

# BYLAWS

## Lane County Dental Hygienists' Association Established in 1977

*(October 28, 2010)*

### **Article I-Name**

The name of this association shall be Lane County Dental Hygienists' Association here in after referred to as LCDHA or The Association.

### **Article II-Purposes and Mission**

**Section 1.** The purposes of this Association shall be identical to those of the Oregon Dental Hygienists' Association (hereinafter referred to as ODHA) namely; to improve the oral health of the public; to advance the art and science of dental hygiene; to maintain the highest standards of dental hygiene education, licensure and practice; to represent and protect the interests of the dental hygiene profession; to improve the professional competence of dental hygienists; to foster research in oral health; to provide professional communications; and to engage in any other lawful activities as may be permitted by the State of Oregon to carry out the purposes of this association.

**Section 2.** The missions of this Association shall be identical to that of the ODHA with a more local focus on Lane County. To improve our communities' total health through the advance art and science of dental hygiene by ensuring access to quality oral health within Lane County; increasing awareness of the cost effective benefits of prevention; promoting the highest standards of dental hygiene education, licensure, practice, and research; and representing and promoting the interests of dental hygienists living in Lane County.

**Section 3.** This Association shall support such policies for its operations as ODHA may adopt from time to time.

### **Article III-Members**

**Section 1.** Membership in the Association shall be granted to any individual who is a member of the American Dental Hygienists' Association (hereinafter referred to as ADHA) and the ODHA residing, licensed, or practicing within Lane County. Membership must comply with the requirements of the tripartite system of governance. As such, individuals shall participate as members of this association in the same category of membership with the same privileges and qualifications as their membership in ADHA. In addition, this association may establish non-voting categories of membership as approved by the ADHA.

**Section 2.** Classification of members: Members shall meet the following requirements and such other uniform requirements as may be established by the ADHA House of Delegates.

- A. **Voting Members.** Membership in ADHA, ODHA and this Association shall be required, as well as meeting all requirements in Article III, Section 1 of this document. Any person who has received

membership privileges with ADHA for any reason and meets the all requirements in Article III, Section 1 of this document will be included in this category as well.

### **B. Non-Voting Members.**

1. Any dental hygienist who holds a certificate or degree in dental hygiene pursuant to a dental hygiene program which has a minimum of two academic years of curriculum provided in a college or institution of higher education, the program of which is recognized by the United States Department of Education, and/or an appropriate national voluntary agency, or who is licensed to practice dental hygiene in the United States under the provision of a "grandfather clause" who is licensed to practice in any state, territory or possession of the United States if such a license is required for the practice of dental hygiene; who agrees to adhere to the bylaws and code of ethics of ADHA, but is non-dues paying.
2. **Student members:** Any student in an accredited dental hygiene program or a graduate of an accredited dental hygiene program who is pursuing a Baccalaureate or graduate degree complementary to a career in dental hygiene, shall be eligible for non-voting membership in the Association
3. **Honorary Members:** Any individual, not a dental hygienist, who has made outstanding contributions to the local, state, national, or international scope of the art and science of dental hygiene for an extended period of time shall be eligible for honorary membership upon nomination by the Association and election by the Association.

### **Section 3. Privileges of Members.**

- A. Voting members shall have the right to vote, hold office, be appointed as a delegate or an alternate delegate to the ODHA house of delegates, be elected or appointed to any office, board, council or committee of this association and such other privileges as the Lane County Dental Hygienists' Association's officers may determine.
- B. Non-voting members shall have such privileges as the LCDHA's officers shall determine. They shall not have the right to vote or hold office unless special circumstances apply (in the case of limited number of voting members to hold office.)

**Section 4. Resignation:** Any member desiring to resign from this association shall submit such resignation in writing to the LCDHA President.

**Section 5. Non-payment:** If a voting member fails to pay dues, fees or assessments to ADHA or ceases to be a member of the ADHA or other organization required for membership in the association, the voting membership shall automatically terminate.

**Section 6. Reinstatement:** Any member having resigned from the membership may be reinstated upon application and acceptance by the LCDHA President.

**Section 7. Suspension/Termination:** Membership in this association may be suspended or terminated by the Association for cause. Sufficient cause for such suspension or termination of membership may be violation of these bylaws, the code of ethics or any unlawful rule or practice adopted by this association, or any unlawful rule or practice adopted by this association, or other conduct deemed by the Association to be prejudicial to the best interest of the Association. A statement of the charges shall be sent by registered mail to the last recorded address of the member,

accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least thirty (30) days notice shall be given, and

the member shall have the opportunity to appear or to be represented by council and to present any defense to such charges before action is taken by the Association. The Association may adopt such rules as may be necessary to assure due process to the member. The decision for suspension or expulsion shall be by a two-thirds vote of the Association.

**Section 8. Dues:** The amount of annual dues, fees and assessments for any class of membership in this association shall be established by Lane County Dental Hygienists' Association. A two-thirds vote shall be required for any dues increase.

#### **ARTICLE IV-OFFICERS**

**Section 1. Officers:** The elected officers of this association shall be the President and Vice President. Appointed officers shall be the Secretary and Treasurer, and other such officers as determined by the executive committee.

**Section 2. Qualifications:** All elected and appointed officers shall be voting members of this association, unless special circumstances apply as described in Privileges of Members (Article III, Section 3 B)

**Section 3. Nominations:** The Nominations Committee chair or President will ask members for nominations from the floor to fill open officer positions at the second to last continuing education meeting of the series, typically in March.

**Section 4. Elections:** If more than one person is nominated for a position, elections shall be held at the last continuing education meeting of the series, typically in April. A majority vote of the voting members in attendance shall elect. Officers shall assume their duties at the close of this meeting.

**Section 5. Term of Office:** Elected officers shall serve a term of one (1) year or until their successor is elected. Elected officers may succeed themselves for one (1) term without a re-vote. Appointed officers may serve an unlimited number of years if reappointed and approved annually.

**Section 6. Vacancies:** In the event that the office of president becomes vacant, the Vice President shall become president for the unexpired portion of that term. Vacancies in other offices shall be filled by appointment by the president with approval of the executive committee.

**Section 7. Resignation:** Any elected or appointed officer may resign by submitting their resignation in writing to the executive committee.

**Section 8. Compensation:** The officers shall receive no compensation. Project funding will be determined by the Executive Committee on a case by case basis, and officers will be reimbursed for expenses related to the commission of their duties as approved by the Executive Committee.

#### **Article V- DUTIES of OFFICERS**

**Section 1. General Duties:** Officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by this Association.

**Section 2. President:** The President shall preside at all meetings of this Association, select appointed officers, committee chairs, and others as required. These selections shall meet with the approval of the Executive Committee. The president shall also serve as an ex-officio member of all committees except nominating.

**Section 3. Vice President:** The Vice President shall assist the President as needed, preside at meetings in the absence of the President, succeed to the office of President at the end of the president's term of office or should a vacancy occur.

**Section 4. Secretary:** The Secretary shall keep permanent records of the proceedings of all meeting of this Association, conduct necessary correspondence at the direction of the President and perform other duties as approved by the Executive Committee.

**Section 5. Treasurer:** The Treasurer shall keep a current roster of membership; be custodian of all monies and securities of this association; disburse funds only upon receiving original receipts and at the direction of the Executive Committee. The Treasurer shall also keep detailed records of all receipts and disbursements; give a financial report at each meeting and on request of the President. The Treasurer will perform other duties as approved by the Executive Committee.

**Section 6. Component Trustee:** See Article IX.

## **ARTICLE VI – EXECUTIVE COMMITTEE**

**Section 1. Composition:** The Executive Committee shall be composed of the President, Vice-President, Secretary, Treasurer and the Component Trustee.

**Section 2. Powers:** The Executive Committee shall be the administrative body of this association, vested with full power to conduct all business of the association.

**Section 3. Duties:** The Executive Committee shall provide leadership and organizational guidance for the Association, approve programs for the meetings, approve officers and committee chairs appointed by the president, adopt a budget for the next fiscal year and perform other duties as needed.

**Section 4. Meetings:** The Executive Committee shall meet as necessary. Special meetings of the executive committee may be called by the President or at the request of two (2) members of the executive committee. Seven (7) days notice shall be given to all members of the executive committee. The purpose of the meeting shall be stated in the call and no other business shall be transacted.

**Section 5. Quorum:** The majority of the members of the executive committee shall constitute a quorum.

**Section 6. Vacancy:** In the event of a vacancy in the office of the President or Trustee, with the approval of the Executive Committee, shall appoint a qualified member to fill the unexpired term.

## **ARTICLE VII - MEETINGS**

**Section 1. Regular meetings:** Regular meetings of this association shall be held as determined by the Executive Committee. The last meeting of the fiscal year shall be the annual meeting when annual reports shall be received and officers shall be installed.

**Section 2. Special Meetings:** Special meetings of the membership may be called at any time by the President or Executive Committee. The purpose of the meeting shall be stated in the call and no other business shall be transacted. Seven (7) days notice for a special meeting shall be given to all members.

**Section 3. Quorum:** Five (5) voting members of this association shall constitute a quorum for all meetings of this Association.

## **ARTICLE VIII – COMMITTEES**

**Section 1. Standing Committees:** Standing committees of this association shall be established by the Executive Committee.

**Section 2. Appointment:** The President shall appoint committee chairs, with the approval of the Executive Committee. Only voting members shall be appointed, unless special circumstances apply as described in privileges of members (Article III, Section 3 B)

**Section 3. Vacancies:** Vacancies for an unexpired term shall be filled by appointment from the president and with the approval of the Executive Committee.

**Section 4. Reports:** Each committee shall present an annual report, and such other reports as requested by the President.

**Section 5. Special committees:** Special committees may be established by the President and special committee chairs shall be appointed by the President with the approval of the Executive Committee. Reports of special committees shall be given at the direction of the President.

## **ARTICLE IX – REPRESENTATION TO ODHA**

### **Section 1. Component Trustee.**

**A. Qualification:** The Component Trustee (Trustee) shall be a voting member in good standing of this Association, ODHA and ADHA.

**B. Selection:** The Trustee shall be appointed by the President with the approval of the Executive Committee.

**C. Term of Office:** The Trustee shall be appointed for a two (2) year term. A Trustee appointed to fill a vacancy or remaining in office until a successor is chosen is considered to be filling the unexpired portion of that two-year term.

**D. Duties:** The Trustee shall represent the members of the Association on the ODHA Board of Trustees and shall report to the component membership. The Trustee shall attend all meetings of the ODHA Board of Trustees.

**E. Compensation:** The Trustee shall receive compensation or funding in accordance with the budget as determined by the Executive Committee.

## **Section 2. Delegates and Alternates.**

**A. Qualifications:** The Delegates and Alternates from this Association to the ODHA House of Delegates shall be voting members of this Association, ODHA and ADHA.

**B. Number:** The number of Delegates and Alternates shall be assigned by method adopted by the ODHA house of delegates and specified in the ODHA bylaws.

**C. Selection:** Delegates and Alternates shall be appointed by the President with approval of the Executive Committee.

**D. Duties:** The Delegates and Alternates will perform such duties as specified in the ODHA by-laws.

**E. Compensation:** Delegates and Alternates shall receive compensation or funding in accordance with the budget as determined by the Executive Committee.

## **ARTICLE X – PUBLICATIONS**

The Newsletter Editor shall compose, print and mail component newsletters as directed by the President. This position is appointed by the President with approval of the Executive Committee as needed basis.

## **ARTICLE XI – DISSOLUTION**

This Association shall use its funds only to accomplish the purposes and mission stated in these bylaws, and no part of its funds shall insure or be distributed to the members of this association. On dissolution of the association, all funds remaining shall be distributed to ODHA, or in the event ODHA previously has been dissolved, funds will then be distributed to ADHA. In the event ADHA has been dissolved, all remaining funds shall be distributed to one or more regularly organized and qualified professional societies, trade associations, charitable, educational, scientific or philanthropic organization as a tax-exempt organization or organizations under Section 501 (6) or Section 501 (3) of the Internal Revenue Code to be selected by the Executive Committee.

## **ARTICLE XII – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of ROBERT'S RULES of ORDER, NEWLY REVISED, shall govern this association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

### **ARTICLE XIII - SUPREMACY CLAUSE**

The bylaws of this Association shall not be in conflict with the bylaws of ADHA or ODHA, which shall be the supreme law of this Association. A current copy of these bylaws shall be on file with the executive directors of ADHA and ODHA.

### **ARTICLE XIV – AMENDMENTS**

These bylaws may be amended by a two-thirds (2/3) vote of the voting members present at any meeting of the Association, provided that the proposed amendments have been presented in writing to the Executive Committee at least thirty (30) days prior to the meeting at which the vote will take place.