

# **California Dental Hygiene Educators' Association**

## **Constitution and Bylaws**

Final Edition 1995

### **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 committed to educating individuals who can provide quality dental hygiene care to the community with honesty, integrity and respect. The members of CDHEA strive to enhance the dental hygiene education process by providing a forum for professional growth and development.

### **ARTICLE 3: ORGANIZATION**

*Adopted February 1994*

This association is a 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 then 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.

### **ARTICLE 4: GOVERNMENT**

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

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

# California Dental Hygiene Educators' Association

## Bylaws

### CHAPTER 1: 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 organizations regarding public policy about education.
5. Enhance dental hygiene educator's awareness of new developments in instruction and to share curricular information.

*Adopted February 1994*

### CHAPTER II: MEMBERSHIP

A. **Categories.** The Association has two (2) membership categories.

1. Active
2. Associate

B. **Qualifications for Membership:**

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

### CHAPTER III: GENERAL MEMBERSHIP

A. **Composition:**

1. *General Membership:* Membership shall be open to all California dental and dental hygiene educators. Membership shall consist of all dues-paying members.
2. *Executive Committee:* *The Executive Committee 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 approve all appropriate business of the Association.
2. To elect members of the Executive Committee, with the exception of Treasurer, Executive Director and Event Planner.
3. To approve the Association's operating budget.
4. To provide input into all business conducted by the group.

**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 Director.
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 early Autumn.
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: Business meeting will be conducted by the President.

**I. Rules of Order.** The meeting will be conducted according to the current edition of Sturgis' *Standard Code of Parliamentary Procedure*.

**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 on 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 presiding officer at the Annual Session and Executive Board meetings.
3. To serve as the Association's official representative to other organizations.

**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.

**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 and Executive Committee meeting.
2. To keep the membership informed of the activities of the Association by posting the minutes approved by the Executive Committee via the website, and distributing minutes for appropriate committees and to the membership via the website.
3. To provide a written report of the minutes to the Executive Committee for a final vote.

**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 report of activities at the Annual Session and Executive Board meetings.

**Nominations:** Nominations to the Executive Board are made by Association 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 Annual Session.

**Elections:** Members are elected by majority vote. Secret balloting may be held if deemed appropriate by the President/Executive Director.

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

**Terms of Office:** The term of office to the Executive Board is two years. The President, Vice President, and Secretary may only serve on the Executive Committee for two consecutive two-year terms. 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 may serve an indefinite number of terms.

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

**Replacement.** In the case of retirement, resignation, or death, the Association 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:

1. To serve as the Association's administrative body.
2. When the Association is not in session, to establish ad 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.
3. To render reports of its actions to the Association at the annual session.
4. 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.
5. To appoint and evaluate the Executive Director and Event Planner.
6. 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 mid-year at a location determined by the Executive Board.

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

**G. Presiding Office.** 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. She or he may utilize staff to obtain recording of meetings.

**I. Rules of Order.** The rules contained in the latest edition of Sturgis' *Standard Code of Parliamentary Procedure* 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. 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 stipend 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 maintain and update an accurate membership list.
3. To direct business to the appropriate Executive Board officer.
4. To assist with the organization of the annual general membership session with the host school.
5. To act as a clearinghouse for all correspondence to and from the association.
6. To keep Executive Board members apprised of important meetings.
7. To keep all permanent records in an organized fashion.
8. To help develop a historical record of the Association.
9. To maintain a banking account, accessible by the treasurer.
10. To perform any other duties requested by the Executive Committee.
11. To facilitate the Council of Program Directors meeting at the annual session and select a secretary for this meeting.

## **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 members must be individual members of the Association.

B. Meetings. The Council shall meet once per year in conjunction with the annual

session. The Council will be chaired by the Executive Director of the Association as facilitator.

C. Duties. The duties of the Council are:

1. To identify issues of interest or concern to the Association.
2. The host school for the following annual session will submit topics to the Executive Director.

## **CHAPTER VII. OFFICIAL PUBLICATION**

A. Information for distribution to the general membership will be accomplished through the Association's internet website ([www.CDHEA.org](http://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 liaisons during the board meeting, which follow the annual session. Preference is given to an appointee who is already attending a particular meeting and could serve as a dual representative. Appointments can be made by the President and approved by the Executive Board as necessary throughout the year.

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.

D. Reporting. All representatives shall submit a written report of the meeting to the secretary. 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 Committee of California, Dental Board of California, and the California Dental Hygienists' Association. The following associations may also require liaison: American Association of Dental Schools, National Dental Hygiene Directors Conference, American Dental Association, American Dental Hygienists' Association and the American Public Health Association.

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