

California Dental Hygiene Educators' Association

Constitution and Bylaws

Revised Adoption 2020

ARTICLE 1: NAME

The name of this organization is the California Dental Hygiene Educators' Association.

ARTICLE 2: MISSION STATEMENT

The California Dental Hygiene Educators' Association is an organization focusing on the professional growth of dental hygiene educators. The members of CDHEA strive to enhance the dental hygiene education process by providing a forum of honesty, integrity, and respect for educating individuals who can provide quality dental hygiene care to the community.

ARTICLE 3: ORGANIZATION

Adopted February 1994

This association is a for-profit dental hygiene educators' organization.

If this association is dissolved at any time, no part of its funds or property may be distributed to or among its members. After payment of all indebtedness of this Association, its surplus funds and property will be used for dental hygiene education in such a manner as the governing body of the Association may determine.

Membership of this Association consists of dental and dental hygiene educators whose qualification and classifications are established in Chapter II of the Bylaws. These Bylaws will be reviewed and voted on by the membership every three years.

ARTICLE 4: GOVERNMENT

The legislative and governing body of this Association is the general membership.

The administrative body of this Association is an Executive Board elected by the general membership.

California Dental Hygiene Educators' Association

Bylaws

CHAPTER I: GOALS

The goals of the Association are to:

1. Promote the highest standards of dental hygiene education.
2. Foster personal and professional ethics in dental hygiene education.
3. Facilitate communication among dental hygiene educators.
4. Enhance the liaison between dental hygiene educators and other related California agencies/organizations regarding public policy and dental hygiene education as it affects the scope of practice of California dental hygienists.
5. Enhance dental hygiene educator's awareness of new developments in instruction and to share curricular information.

CHAPTER II: MEMBERSHIP

A. Membership:

1. *Active*: An instructor in an accredited dental or dental hygiene program who is presently active in dental hygiene education in California/Reno, Nevada. An active member shall have the privilege of voting on all issues, making nominations and holding office.
2. *Associate/Retired*: An instructor not currently active in dental hygiene education in California/Reno, Nevada. An associate/retired member shall not make nominations or hold an office of President, Vice-President or Secretary.

CHAPTER III: GENERAL MEMBERSHIP

A. Composition:

1. *General Membership*: Membership shall be open to all California dental and dental hygiene educators including Reno, Nevada. Membership shall consist of all dues-paying members.
2. *Executive Board*: *The Executive Board shall consist of the following positions: President, Vice-President, Secretary, Treasurer, Immediate Past President, Executive Director, and Event Planner.*

B. Powers and Duties: The general membership has the following powers and duties.

1. To provide recommendations and approve all business of the Association.
2. To elect members of the Executive Committee, with the exception of Treasurer, Executive Director and Event Planner.
3. To review the Association's financial report.

C. Sessions:

1. There shall be one meeting each year of the general membership. The meeting will be held no later than 90 days after the first of the calendar year.
2. Each annual session shall be hosted by one of the member schools. The

responsibilities of host will rotate from school-to school, in alphabetical order, starting at the beginning of the alphabet. Topics and speaker suggestions will be submitted one year in advance to the Executive Board.

3. A school unable to host the annual session during their assigned year is responsible to make arrangements for an alternate host through the Executive Board.

D. Official Call:

1. Annual Session. Notification of the annual session will be posted on CDHEA.org website by September.
2. Special Sessions. The president shall call and arrange all special sessions on urgent matters with the Executive Board.

E. Quorum:

1. At the annual session, a quorum shall be a majority of the general membership.
2. At the special sessions, a quorum shall be a majority of the Executive Board.

F. Presiding Officer: The President shall be the presiding officer.

G. Recording Officer: The elected secretary shall be the custodian of all general membership and Executive Board meeting records.

H. Order of Business: The order of business of the annual general membership session shall be:

1. Executive Board meeting.
2. General Session: The business meeting will be conducted by the President.

I. Rules of Order: The meeting will be conducted according to *Robert's Rules*.

CHAPTER IV: EXECUTIVE BOARD AND ELECTED OFFICERS

A. Composition. The Executive Board shall consist of the Association's elected members: President, Vice President, Secretary, Treasurer, and Immediate Past President. The Executive Director and Event Planner shall be non-voting and serve *ex officio*. The officers may not send alternates to attend Executive Board meetings.

B. Elected Association Officers. The Association's elected officers are a President, Vice President, and Secretary. The President succeeds to the position of Immediate Past President at the completion of the term as President. All officers and board members must be individual members of the Association. The Treasurer is not elected on a rotational basis: however, an election will be held upon retirement or a vote of no confidence by the Executive Board upon recommendation from the Executive Director.

C. Duties of the officers are:

President: It is the duty of the President:

1. To provide leadership in achieving the Association's goals and upholding policies.
2. To serve as the presiding officer at the Annual Session and Executive Board meetings.
3. To serve as the Association's official representative to other organizations or appoint others to represent the Association.

Vice President: It is the duty of the Vice President:

1. To serve in place of the President at the request of the President during the elected term.
2. To perform any duties requested by the President.
3. Receive student scholarship nominations from Directors of undergraduate programs and forward the information to the Treasurer by the determined due date.

Immediate Past President: It is the duty of the Immediate Past President:

1. To serve in place of the President or Vice President.
2. To perform any duties requested by the President or Vice President.
3. To provide expertise and continuity to the deliberations of the Executive Board.

Secretary: It is the duty of the Secretary:

1. To record minutes of the Annual Session, Business and Executive Board meetings.
2. To keep records of the meetings for the membership.
3. To provide a written report of the minutes to the Executive Board for final approval.

Treasurer: It is the duty of the Treasurer:

1. To keep an accounting of Association finances and maintain financial records.
2. To be custodian and signatory on the Association checkbook along with the Executive Director.
3. To distribute funds as directed by the Executive Board.
4. To provide a financial report that has been approved by the Executive Board at the Annual Session.
5. To maintain and update an accurate membership list.

Nominations: Nominations to the Executive Board are made by active members at any time during the Annual Session. The Executive Board members are elected at the close of the business session held at the end of the Business meeting.

Elections: Members are elected by a majority vote. Ballots are counted by the President or Executive Director and one active member.

Assignment of Officers: The Executive Board shall determine among itself who shall be President, Vice President, Secretary, and Treasurer. The Immediate Past President shall not act in any other capacity.

Terms of Office: The term of office to the Executive Board, with the exception of the Treasurer, is three years. The President, Vice President, and Secretary may only serve on the Executive Board for two consecutive terms if re-elected by membership. Former Executive Board members may again serve on the Executive Board after a two-year absence from the Board.

Term of the Immediate Past President: The Immediate Past President shall serve until that time when he/she is replaced by the current outgoing President.

Term of the Treasurer: For continuity of CDHEA finances, the Treasurer shall serve an unlimited number of terms with re-election every four years.

Installation: All newly elected Executive Board members will be announced at the end of the Annual Session, immediately prior to closing.

Replacement: In the case of retirement, resignation, or death, the Executive Board shall elect a member to complete the unfilled term for the missing Executive Board member at the next annual session.

Duplication of duties: An Executive Board member cannot hold two offices in the Association at one time. In the event of an unfilled position, the duties shall be distributed to the remaining officers by the President or the Vice President, if the President's office is vacant.

D. Powers and Duties: The Executive Board shall have the following powers and duties:

To serve as the Association's administrative body.

1. When the Association is not in session, to establish interim policies, provided that such policies are not in conflict with existing Association bylaws and are presented for review at the next session of the Association. To establish rules and regulations consistent with these *Bylaws* and to govern the organization, procedures, and conduct of those rules.
2. To render reports of its actions to the Association at the annual session.
3. To be responsible for Association planning, to continually apprise the Association of planning efforts, and to provide the Association with ample opportunity for review and comment before a determination of future direction.
4. To appoint and evaluate the Executive Director and Event Planner.
5. To cause all accounts of the Association to be reviewed annually and prepare reports of activities to be delivered at the annual meeting.

E. Sessions:

Regular sessions. The Executive Board shall meet twice per year. One meeting is to occur immediately preceding and following the annual session at the location of that session. The second is to occur in the Spring at a location determined by the Executive Board.

F. Quorum: A majority of members, not including the ex-officio member, constitutes a quorum for the transaction of business at regular or special sessions.

G. Presiding Officer: The Association's President is the presiding officer. In the President's absence, the Vice President is presiding officer. In the absence of both, the Immediate Past President is presiding officer.

H. Recording Officer: The Secretary is recording officer.

I. Rules of Order: The rules contained in the latest edition of Robert's Rules govern the Executive Board's deliberations in all cases where they are applicable and not in conflict with these Bylaws.

J. Committees: There are no standing committees. The Executive Board has the authority to appoint special or standing committees to assist in the performance of its duties.

CHAPTER V: APPOINTED POSITIONS

EXECUTIVE DIRECTOR

A. Name: The Association's appointed officer is the Executive Director.

B. Appointment: The Executive Director is appointed by the Executive Board

C. Tenure of Office and Salary: The Executive Board determines the tenure of office and the salary of the Executive Director.

D. Duties: The duties of the Executive Director shall be:

1. To establish an address and telephone number for the Association.
2. To direct business to the appropriate Executive Board officer.
3. To act as a clearinghouse for all correspondence to and from the association.
4. To keep Executive Board members apprised of important Board meetings.
5. To keep all permanent records in an organized fashion.
6. To help develop a historical record of the Association.
7. To maintain a banking account, accessible by the treasurer.
8. To perform any other duties requested by the Executive Board.

EVENT PLANNER: It is the duty of the Event Planner:

- A. To report all planning activities with corporate and hoteliers to the Executive Board.
- B. Work with host schools to identify responsibilities

CHAPTER VI: COUNCIL OF PROGRAM DIRECTORS

- A. **Composition.** The Association's Council of Program Directors consists of the directors of all dental hygiene programs in the State of California to include historically Truckee Meadows Community College. All Program Directors must be individual members of the Association.
- B. **Meetings.** The Council shall meet once per year in conjunction with the annual session.
- C. **Duties:** The duties of the Council are:
 - 1. To identify issues of interest or concern regarding their programs.
 - 2. To provide recommendations to the host school on topics pertinent to dental hygiene education. The host school will provide names/topics to the Executive Board by March 1st of the preceding year.

CHAPTER VII: OFFICIAL PUBLICATION

- A. Information for distribution to the general membership will be accomplished through the Association's internet website (www.CDHEA.org).
- B. The Executive Director of the Executive Board will be responsible for posting information on the CDHEA website.

CHAPTER VIII: LIAISON TO OTHER ORGANIZATIONS

- A. **Objective:** It is important for the association to be a part of the greater dental community working toward common goals and interests. To this end, the association shall network with other organizations to understand their policies and procedures. This activity will permit the association to analyze activities, which may impact dental hygiene education.
- B. **Appointment:** The Executive Board appoints up to four members of CDHEA (two from the North and two from the South). Those interested must apply using the official application. The Executive Board will review the applications and make the final selection. This is a term for up to four years. The Board has the right to end an appointment if the liaison is unable to meet the expectations of the position.
- C. **Reimbursement:** Representatives may be partially reimbursed for meeting

expenses. Reimbursement might include transportation and registration fees and is subject to approval by the Executive ~~Board~~ Committee.

D. Reporting: All representatives shall submit a written report of the meeting to the President and Vice President. Reimbursement will not be processed until the report is received. All reports shall be provided to members either via the website and/or at the annual session.

E. Agencies and Associations: The following agencies/associations require liaison: Dental Hygiene Board of California, Dental Board of California, and the California Dental Hygienists' Association.

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