

Northern Nevada Dental Hygienists' Association

Bylaws Code of Ethics Standing Rules

NORTHERN NEVADA DENTAL HYGIENISTS' ASSOCIATION BYLAWS

ARTICLE I NAME

Section 1. Name: The name of the organization shall be the Northern Nevada Dental Hygienists' Association, hereafter referred to as "NNDHA."

Section 2. Definition: NNDHA is an incorporated non-profit organization and a component of the Nevada Dental Hygienists' Association (NDHA) and the American Dental Hygienists' Association (ADHA).

Section 3: Office: NNDHA shall maintain a registered office as required by the laws of the State of Nevada and executive offices as determined by the BOT.

ARTICLE II PURPOSE AND MISSION

Section 1. Purpose: 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 and practice; to represent and protect of interest of the dental hygiene profession; to improve the professional competence of the dental hygienist; to foster research in oral health; to provide professional communications and to conduct other activities as may be permitted by the State of Nevada to carry out the purpose of NNDHA.

Section 2. Mission: To improve the public's total health; the mission of NNDHA is to advance the art and science of dental hygiene by increasing the awareness of and ensuring access to quality oral health care; promoting the highest standards of dental hygiene education; licensure, and practice; and representing and promoting the interest of dental hygienists and to position the dental hygienist as the preventive oral health professional.

ARTICLE III MEMBERS

Section 1. Membership: The membership of NNDHA is composed of members of NDHA and ADHA, who are licensed and practicing or residing in Nevada, together with such other members as are authorized in the Bylaws of NNDHA.

Section 2: Application: An application for active membership shall be made by the licensed applicants to ADHA. Payment of applicable dues for the current year shall accompany the application. All applicants must become members of ADHA and NDHA.

Section 3. Voting Members:

A. Active Members: Any dental hygienist who holds a certificate or degree in dental hygiene granted pursuant to a dental hygiene program which has a minimum of two (2) academic years of curriculum provided in a college of 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 provisions of a "grandfather clause", or who is licensed to practice in any state, territory or possession of the United States if such license is required for the practice of dental hygiene; who agrees to adhere to the Bylaws and Code of Ethics

of NNDHA; and who agrees to hold membership in NDHA and ADHA shall be eligible for active membership in this association upon application.

B. Life Member: Any voting member who, after twenty (20) cumulative years, has made outstanding contributions to the profession of dental hygiene shall be eligible for Life

C. Retired/Senior Member: Any active member who has reached the age of sixty-two (62) years or because of disability has retired from the practice of dental hygiene and has been an active member for at least (1) 25 years, (2) 20 consecutive years: or (3) continuously from the date of eligibility shall be eligible for retired/senior membership upon applications to the ASHA executive director, submitted through and verified by NNDHA and NDHA, and accompanied by proof of qualification.

D. Members with Disabilities: Any dental hygienist who has a disability, has been a voting member and is prohibited from being employed due to the person's disability shall be eligible for Members with Disabilities memberships upon applications to ADHA, submitted through and verified by NNDHA and accompanied by proof of ADHA qualification. A discount consistent with ADHA on component dues will be given.

Section 4. Non-Voting Members:

A. Honorary Member: Any individual, not a dental hygienist, who has made outstanding contributions to dental hygiene or dental health, shall be eligible for honorary membership upon nomination by the NNDHA BOT and election by a general quorum.

B. Supporting Member: Any licensed dental hygienist who is not employed in a dental hygiene-related career, and who agrees to adhere to the Bylaws and Code of Ethics of NNDHA, shall be eligible for supporting membership upon applications to and verification by ADHA. Enrollment in this category shall require membership in ADHA and NDHA.

C. Student Member: Any student in an accredited dental hygiene program shall be eligible for allied membership upon application to the ADHA.

D. Allied Member: Any individual who supports the purposes and mission of NNDHA and who is not otherwise qualified for any other class of membership shall be eligible for allied membership upon applications to the ADHA.

E. Corporate Member: Any corporation, institution or organization which supports the mission of NNDHA shall be eligible for Corporate Membership: (1) upon applications to the NDHA BOT (30) day prior to the House of Delegates (2) nomination by the NDHA BOT (3) and a majority vote of the NDHA House of Delegates.

Section 5. Privileges of Members:

A. Voting Members shall have the right to vote, hold office, be elected a delegate or alternate to the ADHA House of Delegates, be a trustee to the NDHA BOT, be elected or appointed to any office, board, council or committee of NNDHA and other such privileges as NNDHA may determine. All other rights, powers and responsibilities conferred by law upon members of a non-profit corporation, shall be exercised solely by the NNDHA BOT.

B. Non Voting Members shall have such privileges as the NNDHA BOT shall determine, but shall not have the right to vote or hold office.

Section 6. Suspension/Expulsion: Any member in NNDHA may be suspended or expelled by the BOT for just cause. Sufficient cause will include, but not limited, to violations of NNDHA Bylaws and Code of Ethics, lawful rules of practice adopted by NSBDE (Nevada State Board of Dental Examiners) or other conduct deemed by the BOT to be detrimental to the best interest of NNDHA.

Section 7. Non Payment: If a member fails to pay dues, fees, or assessments within 30 days from the

time they become due, or ceases to be a member of ASHA or NDHA, membership shall automatically terminate with NNDHA, thereby forfeiting rights and privileges of memberships.

Section 8. Reinstatement: Any member having resigned from membership may be reinstated upon application to ADHA.

ARTICLE IV

ELECTED OFFICERS

Section 1. Titles: The elected officers of the NNDHA shall be: president, president-elect, secretary, treasurer, immediate past president and component trustee. The appointed officers shall include, but are not limited to the committee chairpersons, parliamentarian and historian.

Section 2. Qualifications: All elected officers shall be voting members of NDHA and ADHA.

Section 3. Nominations: A nominating committee of at least three (3) voting members of NNDHA shall be formed at least sixty (60) days prior to elections in April. Nominations for officers shall be presented by the nomination committee. Nominations may also be made from the floor prior to voting.

Section 4. Election: The president, president-elect, secretary and treasurer shall be elected prior to the end of term of office. If there is only one nomination for any office the president may declare that office filled. Should two or more be nominated for any office a written ballot shall be prepared and the candidate receiving the majority of the votes cast shall be declared the winner. If no candidate receives a majority of the votes cast, then the name of the candidate receiving the least votes shall be dropped from the ballot and another vote taken. This procedure shall continue until one candidate receives a majority of the votes cast.

Section 5. Term of Office: The elected officers shall serve for a term of one (1) year, or until their successors are elected and installed. The Treasurer shall serve a term of two years. The Trustee shall serve a term of two years. They shall assume office immediately following their election. The president-elect, upon completion of the term of office, shall succeed to the office of president without election. The appointed officers shall serve for a term of one (1) year, or until their successors have been appointed.

Section 6. Limitation on Service: No member shall be eligible to serve more than two consecutive terms in the same office. However, any officer who serves half a term or less may be re-elected to the same office. No member shall hold more than one office at a time. In absence of a viable candidate, the incumbent may retain the office.

Section 7. Vacancies: A vacancy of president-elect, secretary or treasurer in office shall be filled by the president with approval of the BOT with the exception of a vacancy in the office of president. In which case, the president-elect shall become president.

Section 8. Resignation: Any elected officer may resign by submitting that resignation in writing to the BOT. The resignation is effective immediately.

Section 9. Removal: Any elected officer may be removed for cause. Sufficient cause for such removal may be a violation of these Bylaws, the Code of Ethics, or any lawful rule, practice or procedure adopted by NNDHA, loss of the license to practice dental hygiene, or other conduct deemed by the BOT to be prejudicial to the best interest of NNDHA or NDHA. For removal of an elected officer for cause, it shall be necessary for the body which elects that officer to hold a formal hearing, as statement of the charges shall be sent by registered mail to the last recorded address of the officer, 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 officer shall

have the opportunity to appear in person or to be represented by counsel and to present any defense to such charges before action is taken. The body holding the hearing shall adopt such rules as may be necessary to assure due process to the officer.

Section 10. General Duties: Officers shall perform the duties prescribed by the Bylaws and by the parliamentary authority adopted by NNDHA.

ARTICLE V BOARD OF TRUSTEES

Section 1. Composition: The elected officers of NNDHA (6), president, president-elect, secretary, treasurer, trustee and the immediate past-president shall constitute the BOT, hereafter referred to as the “board.”

Section 2. Meetings: Meetings of the board shall be at the call of the president or of any two (2) board members.

Section 3. Authority: The board shall have general administrative authority and such power as granted by vote of the NNDHA. The board shall transact such business as may be necessary between regular meetings, and shall present all recommendations to NNDHA membership for ratification.

Section 4. Quorum: A majority of the board shall constitute a quorum.

Section 5. Compensation: No elected officer shall receive compensation for services as an officer; however, the NNDHA BOT may authorize reimbursement of expenses incurred in the performance of their duties for the association and prescribe procedures for approval and payment of such expenses.

A. President

- a. Shall have general supervision and direction of all officers of NNDHA.
- b. Preside at all meetings, call a meeting when directed by three-fourths (3/4) vote of the BOT, and call special meetings.
- c. Serve as a member of the BOT of the NDHA and to present such reports of the business conducted in the NNDHA as may be requested by the NDHA BOT.
- d. Responsible for representation of NNDHA at NDHA BOT meetings.
- e. Represent NNDHA on the NDHA legislative committee.
- f. To appoint a parliamentarian, historian, and all standing committees, except the nominating committee with the approval of the BOT.
- g. To appoint special committees as necessary with the approval of the BOT.
- h. To serve as an “ex-officio” member of all committees of the NNDHA.
- i. To sign NNDHA checks for approved expenditures, if necessary.
- j. To submit an annual report of the activities of the NNDHA for the current year.
This is to be filed with the secretary of the NDHA at least thirty (30) days prior to the end of the fiscal/electoral year.
- k. To perform such duties as may be required.

B. President-Elect

- a. Shall have the power of and perform the duties of the president during any absence or disability of the president, and any other duties as may be determined by the BOT.

- b. To fill the unexpired term of office of the president, should the office become vacant for any reason.
- c. To plan and announce all meetings, plans, and programs for the NNDHA, and prepare the meeting agenda in consultation with the president.
- d. To assist the president in the supervision and direction of all committees and programs.

C. Vice-President

- a. Assist in finding speakers for NNDHA's monthly CE meetings
- b. Send out information one month ahead, regarding upcoming CE speakers through Evite or mail
- c. Purchase food for monthly CE courses (will be reimbursed funds at meeting).
- d. Request speaker's bio, CV, and copy of their presentation. Keep in components binder for future auditing.
- e. Responsible for organizing attendee's sign-in sheets and a copy of CE certificate to be kept in binder for future auditing.
- f. Keep binder organized for future auditing.
 - General Meetings:
 - Bring bag with pens, scissors, and tape
 - Bring sign in sheets
 - Show up early to get registration/ sign in table ready for attendees.
 - Bring food purchased for monthly CE meeting.

D. Secretary

- a. To record the minutes of the BOT and business meetings.
- b. Report recommendations and actions of the BOT.
- c. To handle all correspondence for NNDHA.
- d. File all documents and essential correspondence.
- e. Keep Bylaws and Standing Rules current for reference.
- f. Perform such other duties as may be required.

E. Treasurer

- a. To record all dues and other income collected and deposit dues and income to the NNDHA account
- b. endorse expenditures of NNDHA, and pay all bills of NNDHA upon approval of the BOT.
- c. To maintain accurate financial records of NNDHA.
- d. To be chairperson of the budget and finance committee, and a member of the membership and hospitality committee.
- e. Submit a proposed annual budget to the BOT forty-five (45) days after assuming office.
- f. Submit books and the year-end financial statement for audit at the close of the fiscal year, or at the request of the BOT.

F. Component Trustee

- a. Member in good standing for three years immediately prior to election.
- b. Serve a two year term.
- c. Attend NNDHA BOT meetings.
- d. Represent and report results of NDHA's BOT meetings and appropriate Nevada State Board of Dental Examiner's (NSBDE) meetings to NNDHA membership.
- e. To perform such other duties as may be required.

G. Committee Chairs

- a. To select and appoint, upon the approval of the BOT, committee members as they determine necessary.
- b. To submit a proposed committee budget within sixty (60) days after assuming office.
- c. To submit an annual report of the activities of their respective committee for the current year and submit the report to the NNDHA president by March 15th of each year.

H. Parliamentarian

- a. Furnish parliamentary procedure information to the members and the president on the request.
- b. Conduct and supervise drills in parliamentary procedure.
- c. Attend BOT meetings if requested.
- d. Assist secretary in keeping Bylaws and Standing Rules current for reference.

I. Historian

- a. Compile an official record of NNDHA history and pictorial reviews.
- b. Update previous records as needed.

J. Newsletter Editor

- a. Edit and publish NNDHA newsletter as approved by the BOT.
- b. Inform all officers of deadline dates.
- c. Request articles and features for the newsletter as needed.
- d. Perform such other duties as may be required.
- e.

ARTICLE VI MEETINGS

Section 1. Regular Meeting: Shall be held at the time and place as shown in the Standing Rules.

Section 2. Special Meetings: In emergencies, special meetings may be called by the president or any two BOT members, provided all NNDHA members are notified.

Section 3. General Quorum: Fifteen (15) voting members present at any properly noticed business meeting shall constitute a general quorum.

ARTICLE VII FINANCE

Section 1. Funds: SNDHA shall be self-sustaining. Funds shall consist of monies received by NNDHA from all sources. Funds shall be administered by the BOT and managed in accordance with policies established by two-thirds (2/3) vote of a general quorum.

Section 2. Annual Dues and Assessments: Annual dues of NNDHA shall be payable in advance and in compliance with ADHA policies. This amount shall include the dues payable to the NDHA and the ADHA.

A. Dues for active and retired/senior members shall be determined by the BOT annually. Any increase in dues must pass by a two-thirds (2/3) vote of a general quorum.

B. Life and Honorary members shall be exempt from payment of dues to NNDHA in accordance to ADHA guidelines.

Section 3. Refunds: All dues paid shall be non-refundable and non-transferable.