## Oregon Dental Hygienists' Association
### 63rd Annual Session & House of Delegates

### Section IV – Reference Materials

<table>
<thead>
<tr>
<th>Material</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ODHA Bylaws</td>
<td>2-16</td>
</tr>
<tr>
<td>ODHA 2014-2015 Strategic Plan</td>
<td>17-20</td>
</tr>
<tr>
<td>ODHA 2014 Calendar</td>
<td>21-22</td>
</tr>
<tr>
<td>Proposed 2015 Budget</td>
<td>23-26</td>
</tr>
<tr>
<td>2014 Financials to Date</td>
<td>27-28</td>
</tr>
</tbody>
</table>
BYLAWS
OREGON DENTAL HYGIENISTS’ ASSOCIATION

ARTICLE I
NAME AND OFFICE

Sec. 1. The name of this association shall be Oregon Dental Hygienists’ Association, hereinafter referred to as ODHA or the association.

Sec. 2. The association is an incorporated non-profit organization and a constituent of the American Dental Hygienists' Association, hereinafter referred to as ADHA.

Sec. 3. The association shall maintain a registered office as required by the laws of the state of Oregon and executive offices as determined by the board of trustees.

ARTICLE II
PURPOSES AND MISSION

Sec. 1. The purposes of this association shall be 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 activity as may either be permitted by the state of Oregon to carry out the purposes set forth herein or which may appear necessary or beneficial to this corporation in connection therewith.

Sec. 2. To improve the public's total health, the mission of the Oregon Dental Hygienists' Association is to advance the art and science of dental hygiene by ensuring access to quality oral health care, 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.

Sec. 3. The association shall support such policies for its operation as ADHA may from time to time adopt.

ARTICLE III
MEMBERS

Sec. 1. Membership in the association shall be granted to any individual who is a member of ADHA residing, licensed, or practicing within the state of Oregon. Membership must comply with the requirements of ADHA's tripartite system.
of governance. As such, individuals shall participate as members of the association in the same category of membership, with the same privileges and qualifications, as their membership in ADHA. In addition, the association may establish non-voting categories of membership if approved by ADHA.

Sec. 2. Classifications 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, this association and a component, if one exists, shall be required.

1. Active Members: Any dental hygienist who holds a certificate or degree in dental hygiene granted pursuant to a dental hygiene program 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 license is required for the practice of dental hygiene; who agrees to adhere to the bylaws and code of ethics of this association; and who agrees to hold membership in a constituent and a component of the association is such exists where the member is licensed, practicing or residing.

2. Life Members: Any voting member who has made outstanding contributions to dental hygiene and this association shall be eligible for life membership upon nomination by the board of trustees and election by the house of delegates. An elected president of ADHA who has completed the term of office shall automatically become a life member.

3. Retired/Senior Members: Any active member who has reached the full retirement age as set by the Social Security Administration and has either been an active member of the association for an aggregate total of thirty (30) years, or twenty-five (25) consecutive years may apply for retired/senior status through ADHA.

4. Members with Disabilities: Active members who are unable to work due to a verified disability may apply for disabled status. All applications must be verified by the ADHA, and must be accompanied by proof of eligibility each year.

B. Non-Voting Members

1. 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 student membership.

2. Honorary Members: Any individual not a dental hygienist, who has made outstanding contributions to the national, state or international scope of the art and science of dental hygiene or dental health for an extended period of time, shall be eligible for honorary membership upon nomination by the board of trustees and election by the house of delegates.

3. Supporting Members: 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 this association shall be eligible for supporting membership upon application to and verification by the ADHA executive director. Enrollment in this category shall require membership in ADHA, a constituent and component, if one exists.

4. Allied Members: Any individual who supports the purposes and mission of this association and who is not otherwise qualified for any other class of membership shall be eligible for allied membership.

Sec. 3. Privileges of Members.

A. Voting members shall have the right to vote, hold office, be elected a delegate or an alternate to the house of delegates, be elected or appointed to any office, board, council or committee of this association and the component to which the member belongs, and such other privileges as the house of delegates may determine.

B. Non-voting members shall have such privileges as the house of delegates shall determine, but shall not have the right to vote or hold office, with the exception of one voting student delegate from each Oregon student ADHA chapter.

Sec. 4. Resignation.

A member desiring to resign from the association shall submit such resignation in writing to the ADHA executive director. No member’s resignation shall be accepted until all prior dues, fees, and assessments are paid.

Sec. 5. Non-Payment.

If a member fails to pay dues, fees, or assessments to ADHA or this association within 30 days from the time they become due, or ceases to be a member of ADHA or other organization required for membership in the association, membership shall automatically terminate.

Sec. 6. Reinstatement.

Any member having resigned from the membership may be reinstated upon application to this association. Any member who has
forfeited membership for non-payment of dues, fees or assessments may be reinstated upon application to this association or the ADHA executive director, and upon meeting such uniform terms as may be established by the ADHA board of trustees.

Sec. 7. Suspension Termination. Membership in the association may be suspended or terminated by the board of trustees for cause. Sufficient cause for such suspension or termination of membership may be violation of these bylaws, the code of ethics, or any lawful rule or practice adopted by the association, or other conduct deemed by the board of trustees 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 days' notice shall be given, and the member 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 by the board of trustees. The board of trustees 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 board of trustees.

Sec. 8. Dues. The amount of annual dues, fees, and assessments for any class of membership in ODHA shall be established by the house of delegates. A two-thirds vote shall be required for any dues increase.

ARTICLE IV
ELECTED OFFICERS

Sec. 1. Officers. The elected officers of the association shall be the president, president-elect, vice president, secretary, treasurer, immediate past president, speaker of the house, and the component trustees.

Sec. 2. Qualifications. All elected officers shall be voting members. A component trustee shall also be a member of a component to be represented.

Sec. 3. Elections. The president-elect and the vice-president shall be elected by the house of delegates to serve for one year or until their successors are elected. The treasurer, secretary and the speaker of the house shall be elected by the house of delegates to serve for two years or until their successors are elected. If there is only one nomination for an office the speaker may declare that office filled. In the event that no candidate receives a majority of the votes cast on the first ballot, the two candidates receiving the highest number of votes shall be voted upon again by ballot. Component trustees shall be elected by their respective constituencies. Odd numbered components shall elect trustees in the odd-numbered years; even-numbered components shall elect trustees in the even-numbered years.
Sec. 4. Limitations on Service. No member shall hold more than one constituent office at a time. The term of office shall begin at the close of the last meeting of the house of delegates of the annual session at which they were elected.

Sec. 5. Vacancies. Should the office of the president become vacant, the president-elect shall become president automatically, to serve as president for the unexpired term and the term immediately following. Should the office of president-elect become vacant, it shall be filled at the next annual session by the house of delegates. Should the offices of vice-president, treasurer, secretary, or speaker of the house become vacant, they shall be filled by majority vote of the board of trustees to serve until the next annual session, when the house of delegates shall fill the vacancy for any un-expired term. Should the office of any component trustee become vacant, the vacancy shall be filled by appointment by the president of the component, to serve until the next component election. Should the office of immediate past president become vacant, it shall remain vacant.

Sec. 6. Resignation. Any elected officer may resign by submitting that resignation in writing to the board of trustees.

Sec. 7. Removal. Any elected officer may be removed for cause. Sufficient cause for such removal may be violation of the bylaws, the code of ethics, or any lawful rule, practice, or procedure adopted by the association or other conduct deemed by the house of delegates to be prejudicial to the best interest of the association. For removal of an elected officer for cause, it shall be necessary for the body that elects that officer to hold a formal hearing. A statement of the charges shall be sent by registered mail to the 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 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.

Sec. 8. Compensation. No elected officer shall receive compensation for service as an officer, however the board of trustees may authorize reimbursement of expenses incurred in the performance of duties for the association, and prescribe procedures for approval and payment of such expenses.

ARTICLE V
DUTIES OF OFFICERS

Sec. 1. General Duties. Officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the association.

Sec. 2. President. The president shall implement the policies of the association as established by the house of delegates and shall perform such other duties as
the house of delegates may from time to time authorize and shall serve as the speaker of the house in the absence of the speaker, shall appoint, with the approval of the board of trustees, all chairs and members of councils and standing committees, special committees, and shall be ex-officio a member of all councils and committees.

Sec. 3. **President-Elect.** The president-elect shall have the powers of and perform the duties of the president during any absence or disability of the president, shall familiarize himself/herself with the duties of the office of the president, shall succeed to the office of president the following term, and have such other powers and duties as the house of delegates may from time to time authorize.

Sec. 4. **Vice-President.** The vice president shall be in charge of the associate membership of the association, and shall have such other powers and duties as the house of delegates may from time to time authorize.

Sec. 5. **Secretary.** The secretary shall keep minutes for the meetings of the board of trustees and the house of delegates, shall be responsible for publishing minutes on the association’s official website under “members” section, shall distribute electronic copies of minutes to board of trustee members, shall also handle correspondence for the association as needed and shall perform such other duties as the house of delegates may from time to time authorize.

Sec. 6. **Treasurer.** The treasurer shall keep the financial books and records of the association, any bank accounts and other financial transactions, and shall have such other duties as the house of delegates may from time to time authorize.

Sec. 7. **Immediate Past President.** The immediate past president shall give advice and counsel to the board of trustees and the house of delegates and shall perform such other duties as the house of delegates may from time to time authorize.

Sec. 8. **Speaker of the House.** The speaker of the house shall preside over the meetings of the house of delegates, shall consult with the president as necessary for the orderly operation of the house of delegates, and shall have such other duties as may be determined by the board of trustees.

Sec. 9. **Trustees.** Trustees shall discharge their powers and duties on the board of trustees so as to be in the best interests of the entire association and shall report to their constituencies’ actions taken by the board of trustees.
ARTICLE VI
APPOINTED OFFICERS

Sec. 1. Definition. The appointed officers of the association shall be determined by the board of trustees.

Sec. 2. Qualifications. Qualifications for appointed officers shall be determined by the board of trustees. A majority vote of the board of trustees shall be necessary for appointment. The board of trustees shall fill vacancies as they occur.

Sec. 3. Duties. The appointed officers shall perform duties prescribed by the board of trustees except as otherwise provided in these bylaws.

Sec. 4. Removal. Any appointed officer may be removed for cause. Sufficient cause for such removal may be violation of the bylaws, the code of ethics, or any lawful rule, practice, or procedure adopted by the association or other conduct deemed by the Board of Trustees to be prejudicial to the best interest of the association. For removal of an appointed officer for cause, it shall be necessary that the board of trustees vote to remove the appointed officer from their position. At least seven days written notice shall be given to the board members and officer in question. The officer shall have the opportunity to appear in person at the next board of trustees meeting to present any defense to such charges before action is taken.

ARTICLE VII
MEETINGS

Sec. 1. Annual Meeting. The annual meeting of the association shall be known as the annual session, and shall be held at a time and place the board of trustees shall determine, and at which time the house of delegates shall meet.

Sec. 2. House of Delegates. The house of delegates shall be the legislative body of the association, with the authority to determine the policies to govern the association in all its activities and to exercise all other rights conferred by law upon members of a not-for-profit corporation, subject to these bylaws, the bylaws and policies of ADHA, and the laws of the state of Oregon.

A. Voting Members. The voting members of the house of delegates shall be no greater than ten percent (10%) of the number of total members of the association listed on the Oregon Alpha Roster received no less than 30 days preceding the annual meeting.
1. Delegates and alternates shall be voting members of the association and of the component they are to represent, and shall be selected by the voting members of that component.

2. For each delegate allocated to a component, that component may have one alternate.

3. One voting student delegate shall be elected from each Oregon student ADHA chapter.

B. Non-voting Members. Non-voting members of the house of delegates shall be the elected and appointed officers of the association. They are entitled to be present at all regularly called meetings of the house of delegates and have the privilege to speak. In addition, one non-voting student delegate shall be elected from each Oregon student ADHA chapter.

Sec. 3. Official Call. The official call to the annual session giving the time and place of the meetings of the house of delegates shall be delivered by mail not less than thirty (30) nor more than fifty (50) days prior to the date of the meeting to each member and associate member of record at such address as appears on the records of the association.

Sec. 4. Quorum. A quorum shall consist of a majority of the voting members of the House of delegates registered as attending.

Sec. 5. Special Meetings. Special meetings of the house of delegates shall be called by the president upon written request of three-fourths of the board of trustees or majority of the delegates in attendance at the previous annual session of the house of delegates. Such special meetings shall be held within fifty days of such request. The time and place of a special meeting shall be determined by the president and published in the official publication of the association or sent to the address of record of each delegate. Not less than thirty days' notice of a special meeting shall be given, and only that business specified in the call may be transacted. (Attendance of a delegate at a special meeting shall constitute a waiver of notice for such meeting, except where a delegate attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened). Delegates and alternates to the annual session shall be the delegates and alternates to any special meeting of the house of delegates held prior to the next annual session.
ARTICLE VIII
BOARD OF TRUSTEES

Sec. 1. Composition. The board of trustees shall consist of the president, president-elect, the vice-president, secretary, treasurer, immediate past president, and the component trustees.

Sec. 2. Powers. The board of trustees shall be the administrative body of the association, vested with full power to conduct all business of the association, and shall have the power to enact interim policies when the house of delegates is not in session when such policies are necessary to the proper conduct of association affairs. All such policies shall be reported to the house of delegates at the next annual session for ratification.

Sec. 3. Duties. The duties of the board of trustees shall include: to provide for and maintain office facilities for the association; to be responsible for all property, real and personal, owned or held by the association and cause to be bonded all officers and employees entrusted with such property; to establish the fiscal year of the association; to cause the accounts of the association to be reviewed annually; to adopt a budget for the next fiscal year, and approve such amendments to the budget as may be necessary or appropriate; to provide leadership/organizational guidance to the components and delegates; to submit to the house of delegates an annual financial report supporting the strategic plan; to review the reports of officers, councils and committees of the association and any recommendations and resolutions to come before the house of delegates, and to make recommendations thereto; to adopt rules and regulations for the conduct of the affairs of the association; to appoint such agents, attorneys and others it deems necessary; to perform such other duties as are prescribed or permitted by the laws of the state of Oregon for the board of trustees or by these bylaws and the policies adopted by the house of delegates.

Sec. 4. Meetings. There shall be at least three regular meetings of the board of trustees each year. Special meetings may be called by the president or called upon the written request of a majority of the voting members of the board of trustees.

Sec. 5. Quorum. A majority of the voting members of the board of trustees shall constitute a quorum.
ARTICLE IX
COUNCILS AND COMMITTEES

Sec. 1. Councils. Councils may be established by the house of delegates and shall have such duties as designated by the house of delegates or the board of trustees, and shall include the preparation and filing of reports.

Sec. 2. Committees. Committees may be established by the house of delegates, the board of trustees, or the president of this association to perform such duties as designated, and shall include the preparation and filing of reports.

Sec. 3. Appointments. Chairmen and members of the councils, standing committees, and special committees shall be appointed by the president with the approval of the board of trustees. Members of the councils/committees shall serve terms coinciding with that of the president making the appointments.

Sec. 4. Finance Committee

A. Composition. The finance committee will be composed of 5 members; the treasurer, president-elect, immediate past president, and two members at large, who shall be elected by the house of delegates. These members are to serve staggered, two-year terms. The treasurer will serve as chair.

B. Duties. The committee shall meet a minimum of two times yearly for the purpose of preparing and presenting a balanced proposed budget to the last board of trustees meeting held prior to the house of delegates. The board of trustees will work with the finance committee to prepare a budget report for the house of delegates for review only. Other duties include assisting the treasurer and reviewing requests from the board of trustees.

C. Vacancies. Should a member vacancy occur, the president, with the approval of the board of trustees, shall appoint a member to serve until the next house of delegates, then the house of delegates shall elect a member to full fill the vacancy.

ARTICLE X
ABSENTEE VOTING

Absentee voting is not permitted. Members of the board of trustees or of any council or committee designated by the board of trustees may participate in a meeting of the board of trustees or of such council or committee through conference telephone or similar communication equipment by means of which all persons participating in the meeting can hear each other at the same time, and such participation shall constitute presence.
in person at the meeting and therefore may participate in voting procedures. Voting conducted during this type of meeting is not considered absentee voting.

ARTICLE XI
ADHA REPRESENTATION

Sec. 1. District Trustees. The association together with such other designated associations named by ADHA shall compose the designated district of ADHA. The qualifications, nominations, elections, installation, vacancies and duties of the district trustee shall be those determined by the ADHA bylaws.

Sec. 2. House of Delegates. The association shall be represented by delegates and alternates as provided in the ADHA bylaws. The association shall provide the ADHA executive director with the names of delegates and alternates within ten (10) days of their election and no later than thirty (30) days prior to the annual session of ADHA.

A. Qualification. Delegates and alternates shall be voting, members of the association. A candidate shall have served as a delegate or alternate prior to serving as a delegate.

B. Term of Office.

1. A delegate shall serve a term of two (2) years. Delegate terms shall expire in alternate years.

2. An alternate shall serve a term of one (1) year.

C. Nominations. Nominations of the delegates and alternates to the ADHA house of delegates shall be made at the same time, place, and manner as provided for in the election of officers of this association.

D. Elections. Delegates shall be elected by the house of delegates at the annual session.

E. Vacancies. In the event of a vacancy among the delegates, the alternate receiving the highest number of votes shall be first appointed to fill the vacancy; further vacancies shall be filled in order of votes received.

F. Duties

1. Represent the association at all sessions of ADHA.

2. Keep the association informed of ADHA activities.
ARTICLE XII
COMPONENTS

Sec. 1. Tripartite. The Oregon Dental Hygienists’ Association (ODHA) is part of the tripartite organization American Dental Hygienists Association (ADHA). Voting and supporting members must maintain an active membership in the association, a constituent and a component.

Sec. 2. Definition. A component shall consist of all voting members of the association who have joined the component of their choice.

Sec. 3. Application. Voting members of the association who are practicing or residing within said territory may make application for a charter that shall include a description of the proposed territory, proposed name of the component and proposed bylaws and a list of chartering members.

Sec. 4. Charter. A single component may be organized and chartered within a particular area of the association, subject to the approval by majority vote of the house of delegates.

Sec. 5. Inactive Components. A component who fails to comply with the bylaws of ADHA or this association will be called “inactive.” Its members will have representation at the house of delegates through a component of their choice. Dues notice shall be given by the board of trustees to the members in the component area by mail or reasonable opportunity shall be allowed for the component to meet the requirements or correct infractions. A component may stay in this category indefinitely.

Sec. 6. Revocation. The charter of a component may be revoked by a two-thirds affirmative vote of the house of delegates for failure to comply with the bylaws of ADHA or the association and then only after said component is provided a reasonable opportunity to correct the infraction that has placed its charter in jeopardy.

Sec. 7. Membership.

A. No member may be a member of more than one component and a member who qualifies for membership in more than one component shall choose which component he/she wishes to join and have his/her name recorded on the membership rolls as a member of that component.

B. A member of a component who seeks to transfer membership to another component shall do so only at the time of payment of dues for the forthcoming year with the exception of those members chartering a new component.
Sec. 8. Rights and Duties. The right and duties of each component shall be as set forth in ADHA’s Constituent and Component Organization Administration Policies and shall include but not be limited to:

A. Adopt and maintain bylaws that shall not be in conflict with the bylaws of this association or the ADHA.

B. Adopt and maintain a code of ethics of the component that is not in conflict with the code of ethics of ADHA or the code of ethics of this association.

C. To hold a business session at least once every fiscal year.

D. To have the right to assess and collect component dues.

E. To have the duty to assist in collection of membership dues for the association.

F. To have the duty to elect or remove directors and a component trustee who will represent the members of the component and report to its membership.

Sec. 9. Representation.

A. A component with ten (10) or less voting members of the association shall be entitled to be represented in the house of delegates of the association by one (1) delegate and one (1) alternate. Determination of component representation shall be based on the total number of members of the association listed on the Oregon Alpha Roster received no less than 30 days preceding the Annual session.

B. A component with more than ten (10) voting members of the association shall be entitled to be represented in the house of delegates of the association by one (1) delegate and one (1) alternate for each additional ten (10) members in the component. These membership numbers represent exact numbers and may not be rounded.

C. Notification of component representation in the house of delegates shall be made no later than forty-five (45) days prior to the annual session of the association.

D. A component shall elect from its voting members one trustee who will represent the members of the component on the board of trustees, who will report to the component membership. Trustee shall be an ex-officio member of an ODHA council of their choice or as directed by the board of trustees.
Sec. 10. Delegates

A. Delegates and alternates shall be limited to voting members of the association who are members of the component that said delegates and alternates represent; delegates and alternates shall be elected by members of the component who are voting members of the component.

B. An alternate shall be entitled to represent the component in the house of delegates only in the absence of the delegate.

ARTICLE XIII
PUBLICATIONS

Sec. 1. The official publication of the association shall be called ODHA Report.

Sec. 2. Additional publications may be authorized by the board of trustees.

Sec. 3. The editor of these publications shall be appointed by the president and shall submit an annual report to the house of delegates.

ARTICLE XIV
INDEMNIFICATION

The corporation shall indemnify all officers, trustees, delegates, and council and committee members of the association to the full extent permitted by the Not-For-Profit Corporation Act of the State of Oregon and shall be entitled to purchase insurance for such indemnification to the full extent as determined from time to time by the council on administration.

ARTICLE XV
DISSOLUTION

The association shall use its funds only to accomplish the purposes and mission stated in these bylaws, and no part of its funds shall inure or be distributed to the members of the association. On dissolution of the association, all funds remaining shall be distributed to ADHA, but in the event ADHA previously has been dissolved, to one or more regularly organized and qualified professional societies, trade associations, charitable, educational, scientific or philanthropic organizations as a tax-exempt organization or organization(s) under Section 501c(6) or Section 501c(3) of the Internal Revenue Code to be selected by the board of trustees.
ARTICLE XVI
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the 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 XVII
SUPREMACY CLAUSE

The bylaws of the association shall not be in conflict with the constitution and bylaws of ADHA, which shall be the supreme law of the association. A current copy of these bylaws shall be on file with the executive director of ADHA.

ARTICLE XVIII
AMENDMENT OF BYLAWS AND CODE OF ETHICS

These bylaws and code of ethics may be amended at any meeting of the house of delegates by a two-thirds vote provided that a copy of the proposed amendment has been sent to all delegates at least thirty (30) days prior to that meeting, or without notice at any meeting of the house of delegates held during the annual session by a three-fourths vote, and has previously been submitted to ODHA’s speaker of the house.