    b. Composition. The Committee shall be comprised of five (5) Fellows representing not less than three (3) Sections.
    c. Term. Members shall be appointed for a term of three (3) years in such a manner that there are no more than two (2) new appointments each year.
    d. Quorum. A quorum shall consist of three (3) members.
    e. Protocol for Proposing and Approving Standing Rules
        i. The Executive Committee and the Bylaws Committee are expected to lead in proposing amendments to the Bylaws and Standing Rules which set forth the rules for operating the College.
        ii. Members of the Council may also propose Standard Rules either individually or by committee action.
        iii. All proposed amendments to the Bylaws or Standing Rules must receive preliminary approval from both the Executive Committee and the Bylaws Committee.
        iv. Final approval by the Council during open session is required before the proposed amendment goes into effect and is placed in the governing documents.
        v. Unless otherwise specified, amendments to these Standing Rules require approval by a simple majority of the Council.

3. Executive Committee
   The details and descriptions of the Executive Committee powers are delineated in Bylaws 7.2.

4. Finance Committee
    a. Purpose. It shall be the responsibility of this committee to scrutinize all financial matters of the College under review and to make recommendations to the College.
    b. Composition. It shall consist of no fewer than three (3) and no more than five (5) Fellows appointed annually.
    c. This committee shall be chaired by the Treasurer.
    d. Duties.
        i. An account shall be kept of the money received and disbursed by the College. This account shall specify each disbursement as well as indicate the assets and liabilities of the College, Executive Committee and/or the Council as appropriate.

ii. Review the accounts of the College annually.
iii. Ensure the accounts of the College be audited by an independent Certified Professional Accountant once every five (5) years.
iv. Shall provide a written report to the Annual Meeting of the Council, making recommendations for the investment of surplus funds of the College and to supervise the status of those funds.

5. Membership Committee
   a. Purpose. This committee shall:
      i. Foster growth, recruitment and retention of Fellows
      ii. Study, review and recommend membership best practices to the Council
      iii. Provide oversight of the College development initiatives
      iv. Act on membership enquiries and nominations referred by the Global Office as per Standing Rules V.B.3.a-d.
   b. Duties. The Membership Committee duties will come from the College's adopted Strategic Plan, including its mission, vision, and goals.
   c. Composition. This committee will consist of Councilors from at least half of the Sections of the College as determined by the Executive Committee to be representative of cultural diversity across the Sections.
   d. Term. Committee members will serve for a period of one (1) year with reappointment at the discretion of the President.
   e. The committee chair will create biannual reports on College membership, which will be submitted to the Global Office forty-five (45) days prior to the Executive Committee and Council Annual Meetings.
6. Officer Nominations Committee
   a. Purpose. This Committee shall present a full slate of vetted nominees for the offices to be filled at the Annual Meeting of the Council, including a list of favored candidates.
   b. Composition.
      i. The Officer Nominations Committee shall be comprised of the Immediate Past President, the President, the President-Elect, the Vice President, and one (1) member elected by the Council.
      ii. Should one of the five (5) designated members of the committee be absent, a new fifth member will be elected from and by the Council prior to adjournment.
      iii. The committee will be chaired by the Immediate Past President.
   c. No member of the Officer Nominations Committee is eligible for nomination for any office.
   d. The Executive Director will act as an advisor to the committee and provide guidance but will not be a voting member.
   e. Standard nominating procedures
      i. Nominations are permitted from Sections, Regions or Councilors during a three (3) month time-period following the Annual Council Meeting
      ii. The candidate's name, certified by the proposing entity (Section, Region or Councilor) and ratified by the candidate's Section, is submitted to the Executive Director.
   f. Committee Protocol
      i. This committee receives nominations through the Global Office.
      ii. All nominees shall fulfill the requirements as set forth in the Bylaws and Standing Rules.
      iii. The committee will examine of the history of the candidate, whether the candidate has held positions of importance, whether the candidate has relevant experience, the candidate's past performance in a similar capacity, and whether the candidate has the requisite communication skills, enthusiasm, etc.
      iv. The committee reviews all proposed nominees and develops a 'choice of officers'.
      v. If there are no submitted nominees for any officer position by the end of the open nominations time period, the committee will review all eligible candidates and recruit a nominee(s) for consideration with the approval of the candidate's Section. The committee will maintain confidentiality, objectivity and fairness during the recruitment process, identifying an eligible and willing candidate(s).
      vi. The committee informs all candidates who the committee's 'choice of officers' is and provides opportunity for any to remove his/her name from the ballot before Council sees the ballot.
      vii. No later than sixty (60) days prior to Council meeting, the committee announces all candidates including their 'choice of officers'.
      viii. If for any reason, a nominee becomes unable to serve if selected, the committee may present a replacement nominee or nominees up until the opening gavel of the Annual Meeting.
      ix. Additional nominations from the floor may be made by any member of the Council.
      x. The Council shall hold its vote for the officers of the College during the Annual Meeting.
      xi. A verbal report may be released by committee members to Councilors at the conclusion of their meeting.
      xii. Those elected shall assume office immediately following the meeting.
7. Projects Committee
   a. Purpose. The purpose of this committee shall be to develop projects consistent with College's tax-exempt purposes.
   b. Duties of this Committee shall include but not limited to:

i. Cataloging projects being done around the world.
ii. Outline the highlights of each project.
iii. Review the impact the project had on the area involved.
iv. Evaluate the cost and means of financing the projects.
v. Evaluate the involvement of local Fellows.
vi. Evaluate the transferability of each project to another Section or Region.
vii. Search for a "Signature Project" for the College.

c. Composition. It shall consist of no less than five (5) and no more than ten (10) Fellows.
d. Term. Committee members appointed annually with reappointment at the discretion of the President.
e. Each Section shall be responsible for supplying the information on projects in their Section to the Global Office.

F. Executive Director

1. Duties
   a. Direct the internal and external relationships of the College.
      i. Represent the College to related health professions around the world.
      ii. Maintain close and cordial communications with the leadership throughout the Regions and Sections of the College, serving as a conduit for information to and from these components.
      iii. Public relations: Represent and promote the College to the public worldwide.
      iv. Travel when necessary to represent the College in various world venues.
   b. Supervise the administration, operations, and management of the College, subject to control of the Council. Manage the finances of the College, together with the College Treasurer and the Finance Committee, including accounts payable, reserve account oversight, and budget development.
   c. Monitor and facilitate the implementation and submit an annual report of the directives and policies of the Council.
   d. Follow administrative policies and procedures in the Global Office operations, develop new policies and procedures as needed, and supervise the performance of the Global Office Administrator.
   e. Oversee the performance of, and assist when appropriate, the Autonomous Sections of the College.
   f. Develop and implement Global Office Protocols
      i. Develop staff and self-evaluation mechanisms and participate in the annual review of the Global Office by the Executive Committee.
      ii. Provide timely and periodic updates regarding Global Office activities and issues of importance to the President and the Council.
      iii. Serve as counsel to the individual officers or members of the Council.
   g. Being responsible, *inter alia*, for the storage of records, documents, correspondence, delegation of the recording of the minutes.
   h. Oversee College communications: Manage the flow of information for the College and its Executive Committee including reviewing, determining its significance and distributing to appropriate parties, information both received and to be sent by the College.
   i. Exercises day to day executive authority over the printed and electronic communications of the College.
   j. Assist the Executive Committee, Council and the committees in the development and implementation of a strategic direction and growth for the advancement of the College in meeting its objectives.
   k. Negotiate and exercise contract agreements with third parties and vendors and in consultation with the Executive Committee when needed.
2. The Executive Director employment contract shall have a term of from three (3) to five (5) years and may be renewable.
3. Serve as Secretary of the Council, the College and Executive Committee.
4. Authenticate the records, documents, and correspondence of the College; and be responsible for the accuracy of such records of the College;
5. Attend all meetings of the Council and the Executive Committee, records all votes, actions and the minutes of all proceedings in a book to be kept for that purpose, and perform like duties for the Executive Committee when required.
6. Communicate to the Registrars in Section XX of their duties and responsibilities.
7. Monitor the Registrars in Section XX to ensure they are fulfilling their duties and responsibilities.

II. MEMBERSHIP

A. Requirements

A candidate for admission as a Fellow in the College shall comply with the following:

1. Residency
   a. It is customary practice of the College worldwide that Fellows live or work within their own Section.
   b. In exceptional circumstances, a dentist who qualifies as a Fellow of the College may be invited and accepted for Fellowship by any Section.

c. In the exceptional case where a dentist is nominated for membership by a Section other than where he/she lives or works:
    i. The nominating Section shall inform the Section where the candidate resides, give the reason for the nomination and provide candidate qualification records;
    ii. The nominating Section shall request the Section of residence for confirmation of the good standing of the candidate and inquire as to any objections to approving the candidate as a Fellow of the College;
    iii. Thirty (30) days shall be the time for inquiry and response. Receiving no answer may be interpreted in the affirmative as approval of the candidate as a Fellow of the College;
    iv. In the event the Sections disagree, the Executive Committee shall hear their reasoning, review and decide the question upon request.
    v. Where a dentist living or working in a country that is not within a Section of the College is nominated for membership by an autonomous Section, the Fellow will be a member of the nominating Section until such time as the country of the Fellow is allocated to a Section of the College by the Council.
    vi. Where a dentist living or working in a country that is not within a Section of the College is nominated for membership by Fellows of Section XX, the Global Office will allocate the Fellow to a Region of Section XX.

2. Have been, for at least five (5) years, active in the practice of dentistry or in any phase of dentistry that meets that definition such as teaching, research, or government service.
3. Membership in dental associations
    a. Being a member of a dental association is not compulsory unless the Section or Region to which he belongs has their own requirement in this respect delineated in their own governing documents.
    b. If being a member of the dental organization of the Section or Region in which he resides is a requirement for membership of the Section or Region to which the member belongs, the candidate must be a member in good standing.
4. Be a graduate of any dental school recognized by the College.
5. Be accepted as an active contributor to the dental profession and to the candidate's community and highly esteemed by both for the candidate's integrity and character.
6. A candidate for Fellowship must present supportive documentation of the candidate's contributions to the dental profession and to the candidate's community.
7. Candidate Evaluation Guidelines
    a. Personal Considerations:
        i. The candidate shall have demonstrated integrity, leadership and service.
        ii. The candidate shall have strength of character and the endorsement of recognized peers.
        iii. The length of the candidate's professional career shall be an important consideration.
    b. Record of Achievement: The candidate shall demonstrate a record of exceptional achievement in at least two (2) of the following four (4) categories:
        i. Academia
            a. Advanced academic appointment
            b. Research
            c. Publication in refereed journals
            d. Lectures, presentations beyond the home university setting
        ii. Professional
            a. Appointment or election to leadership in dental associations or initiatives
            b. Leadership record as a student may be considered
        iii. Professional Service and Altruism
            a. Substantive record of volunteerism in dental humanitarian projects
            b. Recognition, awards received for community service and altruism
        iv. Community Achievements
            a. Substantive record of civic, government, or non-government organization volunteerism
            b. Offices held by election or appointment within the candidate's community
            c. Leadership of specific initiatives: e.g. charitable fundraising

B. Invitation, Sponsorship, and Affiliation

1. In all instances candidacy for Fellowship shall be by invitation only.
2. Except under exceptional circumstances, an invitation to Fellowship shall emanate from the Section or Region in which the person to be invited lives or practices.
3. Nominations and enquiries about Fellowship received by the Global Office will be referred to the relevant Section.
    a. It is the responsibility of the Section to acknowledge the correspondence from the Global Office within thirty (30) days.
    b. If no acknowledgement is received from the Section within thirty (30) days, the nomination or enquiry will be referred to the Membership Committee.
    c. The Membership Committee will validate the credentials of the potential nominee.

d. If approved by the Membership Committee, the Fellow will be admitted to Region 50 of Section XX.

4. A candidate shall be sponsored for Fellowship by no less than two (2) Fellows who have personal knowledge of the candidate and who are in a position to know whether or not he conforms to the requirements set forth herein.
5. In exceptional circumstances and in developing areas, a candidate may be proposed by an officer of a Section or Region without a second sponsor.
6. The Executive Director shall be notified of the action taken on a candidate.
7. A candidate, when elected to Fellowship, shall become a member of both the College and the Section or Region which proposed that the candidate become a Fellow.

C. Classes of Fellows

1. Active Fellows – These individuals shall, at the time of their induction, be dentists in active practice as it applies to any facet of dentistry such as clinical practice, administration, teaching, or research and be in good standing in their respective countries.
2. Life Fellows
   a. A Fellow is eligible for Life Fellowship when he has fulfilled the requirements set forth by the Board of Regents or governing body of a Section and may include retirement from practice, research, administering or teaching of dentistry.
   b. An Active Fellow may apply to the Board of Regents or governing body of his or her Section, and upon majority approval by that Board or governing body, Life Fellowship will be conferred.
   c. A Life Fellow will have all the privileges of an Active Fellow.
   d. Life Fellows who were forced to retire and have returned to active practice may apply for restoration of Active Fellow status.
   e. Conferral of Life Fellow status will be reported to the Executive Director.
   f. A petition for Life status from a Fellow from Section XX requires the approval of the Executive Committee.
   g. Any Active Fellow from Section XX in Good Standing who has been a member a minimum of ten (10) years, and is sixty-five (65) years of age or older, and is engaged in sixteen (16) hours or less a week in practice, research, administrating or teaching of dentistry and has a combination of years of membership and age of eighty (80) is eligible for Life Fellowship and may so petition the Executive Committee.
   h. Autonomous Sections may have higher standards for conferring Life Fellowship.
3. Honorary Fellows
   a. The Board of Regents or governing body of a Section may confer Honorary Fellowship upon an individual, other than a member of the College and not necessarily a dentist, who has rendered conspicuous service to the cause of dental science or has contributed to the promotion of the dental profession.
   b. When a Section or Region proposes conferring Honorary Fellowship to a dentist, prior approval of the Executive Committee is required. If that dentist is from another Section or Region, approval from that Section or Region is also required.
   c. Honorary Fellows shall be exempt from payment of all fees to the College and shall have no vote in College affairs.
   d. Conferral of Honorary status shall be reported to the Executive Director, along with the required membership database information.
4. Master Fellows
   a. Master Fellowship is both a category of Membership in the College, and a significant honor conferred by the College to deserving Fellows.
   b. Masters shall, at the time of their induction, be Active Fellows or Life Members who have rendered conspicuous and outstanding service to the College.
   c. They must first be nominated by their Section, and their selection shall be in accordance with the requirements of the governing body of the Section which made the nomination.
   d. Master Fellows must have served on their Section's Board of Regents, Section Foundation Board or on the International Council for a cumulative minimum total of ten (10) years.
   e. To be considered for Master Fellowship, a Fellow must have maintained active Fellowship in the College for at least fifteen (15) years.
   f. Following review by the College's Awards Committee, approval of the Council or its Executive Committee must be obtained before Master Fellowship is awarded.
   g. Each Section may nominate one (1) Master Fellow per year, plus an additional nomination for every five hundred (500) Active Fellows in the Section, with a maximum of four (4) new Master Fellows per year for any Section.
   h. Upon induction to Master Fellowship or Distinguished Service Award, the recipient's credentials and service record will be promulgated through the College media channels (e.g. Globe) and form a permanent register on the College website.

D. Good Standing

A Fellow shall be adjudged to be in Good Standing if:

1. They are in compliance with ICD membership criteria, both international and sectional;
2. The Fellow respects and demonstrates the core values of ICD;

3. All applicable fees are current;
4. They are free from allegations or charges against the Fellow and being in compliance with regulatory authorities;
5. There are no known convictions pending with the International College of Dentists or any component of organized dentistry;
6. They are respected within the dental profession and their community.

E. Use of Letters

Fellows in the College, in good standing, are allowed to use the letters FICD (Fellow, International College of Dentists) or if applicable, MICD (Master, International College of Dentists) immediately following their name and professional degrees depending on the customs, laws, regulations and professional ethics of their respective Sections and locality.

F. Transfer of Membership

1. If a Fellow in Good Standing of a Section or a Region moves to another Section or Region, the Fellow may apply for a transfer of membership.
2. Notification by location
   a. If the Fellow moves to a different Section, the Fellow must notify the governing authority of the new Section. It is the responsibility of the new Section to notify the Executive Director of the transfer of membership.
   b. If the Fellow has moved into (another) Region, he or she must notify the Executive Director and shall include in the transfer notification evidence of the Fellow's Good Standing in the Section or Region the Fellow vacated.
3. The Fellow will remain a dues-paying Fellow of the original Section or Region until the Fellow receives acknowledgement of the Fellow's membership from the new Section or Region.
4. The Fellow may be allowed to attend meetings of the new group while awaiting acknowledgement of the Fellow's transfer.

G. Termination

1. If a governing Section determines a Fellow has violated the provisions of Fellowship, his or her membership shall be terminated.
2. The Executive Director will be notified immediately whenever action is taken to terminate membership of a Fellow of the College.
3. A terminated member loses all rights and privileges of membership in the College.
4. A terminated member shall be informed that the Certificate of Fellowship and the Key to the College are the permanent property of the College and shall no longer be displayed or used by the terminated member. This rule applies to the use of the FICD designation in any form.
5. Sections will maintain a record of terminated Fellows for reference and reporting to the Global Office.
6. The status of a Fellow will be deemed to be "inactive" when his/her Fellowship is terminated for failure to pay dues or loss of contact.
7. Any inactive Fellow may make application for readmission to the Section. The Board of Regents of that Section shall establish the requirements for readmission.

III. FEES

A. <u>Annual Section Fees</u>

1. Based on a recommendation from the Finance Committee, the Council shall set annual section-fees for each eligible Fellow of the College when the annual budget is presented at the Annual Council Meeting. Annual section fees are not charged for Life or Honorary Fellows.
2. Each Section shall be responsible for remittance of the total annual section fees for their Fellows.
3. All Sections shall pay the same annual section fees per Fellow unless an adjustment has been requested and approved by the Council at the Annual Meeting.
4. Annual section fees are payable by April 30 of each fiscal year, unless a fee modification has been requested to and approved by the Council. Sections are encouraged to pay their annual section fees ahead of this schedule.
5. New Sub-Classifications of Membership
   a. Application of annual section fees payable to the College for new sub-classifications of membership must be specified.
   b. Any exemption of annual section fees for new membership sub-classifications must be approved by the Council.
6. Section XX Dues Policy
   a. Due to the nature of Section XX, Active Fellows are assessed dues at a rate set by the Council.
   b. No annual dues are assessed to new Active Fellows during the year of their initiation into the College.
   c. Active Fellows must pay annually assessed dues before the end of calendar year deadline to remain in good standing with the College.
   d. Active Fellows who owe two (2) years dues are considered dues delinquent and not in good standing.

e. Fellows owing more than three (3) years annual dues are classified as inactive: not in good standing, and shall be deemed to have forfeited all privileges Fellows of the College enjoy.
f. Inactive Fellows may be reactivated to good standing by paying the current annual dues amount, providing they otherwise qualify for fellowship.

B. Fee Modification

1. When the Council grants a fee modification, such modification shall only be for the next fiscal year.
2. Continuation of a fee modification shall require annual approval of the Council.

C. Installments. For Sections that do not pay in full the First Quarter, the payment policy shall be for 33% of that Section's total annual section fee submitted to the College according to the following schedule:

1. 1st installment of not less than thirty-four (34)% due not later than April 30th each year;
2. 2nd installment due not later than June 30th each year;
3. 3rd installment due not later than November 30th each year.

D. Failure to Pay

1. If a Section fails to pay their annual section fee in a fiscal year, it will be considered delinquent, resulting in loss of voting rights concerning the Council that year.
2. If it occurs for two (2) consecutive years, the Section loses the right to attend Council Meetings until the Section pays all delinquent fees.

E. Initiation Fees

1. An initiation fee for each new Active Fellow, set by the Council, shall be paid by a Section to the College.
2. All Sections shall pay the same initiation fee for each new Active Fellow.
3. There shall be no initiation fee for Honorary Fellows.
4. The due date for payment by the Sections of new Fellow initiation fees is thirty (30) days following their initiation/induction.
5. In the case that an appropriate reason is reported to the Executive Committee, the due date can be extended up to sixty (60) days.

F. Reporting and Database Management

1. Reporting applies to both annual section fees and initiation fees.
2. Sections/Regions are responsible for keeping details of all new and existing Fellows in their respective databases current.
3. Sections must submit the current and complete database of all their Fellows to the Global Office annually upon or within two (2) weeks of paying their first installment of annual section fees for the year.
4. Databases must indicate if an Active Fellow is in Good Standing.
5. Each Section's database must contain information for each Fellow as specified by the Global Office, including minimally each Fellow's complete name, email address, city, country, membership category, membership status, date of birth, date/year of induction, and type of practice. Other information is welcome but not required.
6. If a Section fails to submit a current database for two (2) consecutive years, the Council has the right to place the Section on Administrative Probation, according to the Administrative Probation terms set out in Bylaws 6.6. During Administrative Probation, the Executive Director and Global Office may work with the Section to acquire a current and complete database and continue to monitor the Section's database process until optimal performance is achieved.
7. The worldwide ICD database is maintained by the Global Office. The Global Office is responsible for updating the worldwide database as updates are received from Sections/Regions.
8. Sections/Regions are encouraged to send database updates frequently to the Global Office to keep the worldwide database current.

IV. ORIENTATION, MATERIALS AND SYMBOLS

A. Orientation

1. Candidates will, prior to induction, receive orientation designed to educate them about the College: its history, identity, objectives, structure, projects, and other activities.

B. Fellowship Certificate, Keys and Pins

1. All Fellows of the College will receive the official Fellowship Certificate with the ICD Seal and an official College Fellowship Key.
2. Fellowship Certificate
   a. The Fellowship Certificate is reserved for approved Fellows of the College only, and may not, under any circumstances, be given to non-Fellows.
   b. The Fellowship Certificate contains official language and information that must meet specifications determined by the Global Office.
   c. Sections may choose to modify the Fellowship Certificate and produce Certificates locally provided they adhere to specifications and quality control measures determined by the Global Office.

d. Modified certificates must be reviewed and approved by the Global Office prior to production or distribution to new Fellows.
e. The Fellowship Certificate must include the official Seal of the College, according to Seal guidelines in the Bylaws which may not be reproduced or replicated.
f. The official Seal of the College is produced and distributed only by the Global Office.
g. The Fellowship Certificates must be signed by either the ICD International President, or by the Section Registrar or Deputy Registrar and Section President, prior to presentation to a new Fellows.

3. The College Fellowship Key
   a. The College Fellowship Key symbol is a registered trademark of the International College of Dentists.
   b. The Key symbol is used for College Fellowship Certificates, displayed at College ceremonies, and displayed in all its familiar venues.
   c. The Fellowship Key is reserved for Fellows of the College only, and may not, under any circumstances, be worn by non- Fellows.
   d. Sections may purchase the College Fellowship Key from the Global Office or may produce keys locally provided Sections adhere to specifications and quality control measures determined by the Global Office prior to production or distribution of keys.
4. Fellowship Pin
   a. The official College Fellowship key which is presented to new Fellows at their induction ceremonies on a gold and green ribbon may have a clasp added by Sections to serve as a Fellowship lapel pin.
   b. Following induction, Fellows may elect to continue to wear the key on the ribbon to other functions or, if a clasp has been added, may elect to wear the key as a lapel pin.
   c. Fellows are encouraged to wear the College Fellowship Key to all ICD functions and to functions outside ICD.
5. Presentation
   a. The Fellowship Certificate, official Fellowship lapel pin and Key are presented to all new Fellows during induction ceremonies conducted at the time and place designated by the Section.
   b. When extraordinary circumstances affect a candidate's ability to attend or a Section's ability to hold an induction ceremony, that Section may grant Fellowship in absentia. Guidelines are available from the Global Office for in absentia presentation of the Fellowship Key, Fellowship Pin and Fellowship Certificate.

C. College Awards, Designations and Certificates

1. All Fellows approved for College awards, including Master, Honorary, Ottofy Okumura Award, Distinguished Service Award, Emeritus Award, Presidential Citation Award and Meritorious Award, including Master and Honorary Fellows, will receive an official certificate or other official material, which will be prepared by the Global Office for presentation by the Section.
2. Each Master Medallion is embedded with a unique ID number which is registered with the name of the Master Fellow and recorded in the Global Office. The Master Medallion may not be transferred, reproduced or replicated by Sections or individuals.
3. The Key and certificate are the permanent property of the College and are deemed to be held in trust by Fellows and upon default or resignation shall be surrendered to the College at the discretion of the Board of Regents or the governing body of the Section concerned.

D. Wearing of Emblems and Official College Materials

1. Fellows of the College, in good standing, are permitted to display their Fellowship by wearing the emblems and official materials of the College.
2. The official recognition pin of the College is the black Fellowship lapel pin.
3. Images of the Fellowship Certificate, the College Fellowship Key, and the black Fellowship lapel pin are found in Appendix A of these Standing Rules.

E. Colors. The colors of the College are gold and dark green.

F. Caps and Gowns

1. The gown is black fabric with velveteen trim.
2. The gown will have three front panels in lilac, gold color and dark green.
3. The gown will have three black velveteen bars on the sleeves with a three-inch gold color band below the bars.
4. The cap is a black mortarboard with gold color tassel.

G. ICD Logo Flag

1. The International College flag was adopted in 1969. The logo flag has replaced the original College flag and is now the official flag of the College.
2. The ICD Logo Flag, double-sided with gold fringe, is produced by the Global Office and distributed to Sections or Fellows. The official ICD Logo Flag may not be reproduced or replicated by Sections or individuals. Variations of an ICD flag may be produced and displayed by Sections with approval of the Global Office.

H. ICD Logo

1. The logo of the College is trademarked and represents the official visual branding of the College to the profession and the public. The logo shall not be used to replace the Key and must be used within the guidelines specified by the Global Office. Use of the College logo by members demonstrates pride in College Fellowship and is the consistent, recognizable image that identifies the College to colleagues, patients and the public. The logo may not be used in any manner that discredits the College or is misleading. The logo may be used by Sections on College letterhead, newsletters, informational notices, during College events and ceremonies or on College promotional materials or apparel. The logo may be used by Sections for professional communications including websites, business cards, and phone directory listings. The logo may not be used for personal advertising, correspondence or other marketing materials not authorized by the Global Office. The College will license use of its logo to any ICD Fellow who agrees to and satisfies the terms of the License Agreement, which can be found on the College website or retrieved from the Global Office.

V. NECROLOGY

A. The death of a Fellow shall be recorded by the Board of Regents or the governing body of the Section or Region involved.
B. Names of the deceased shall be announced at the next meeting of the Board of Regents or governing body of the Section or Region.
C. The death of a Fellow shall be reported to the Executive Director.