

# Gulf Coast Dental Hygiene Association Bylaws

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## ARTICLE I

### NAME

The name of this organization shall be the Gulf Coast Dental Hygiene Association, a component of the Florida Dental Hygiene Association (FDHA), a constituent of the American Dental Hygienists' Association (ADHA), hereinafter referred to as "the/this Association".

## ARTICLE II

### PURPOSE AND MISSION STATEMENT

The purpose of this Association shall be to:

- Improve the oral health of the public,
- Advance the art and science of dental hygiene,
- Maintain the highest standards of dental hygiene education and practice,
- Present and protect the interests of the dental hygiene profession,
- Improve the professional competence of the dental hygienist,
- Foster research in oral health, and
- Provide professional communications; all in a manner consistent with the Principles of Ethics of the profession.

The Mission Statement of this Association shall be to:

To improve the public's total health, the Mission Statement of the Gulf Coast Dental Hygiene Association is to serve the public by advancing the art and science of dental hygiene, increasing awareness of and improving access to quality health care; promoting the highest standards of dental hygiene education, licensure and practice; and representing the profession of dental hygiene.

## ARTICLE III

### MEMBERSHIP

Section 1. Classification. The two classes of membership shall be:

- A. Voting members.
- B. Non-voting members.

Section 2. Voting members

- A. Active Member. An Active member is an ethical dental hygienist, currently licensed and meets the requirements of ADHA, FDHA, and the Bylaws of this Association. The bylaws of this Association require that active members have graduated from an ADA CODA Dental Hygiene Program.  
The entry-level dental hygiene program shall:
  1. Award a minimum of an associate level degree, the credits of which are transferable and applicable to a baccalaureate degree.
  2. Retain control of curricular and clinical components.
  3. Include at least two academic years of full time instruction or equivalent in academic credits earned at the post-secondary college level.

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4. Encompass course work sufficient to insure that the graduate is eligible for licensure in any jurisdiction.
  5. Who is currently licensed to practice in any part of the United States (or under the provision of a “grandfather clause” or its territories’). Active members shall have the right to all privileges of this Association, the ADHA and the FDHA according to their bylaws.
- B. Life Member. A Life Member is an Active Member who has sustained 25 years of continuous membership in this Association. To maintain this status a life member must remain a voting member of this Association.
- C. Retired/Senior Member. A Retired member is an Active member of this Association who have reached the full retirement age as set by the Social Security Administration and have either been an Active Member of the Association for an aggregate total of thirty (30), or twenty-five (25) consecutive years may apply for Retired/Senior status.
- 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 Membership upon application to the Executive Director of ADHA.
- E. Active, Life, Retired/Senior and Members with Disabilities shall be entitled full rights for participation in the Association.

## Section 3. Non-Voting Members

- A. Associate Member. An Associate member is an ethical dental hygienist who is residing or practicing dental hygiene in a country other than the United States or its territories, in a state other than Florida, or a component other than this Association, who holds a current license and membership in ADHA.
- B. Honorary Member. An Honorary member is an individual who has contributed materially to the advancement of the art or science of dental hygiene, recommended by two voting members and elected by this Association membership by a  $\frac{3}{4}$  vote.
- C. Student Member. A Student member is any individual who is a FSADHA member, in an accredited dental hygiene program, or a graduate of an accredited dental hygiene program who is pursuing a Baccalaureate or Graduate degree complimentary to a career in dental hygiene. A new graduate converts from Student to Active Member according to American Dental Hygienist’ Association policy.
- D. 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 Principle of Ethics of this Association, shall be eligible for Supporting membership upon application to and verification by the Executive Director of FDHA. Enrollment in this category shall require membership in ADHA.
- E. Allied Member. Any individual, other than a dental hygienist, 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 upon application to the American Dental Hygienists’ Association’s Executive Director.
- F. Non-Voting members may attend meetings and have such other rights as may be given by this Association’s membership.

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## Section 4. Rights of voting members

Voting members shall be entitled to:

- A. The right to vote on all matters requiring a vote by the members of this Association.
- B. Eligibility for election as a Delegate or Alternate to the House of Delegates of FDHA, eligibility for election or appointment to any office, committee, Executive Board or similar position in the Association if qualified.
- C. An annual subscription to any official publication of this Association.
- D. Admission to any meeting of the Association.
- E. Such other rights as the Executive Board may from time to time determine.

## Section 5. Rights of non-voting members.

Non-voting members may attend meeting and such other rights as may be given by the Association. Non-voting members may not have the right to vote or to hold an elected office.

## Section 6. Admission.

- A. Application for membership may be secured from ADHA, FDHA, or any component of the FDHA.
- B. The application form shall be filled out completely and accompanied by the current dues/fees of this Association, of the FDHA, ADHA, and sent directly to the ADHA.

## Section 7. Dues.

Annual Dues of this Association are payable on the date determined by ADHA's House of Delegates, and if not paid within thirty (30) days, membership shall be forfeited.

- A. Dues for Active, Allied, Associate shall be determined by the FDHA House of Delegates.
- B. Honorary, Life, and Retired members shall be exempt from payment of dues to FDHA, but shall pay dues to ADHA and this component.
- C. Student members shall pay dues to ADHA and FDHA through their student membership.
- D. All classes of membership shall be expected to pay such assessments as may be determined by this Association.

## Section 8. Resignation

A member may resign by written request to the Executive Director of FDHA, and to President of this Association.

## Section 9. Reinstatement.

A member who has resigned or has been dropped for non-payment of dues may be reinstated by the process given for new members.

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## Section 10. Transfer of Membership.

A member who moves from West Coast District to another district in Florida shall transfer active membership upon request to the FDHA Executive Director, without transfer of dues.

## Section 11. Loss of Membership

A member who has resigned, or who has been expelled or permanently suspended from the FDHA or any component Association shall cease to be a member of this Association.

## Section 12. Member in Good Standing

A member of this Association who is not under the final sentence of suspension or expulsion because of being found guilty of violation of the Dental Practice Act of this state or any state, territory or dependency or of violating these bylaws including the Code of Principles of Ethics of this Association and whose dues for the current year shall have been paid, shall be considered a "MEMBER IN GOOD STANDING".

## ARTICLE IV OFFICERS.

### Section 1. Elected Officers

The elected officers of this Association shall be a President, Vice-President, Secretary, Treasurer, allotted number of Delegates and Alternate Delegates, and (1) one Executive Board Member.

#### A. Qualifications:

Only a voting member of this Association shall be eligible to serve as an elected officer.

#### B. Terms of Office

1. All officers (except the Treasurer) shall be elected for a term of one year or until their successors are elected.
2. The Treasurer shall be elected for a term of two years or until their successor is elected.
3. No officer shall serve more than two consecutive terms in the same office, except for the offices of delegate and alternate delegate.
4. All officers shall assume their office at the first business meeting held after the installation of officers.
5. The Immediate Past President shall automatically become a member of the Executive Board for one year following retirement from office.

#### C. Nominations:

1. A nomination committee shall be nominated and elected by this Association.
2. The nominating committee shall present at least one nominee for each office to be elected prior to election.
3. Nominations from the floor may be made at the elections meeting provided consent of the nominee has been given.

#### D. Elections.

1. The officers shall be elected by ballot and a majority vote at the annual elections meeting. (May)

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2. Voting shall be made by secret ballot; in the event there is only one nominee for an office, the election may be by voice. A majority vote shall elect.
3. A majority of the votes cast shall be necessary for election. In the event that no nominee receives a majority of the votes cast on the first ballot, the name of the nominee receiving the least number of votes cast shall be dropped and ballot taken. This same procedure shall continue until one of the nominees receives a majority of the votes cast.
4. The Secretary shall keep all ballots for thirty (30) days.

## E. Installation

The elective officers shall assume their office at the first business meeting held after the installation of officers.

## F. Vacancies

1. Permanent Vacancies. In the event of death, resignation or the inability to perform the duties of President, the Vice-President shall automatically assume the duties of that office for the remainder of the term. In the temporary absence of the President, the Vice-President shall preside.
2. All other vacancies shall be filled by order of the Executive Board.
3. In event of a vacancy of any of the other elective offices the Executive Board shall appoint a successor who shall serve for the unexpired term.

## G. Duties

All officers shall perform those duties listed in the procedure manuals pertaining to the offices they hold and by the current edition of *Roberts Rules of Order*.

## Section 2. Appointed Officers

The appointed offices of this Association shall be the Editor of publications, all Standing Committee Chairmen, and the President may also appoint a Parliamentarian.

- A. Qualifications – Qualifications for appointive offices shall be determined by the Executive Board.
- B. Term of Office – Appointive officers shall be appointed for a term of one (1) year.
- C. Appointment – Appointive officers shall be appointed by the President or a majority vote of the Executive Board.
- D. Vacancies – Vacancies of appointive offices shall be filled as soon as they occur by the President of this Association.
- E. Duties – The appointive officers shall perform those duties prescribed by the procedural manual.

## ARTICLE V MEETINGS

### Section 1. Business Meetings

Regular business meetings of this Association shall be held at least four times per year, unless otherwise decided by a 2/3 vote of the Executive Board or by a majority vote of the membership.

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## Section 2. Special Meetings

Special meetings may be called by the President or by a signed request of at least five (5) of the voting members. At least ten (10) days notice of the purpose, time and place shall be given to the membership.

## Section 3. Quorum

The quorum shall consist of at least ten (10) voting members for the transaction of business.

## Section 4.

Scientific Sessions may be conducted in conjunction with the monthly meetings of this Association. Additional scientific sessions in the form of seminars, symposiums and workshops may be scheduled by the Executive Board.

## Section 5. Order of Business

The order of business shall follow the parliamentary authority as nearly as possible.

## Section 6. Admission to General Meetings

All members of this Association shall be entitled to attend all meetings. Non-members may attend according to the rules of the Executive Board.

## ARTICLE VI

### EXECUTIVE BOARD

#### Section 1. Composition.

The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, allotted Delegates and alternate Delegates, Executive Board Member and the Immediate Past President.

#### Section 2. Vacancies

In the absence of the President, the Vice President will serve as Chairman of the Executive Board. In the absence of the Vice President, the Executive Board shall elect one of its own voting members to serve as Chairman pro-tem. In the absence of the Secretary, the Treasurer of this Association will serve.

#### Section 3. Duties and Powers

- A. Transact all business of the Association between its meetings.
- B. Have general supervision over the policies of the Association and make important recommendations to the membership at its next meeting.
- C. Fill vacancies according to these Bylaws.
- D. Approve the appointments made by the President.
- E. Review the reports of officers and committees and make necessary recommendations to the Association.
- F. Approve an itemized budget to be presented to the membership for adoption.
- G. Approve changes and revisions in all Procedure Manuals.
- H. See that the accounts of the Association are reviewed annually by an internal committee or accountant.

#### Section 4. Meetings

- A. There shall be regularly scheduled meetings of the Executive Board one (1) week before each business meeting of the Association. Meetings may be on location, by conference call, or with alternative media.
- B. Special meetings of the Executive Board shall be called by the President. The

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call for the meeting shall be issued at least four (4) days prior to the date set for the meeting. Special meetings or urgent business may be conducted by mail or electronic ballot, provided sufficient information is supplied for proper consideration of the question. Any decision by mail or electronic resources should be fully reported at the next meeting.

C. The quorum for all meetings of the Executive Board shall be four (4).

## ARTICLE VII – REPRESENTATION

This Association, will be represented at the FDHA House of Delegates according to the Florida Dental Hygiene Association bylaws.

## ARTICLE VIII – COMMITTEES

### Section 1 Classification

A. The Standing Committees of the Association shall be created by the membership as deemed necessary. They shall include but not be limited to:

1. Budget and Audit
2. Bylaws
3. Community Dental Health
4. Nominating
5. Historian and Scrapbook
6. Membership
7. Telephone
8. Placement Bureau
9. Propy Press Editor
10. Fund Raising

B. Special Committees

Special committees may be created by the Executive Board or the membership as necessary, and shall terminate upon completion of their assigned task.

### Section 2. Appointments

- A. The President shall appoint all committee Chairmen, except the Nominating Committee Chair.
- B. The appointment of the Chairmen shall be approved by the Executive Board.
- C. The President shall fill vacancies, as they occur in committees.

### Section 3 Duties

All committee chairmen shall perform those duties listed in the Procedural Manual pertaining to their committee.

## ARTICLE IX

### PUBLICATIONS

#### Section 1. Official Publications

The official publication of the Association shall be known as PROPHY PRESS.

#### Section 2. Purpose

The purpose of the publication shall be to report significant activities and scientific developments of interest to the dental hygienist.

#### Section 3. Frequency of Issue and Subscription Rates

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The number of issues, subscription and advertising rates for the publication shall be determined by the Executive Board.

## Section 4. Editor

The editor shall supervise the official publication.

## Section 5. Official Transactions and Reports

- A. A list of officers and committee chairmen shall be printed at least once a year in the publication. If the PROPHY PRESS is not published then a list of officers will be available upon request at a business meeting, via email, or on the GCDHA web-site.
- B. A roster of the Association's members, address and phone numbers shall be distributed through the editor once a year.

## ARTICLE X

### PRINCIPLES OF ETHICS AND DISCIPLINE

#### Section 1. Professional Conduct of Members

The *Principles of Ethics* adopted by the American Dental Hygienists' Association shall govern the professional conduct of all members. Any further rules for discipline shall be determined by the membership.

#### Section 2. Discipline of Members

This Association shall have the right to discipline any of its members by suspension or expulsion if found guilty of violating the Dental Practice Act of the State of Florida, these Bylaws or the *Principles of Ethics*.

## ARTICLE XI

### PARLIAMENTARY AUTHORITY

The current edition of *Robert's Rules of Order* shall govern the proceedings of the Association in all cases to which they are applicable and in which they are not in conflict with the bylaws and rules of this Association, Florida Dental Hygiene Association, or the American Dental Hygienists' Association.

## ARTICLE XII

### AMENDMENTS AND REVISIONS

#### Section 1. Amendments

These Bylaws may be amended by a 2/3 vote of those present and voting at any regular or special meeting, provided the proposed amendment has been given orally at the previous meeting or by a written notice at least seven (7) days prior to the meeting at which they are to be acted upon.

#### Section 2. Revisions

The Bylaws may be revised only upon authorization of the membership. The proposed revision shall be approved by the FDHA Bylaws Chairman and FDHA Executive Board before it is voted upon by the Association. These revisions shall not be in conflict with the bylaws of ADHA or FDHA.

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## ARTICLE XII DISSOLUTION

In the event this Association should be dissolved for any reason, any remaining assets after all liabilities have been paid shall be distributed for purpose of the Association and within the scope of the IRS, Section 501c (3) or 501c (6) or any amendments thereto.

## ARTICLE XIV PRINCIPLES OF ETHICS

Each member of this Association has the ethical obligation to subscribe to the following principles:

- To provide oral health care reflecting professional knowledge, judgment, and ability;
- To serve all patients without discrimination;
- To increase public understanding of oral health;
- To generate public confidence in members of the dental health profession;
- To cooperate with all health professionals in meeting the health needs of the public;
- To recognize and uphold the laws and regulations governing this profession;
- To participate in this professional Association and uphold its purpose;
- To maintain professional competence through continuing education;
- To exchange professional knowledge with other health professionals;
- To represent dental hygiene with high standards of personal conduct;
- To respect the rights of patients to autonomy, veracity, justice, and confidentiality.