

BYLAWS

OREGON DENTAL ASSISTANTS ASSOCIATION

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OREGON DENTAL ASSISTANTS ASSOCIATION

ARTICLE I - NAME

The name of this organization shall be the "Oregon Dental Assistants Association", hereinafter referred to as "the Association", or "this Association".

ARTICLE II - OBJECTIVES

The Association's objectives shall be: to share in the responsibility for quality dental health care delivery to all; to advance the practice of dental assisting toward the highest standards of performance obtainable by supporting and encouraging formal education and in providing quality continuing education; to support educationally-based national and / or state credentialing for the dental assisting profession; and to communicate effectively with all members of the health-related professions.

ARTICLE III - ORGANIZATION STRUCTURE

Section 1. Affiliation: This Association shall be a State Association of the American Dental Assistants Association.

Section 2. Local Organizations

- A. Organizations: Local Organizations may be organized in a town, city, county, or district, for the purpose of furthering the objectives of this Association.
- B. Name: A local organization may be named for a town, city, county or district; however, no two (2) local organizations shall adopt the same name.
- C. Affiliation: Affiliation shall be granted upon the following conditions:
 - 1. Approval by this Association; and
 - 2. Approval by the American Dental Assistants Association.
- D. Governance: Local organizations shall be governed by Bylaws or Rules of Governance.

ARTICLE IV - MEMBERSHIP

Section 1. Admission: Membership shall not be based upon race, color, religion, sex, national origin or age.

Section 2. Membership Classification: The membership classifications shall be Active, Student, Honorary, Life, and Special. The adoption and implementation by this state Association of any membership or quasi-membership classification other than those provided for in the Bylaws of the ADAA are categorically and unequivocally forbidden.

A. Active. Active membership may be granted to any Dental Assistant who will support and promote the objectives of this Association. An active member shall have the privilege of voting, holding elective office, and serving as chairman or a member of a committee.

B. Student. Student membership may be granted to any student enrolled in a full time dental assisting program, or to a graduate of a dental assisting program enrolled full time in either a program related to dentistry or in a college degree program, who will support and promote the objectives of this Association. A student member shall have the privilege of serving as a member on a committee.

C. Honorary. Honorary membership may be conferred upon an individual who has contributed substantially to the welfare of the dental assisting profession. To be elected an honorary members, the individual shall be approved through unanimous vote of the Executive Board and two-thirds (2/3) vote of the General Assembly.

D. Life Membership Categories:

1. Life membership shall be granted to a member who has maintained continuous active membership or who has maintained continuous active membership interrupted by student membership, for a period of twenty-five (25) years and who will support and promote the objectives of this Association. A life member shall have all the privileges of active membership.

2. Retired Life Membership shall be granted to any Life Member who has reached age of sixty-two (62) or until a disability prevents employment as a dental assistant.

E. Special:

1. A special membership shall be granted an active member who has reached retirement age as recognized by the Federal Social Security Act (42) United States Code Annotated 402; (a) and who has maintained continuous active membership, or continuous active membership interrupted by student membership for a period of fifteen (15) years and who will support and promote the objectives of this Association.
2. A special membership shall be granted to a person totally and permanently disabled who has maintained continuous active membership, or who has maintained continuous active membership interrupted by student membership, for a period of ten (10) years and who will support and promote the objectives of this Association.
3. A special membership shall have all the privileges of active membership.

Section 3. Local Membership: A person applying for membership in a local organization shall be required to maintain membership in this Association and the American Dental Assistants Association.

Section 4. State Membership: Where no local organization exists, a person applying for membership in this Association shall be classified as an independent state member. Such members shall be required to maintain membership in this Association and the American Dental Assistants Association.

ARTICLE V - DUES.

ADAA, state and local dues shall be paid by each member directly to the Central Office of the ADAA in accordance with the procedures and dates established by the ADAA and this Association. No dues shall be refunded to any member whose membership terminates for any reason. (Provisions shall be made for distribution of dues amounts received from ADAA Central Office for each membership category).

ARTICLE VI - GENERAL ASSEMBLY

General Assembly.

Section 1. Composition and Qualifications. The General Assembly shall be composed of members from this Association. The voting members shall be active, life and special members present and the voting members of the Executive Board.

Section 2. Registration. The deadline dates and fees for registration shall be determined by the Executive Board.

Section 3. Meetings

A. The General Assembly shall meet regularly at the Associations Annual Session.

B. A special meeting of the General Assembly may be called by a quorum of the Executive Board. Fifteen(15) days notice shall be give.

Section 4. Quorum. One third (1/3) of the members present at the business meeting shall constitute a quorum for the transaction of business at any meeting of the General Assembly.

Section 5. Duties. The General Assembly shall be the governing body of this Association. It shall determine the policies of the Association, determine dues, adopt an annual budget, elect officers, may nominate a district trustee every three (3) years, amend the Bylaws, and transact whatever other Association business is necessary.

ARTICLE VII - OFFICERS

Section 1. Number and Titles. The elected officers shall be five (5) in number: President, First Vice President, Second Vice President, Secretary and Treasurer. The President shall be the chief elected officer and the official spokesman of the Association.

Section 2. Eligibility: Only an active, or life member of this Association shall be eligible to serve as an officer.

- Section 3. Nominations: In accordance with the Manual of Procedures, the Nominating Committee shall present a slate of qualified candidates for the offices to be filled. The report of the committee shall be presented to the General Assembly. No name shall be placed in nomination without the written consent of the nominee. Additional nominations may be made from the floor of the General Assembly.
- Section 4. Election: Election may be by ballot during the Annual Session and a majority of the votes cast by the General Assembly shall elect.
- Section 5. Term of Office: Term of office for all officers shall be one (1) year or until a successor is duly elected. The officers shall assume their duties upon adjournment of the Annual Session.
- Section 6. Duties: Officers shall perform the duties as may be prescribed by these Bylaws, The ODAA Manual of Procedures, and the parliamentary authority adopted by the Association.
- Section 7. Vacancies: In the event the office of the President shall become vacant, the First Vice President shall become President for the unexpired portion of the term. Vacancies in the offices of all other officers shall be filled by election by the Executive Board.
- Section 8. Removal of Cause: The Executive Board by a two-thirds (2/3) vote of all its voting members, may remove any officer or committee chairman from office for just cause.

ARTICLE VIII - EXECUTIVE BOARD

- Section 1. Composition: The Executive Board shall be composed of the five (5) elected officers, the Immediate Past President, directors and committee chairmen.
- Section 2. Meetings: Regular meetings of the Executive Board shall be held at the call of the President. Special meetings of the Executive Board may be called at any time by the President or upon written request of the four (4) voting members of the Board. Notice shall be given at least ten (10) days prior to the meeting.
- Section 3. Quorum: One third (1/3) of the voting members of the Executive Board shall constitute a quorum at any meeting. If urgent business requires a vote when the Executive Board is not in

session, a mail ballot, electronic ballot, or conference telephone vote authorized by the President or by four (4) voting members may be taken. A majority vote of the Executive Board shall be required on any mail or electronic ballot or conference telephone vote. Such actions shall be confirmed by the Executive Board at the next meeting.

Section 4. Duties: The Executive Board shall be the governing body of this Association when the General Assembly is not in session subject to the policies established by the General Assembly.

ARTICLE 1X - COMMITTEES

Section 1. Standing Committees: There shall be the following standing committees appointed by the President and approved by the Executive Board. Finance, Bylaws/Manual of Procedures, Community Involvement, Education, Historian, Legislative, Membership, Student Involvement, Newsbulletin, Nominating, and Ways and Means.

Section 2. Duties: Committees shall perform the duties as may be prescribed by these Bylaws, the Manual of Procedures, and the parliamentary authority adopted by the Association.

Section 3. Composition and Term of Office. One Year unless established as a rotating three (3) year term.

Section 4. Other Committees: The Executive Board may create such other special committees, subcommittees, or task forces as shall be deemed necessary and which shall not be in conflict with other provisions of these Bylaws. The duties of any such bodies shall be prescribed by the Executive Board upon their creation.

ARTICLE X - FINANCE

Section 1. Fiscal year: The fiscal year of this Association shall begin October 1 and end September 30th of each year.

Section 2. Bonding: Any trust or surety bond for officers and employees of the Association shall be secured by the Executive Board, and the cost paid by the Association.

Section 3. Budget: With recommendations of the Finance Committee and the Executive Board, the General Assembly at the Annual

Session shall adopt an annual operating budget covering all activities of the Association for the next fiscal year.

Section 4. Audit: The Board of Directors shall have all accounts of the Association audited not less than annually, with ninety (90) days following the end of each annual fiscal period. A financial report for the year just completed shall be made available to the membership.

Section 5. Tax Identification: The tax identification number for this Association is_____.

ARTICLE XI - DISSOLUTION

This Association shall use it's funds only to accomplish the objectives and purposes specified in these Bylaws, and no part of the said funds shall inure, or be distributed, to the members of this Association. If at any time this Association shall be dissolved, any funds remaining shall be distributed to one (1) or more regularly organized and qualified charitable education, scientific or philanthropic organizations to be selected by the Executive Board. The Executive Board's selection is the Dental Foundation of Oregon.

ARTICLE XII - PARLIMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (current edition) shall be the parliamentary authority for this Association and shall be applicable in all cases where it does not conflict with the Bylaws, the Manual of Procedures and the Standing Rules of this Association.

ARTICLE XIII - AMENDMENTS

Section 1. These Bylaws may be amended at a general meeting of the Organization as follows:

- A. By a two-third (2/3) voted provided that the proposed amendments, after recommendation by the Executive Board, have been presented in writing at least thirty (30) days prior to voting and that all amendments have been reviewed and approved by the ADAA Bylaws/Manual of Procedures Committee before presentation to the membership.
- B. By unanimous vote, provided approval of the amendment has

been obtained from the appropriate member of the ADAA Bylaws/Manual of Procedures Committee, and that previous notice of the amendment has been given at an earlier meeting.

Section 2. A revision of these Bylaws may be ordered on the recommendation of the Executive Board and a majority vote of the General Assembly. When a revision of the Bylaws is brought before the general membership for a vote, only a majority vote is necessary to adopt an amendment to the proposed revision, but two-thirds(2/3) votes is necessary to adopt the proposed revision, provided approval of the revised Bylaws has been obtained from the ADAA Bylaws/Manual of Procedures Committee before presentation to the membership.