

**HAWAII DENTAL HYGIENISTS' ASSOCIATION
BY-LAWS AND CODE OF ETHICS**

**ARTICLE I
NAME AND OFFICE**

Section 1. The name of this association shall be Hawaii Dental Hygienists' Association, a constituent society of the American Dental Hygienists' Association, hereinafter referred to as the "HDHA".

Section 2. The principal office of HDHA shall be located at the address of the treasurer. HDHA may have such other offices as may from time to time be designated by the Board of Trustees.

**ARTICLE II
PURPOSES AND MISSION**

Section 1. The purposes of HDHA shall be to improve the oral health of the public; to advance the art and science of dental hygiene; to represent and protect the interests 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 Hawaii to carry out the purposes of HDHA.

Section 2. To improve the public's total health, the mission of the HDHA 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.

ARTICLE III
MEMBERSHIP

Section 1. Membership The membership of HDHA is composed of members of the American Dental Hygienists' Association, hereinafter referred to as ADHA, who are licensed, practicing or residing in Hawaii, together with such other members as are authorized in the Bylaws of HDHA.

Section 2. Membership Categories. *The membership of the Association shall be composed of the following categories:*

A. Voting Members

1. Professional Members. *Professional membership may be granted to any individual who (i) has either earned a certificate or professional degree in dental hygiene pursuant to a dental hygiene program offered by an accredited college or institution of higher education, or is licensed to practice dental hygiene in the United States under the provision of a "grandfather clause"; and (ii) 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; and (iii) agrees to maintain membership in a Constituent as well as a Component (if such exist where the member is licensed, practices or resides).*

2. Senior Status. *Professional members who have reached their full retirement age as set by the Social Security Administration and have either been a Professional Member of the Association for an aggregate total of thirty (30) years, or twenty-five (25) consecutive years may apply for Senior status.*

3. Members with Disabilities. *Professional members who are unable to work due to a verified disability may apply for Disabled status. All applications must be verified by the American Dental Hygienists' Association, and must be accompanied by proof of eligibility each year.*

4. Life Members. Any Professional member who has made out-standing contributions to dental hygiene and to HDHA shall be eligible for Life Membership in HDHA upon nomination and election by unanimous vote of the Board of Trustees. An elected President of ADHA who has completed the term of office shall automatically become a Life Member.

B. Non Voting Members

1. International Members. *International membership may be granted to any individual who (i) resides outside of the United States; and (ii) holds a valid license to practice as a dental hygienist.*

2. Student Members. *Student membership may be granted to any student (i) currently enrolled in an accredited dental hygiene program; or (ii) who has graduated from an accredited dental hygiene program and is currently pursuing a baccalaureate or graduate degree complementary to a career in dental hygiene in an accredited college or institution of higher education.*

3. Supporting Members. *Supporting membership may be granted to any licensed dental hygienist who (i) is not employed in a dental hygiene-related career; and (ii) agrees to maintain membership in a Constituent as well as a Component (if such exist where the member is licensed or resides)*

4. Honorary Members. *Honorary membership may be granted by the House of Delegates to any individual who (i) is not a dental hygienist; (ii) has made outstanding contributions to dental hygiene or dental health; and (iii) has been nominated by the Board of Trustees.*

5. Allied Members. *Allied membership may be granted to any individual who supports the purposes and mission of the Association and who is not otherwise qualified for any other class of membership.*

6. Corporate Members. *Corporate membership may be granted to any corporation, partnership, institution or organization that supports the Association's mission.*

Section 3. 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 elected to or appointed to any office, board, or committee of HDHA and of the Component to which the member belongs, and such other privileges as the Board of Trustees may determine.

B. Non-voting members shall have such privileges as the Board of Trustees shall determine, but shall not have the right to vote or hold office, with the exception of one Voting Student Member to the Annual Business Meeting.

Section 4. Resignation. A member desiring to resign from the HDHA shall submit such resignation in writing to the HDHA Board of Trustees and the ADHA Executive Director. No member's resignation shall be accepted until all prior dues, fees, and assessments are paid.

Section 5. Non-Payment. If a members fails to pay dues, fees, or assessments within thirty (30) days from the time they become due, or ceases to be a member of the ADHA , Component or other organization required for membership in HDHA, membership shall automatically terminate.

Section 6. Reinstatement. Any member having resigned from membership may be reinstated upon application to HDHA, in which the member is licensed, practicing or residing. Any member who has forfeited membership for non-payment of dues, fees or assessments may be reinstated upon application to HDHA or the ADHA Executive Director, and upon meeting such uniform terms as may be established by the Board of Trustees.

Section 7. Suspension/Termination. Membership in HDHA 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 the Bylaws, the

Code of Ethics, or any lawful rule of practice adopted by HDHA, or other conduct deemed by the Membership to be prejudicial to the Best interest of HDHA. 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 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 Voting Membership 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.

Section 8. Dues The amount of annual dues, fees and assessments for any class of membership in HDHA shall be established by the Voting Membership. A two-thirds vote of those Voting Members present and voting at any regular meeting shall be required for any dues increase.

ARTICLE IV **ELECTED OFFICERS**

Section 1. Officers The elected officers of the HDHA shall be the President, President-Elect, Vice President, Secretary, Treasurer, Immediate Past President, two (2) At-Large Trustees and Component Trustees.

Section 2. Qualifications. All elected officers shall be voting members of HDHA. Component Trustees shall also be a member of a Component within HDHA to be represented.

Section 3. Nominations. The Immediate Past President shall serve as chair of the Committee on Nominations. The report of the Committee on Nominations shall be read at the Annual Business Meeting, at which time additional nominations may be made by the Voting Members.

Section 4. Elections. The President-Elect, Vice President, Secretary, Treasurer and At Large Trustees shall be elected by ballot by the Voting Members at the Annual Business Meeting. 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 ballot.

Section 5. Term of Office.

- A.** All officers shall take office immediately upon installation and all officers, except the Treasurer and the At-Large Trustees shall serve a term of two (2) years. The At-Large Trustees shall be elected to serve for two (2) years which will alternate between the two At-Large Trustees. The Component Trustees shall be elected to serve for two (2) years and are elected by the voting members of the Component. Add-numbered Components shall elect Trustees in the odd-numbered years; even numbered Components shall elect Trustees for even numbered years. The numbering of the Components is determined by ADHA membership services. Term of office for all officers shall begin after the officers are installed at the last meeting of HDHA Annual Business Meeting.
- B.** The President, upon completion of the term of office, shall succeed to the office of Immediate Past President without election, to serve a term of one year.
- C.** The President-Elect, upon completion of the term of office, shall succeed to the office of President without election, to serve a term of one year.

Section 6. Vacancies. In the event the office of President becomes vacant, the President-Elect shall become President automatically , to serve as President for the unexpired term and the term immediately following. Should the offices of the President-Elect, Vice-President, Secretary, Treasurer and At-Large Trustee become vacant, they shall be filled by majority of the Board of Trustees to serve until the next Annual Business Meeting, when the Voting Members shall fill the vacancy for any unexpired term. Should the office of any Component Trustee become vacant, the vacancy shall be filled for the unexpired term by that Component. Should the office of Immediate- Past President become vacant, it shall remain vacant.

Section 7. Resignation. Any elected officer may resign by submitting that resignation in writing to the Board of Trustees.

Section 8. Removal. Any elected officer may be removed for cause. Sufficient cause for such removal may be violation of these Bylaws, the Code of Ethics, or any lawful rule, practice, or procedure adopted by HDHA or other conduct deemed by the Board of Trustees to be prejudicial to the best interest of HDHA. For removal of an elected officer for cause, it shall be necessary for the body which 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.

Section 9. 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 their duties for HDHA and prescribe procedures for approval and payment of such expenses.

ARTICLE V **DUTIES OF OFFICERS**

Section 1. General Duties. Officers shall perform the duties prescribed by the Bylaws and by the Parliamentary Authority adopted by HDHA. Officers shall serve as members of the Board of Trustees and perform such duties as may be determined by the Board of Trustees or President.

Section 2. President. The President shall serve as official representative of HDHA; have general supervision and direction of all officers of HDHA; shall be the Chairman of the Board of Trustees; shall appoint, with the approval of the Board of Trustees, all chairpersons of committees; shall serve as chair of the Annual Business Meeting; and perform other duties as directed by the Board of Trustees or these Bylaws.

Section 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 and shall fill the unexpired term of the President should that office become vacant.

Section 4. Vice-President The Vice-President shall serve as a chair of a standing committee.

Section 5. Secretary. The Secretary shall take minutes of all Board of Trustee, Annual Business Meeting, and Special Meetings which shall become the official record of proceedings of HDHA and shall be responsible for the official correspondence of HDHA.

Section 6. Treasurer. The Treasurer shall serve as custodian of all monies, securities and deeds belonging to HDHA; shall deposit all monies, received and pay all bills of HDHA in a timely manner; shall prepare a detailed financial report of Income and Expenses of Board of Trustees Meeting; shall prepare an itemized budget for the Annual Business Meeting.

Section 7. At-Large Trustee and Component Trustee. Trustees shall discharge their powers and duties of the Board of Trustees so as to be in the best interest of the HDHA and shall report to the Components, actions taken by the Board of Trustees.

ARTICLE VI
BUSINESS MEETING

Section 1. Annual Business Meeting. HDHA shall have at least one Annual Business Meeting, and shall be held at a time and place to be determined by the Board of Trustees.

A. Quorum: Ten percent (10%) of the Voting Members of HDHA must be present to constitute a quorum for the transaction of business.

B. One voting student delegate elected by the Student Members may be called at any time by the President upon written request of ten members or by a quorum vote of the Board of Trustees.

ARTICLE VII
BOARD OF TRUSTEES

Section 1. Composition. The Board of Trustees shall consist of the President, President-Elect, Vice-President, Secretary, Treasurer, Immediate-Past President, two At-Large Trustees, and Component Trustees. Ex-officio members without vote consists of Committee Chairs, ADHA Delegates and Alternates.

Section 2. Powers The Board of Trustees shall be the administrative body of HDHA , vested with full power to conduct all business of HDHA, and shall have the power to enact interim policies when such policies are necessary for proper conduct of HDHA affairs. All such policies shall be reported to the members at the next Annual Business Meeting for ratification.

Section 3. Duties. The duties of the Board of Trustees shall be, but not limited to, to provide for the maintenance and supervision of all property owned by HDHA; to be in charge of the financial affairs and appropriations of HDHA, including approving HDHA expenses before the President shall order bills paid; to audit the financial records before each Annual Meeting; to approve the

annual budget presented by the Treasurer after review by the membership at the Annual Business Meeting; to provide for, and supervise, the publication and distribution of all publications of HDHA; to review all committee reports and correspondence; to supervise all arrangements for the Annual Business Meeting; to submit to the membership an annual report of the activities of the Board of Trustees; and to perform such duties as prescribed by these Bylaws, and the mandates of the members of HDHA.

Section 4. Meetings The Board of Trustees shall meet a minimum of four (4) regular meetings each year. Special meetings shall be called by the President on the request of three (3) voting Board members. Advance notice of such meetings shall be at least seven (7) days prior to the days set for such meetings and shall state the business items to be considered. No business shall be considered except that state in the meeting call unless granted unanimous consent by the voting members present.

Section 5. Quorum. A majority of the voting members of the Board of Trustees shall constitute a quorum.

ARTICLE VIII **COMMITTEES**

Section 1. Establishment Standing committees and special committees shall be established by the Board of Trustees. These committees shall have such duties as designated by the Board of Trustees and shall submit a written annual report.

Section 2. Composition. Committee members shall be voting members of HDHA. If cooperative efforts with other associations make the appointment of a non-member desirable, it shall be made only with the approval of the Board of Trustees. An elected officer shall serve a member of each committee.

Section 3. Appointments. Chairpersons and members of the committees shall be appointed by the President with the approval of the Board of Trustees. Members of the special committees shall be appointed by the President. Members of the committees shall serve terms coinciding with that of the President making the appointment.

Section 4. Standing Committees. The following standing committees shall be appointed annually: Membership, Regulation and Practice, Administration, Public Relations, Education, Nominations, and Annual Scientific Session.

ARTICLE IX **ABSENTEE VOTING**

Section 1. Mail Ballot. Any question may be submitted in writing, with an established body of HDHA for determination in lieu of a meeting of that body. If one-third (1/3) of the members of any such body, except the Board of Trustees, which will required three (3), challenge the mail ballot on the grounds that insufficient information is available for proper consideration of the question, the question will be postponed to the next meeting of that body. A report of any action taken by mail shall be verified and made a part of the minutes of the next meeting of that body.

Section 2. Conference Call. Members of the Board of Trustees or of any committee designated by the Board of Trustees may participate in a meeting of the Board of Trustees or of such 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.

Section 3. Procedures Specific procedures not in conflict with Section 1 above for conducting any absentee voting shall be determined by the Board of Trustees.

ARTICLE X
ADHA REPRESENTATION

Section 1. House of Delegates HDHA shall be represented by Delegates and Alternates at the ADHA House of Delegates as provided by ADHA Bylaws. For each Delegate allocated, HDHA may have one (1) Alternate.

Section 2. Delegates and Alternates

A. Qualifications: Delegates and Alternates shall be Voting Members of HDHA. A candidate shall have served as a Delegate or Alternate in order to serve as a Delegate.

B. 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 the in the election of officers of HDHA.

C. Elections: Delegates and Alternates shall be elected by the Voting Members at the Annual Business Meeting. The President shall serve as a Delegate and the President-Elect shall serve as an Alternate Delegate if possible. Elections shall be held for the addition Delegate and Alternate positions. The candidates receiving the highest number of votes shall fill those positions. In the event of a tie, a second ballot shall be taken.

D. Vacancies: In the event a vacancy among the Delegates, the President-Elect shall serve as Delegate. If the President-Elect cannot serve, then the Alternate Delegate elected shall serve as Delegate. Further vacancies shall be filled in order of votes received. In the event there is no Alternate elected or available, vacancies shall be appointed by the Board of Trustees.

E. Duties: It shall be the duty of Delegates;

1. Serve as ex-officio member of the HDHA Board of Trustees.
2. Serve as representative of HDHA to the ADHA House of Delegates, the legislative body which has the authority to determine the policies to govern ADHA in all its activities subject to ADHA Bylaws.

ARTICLE XI **COMPONENTS**

Section 1. Definition. A component of HDHA shall consist of voting members of HDHA who are either practicing or residing within a geographical territory in which the component is situated.

Section 2. Application Voting Members of HDHA who are practicing or residing within said geographical territory may make application for a charter as a component of HDHA upon application to the Board of Trustees. The application must include description of proposed territory, name of Component, proposed Bylaws and list of chartering members.

Section 3. Charter A component may be organized and chartered within a particular area of HDHA, subject to the approval of the Board of Trustees and a majority vote of HDHA membership at the Annual Business Meeting.

Section 4. Revocation of Charter The Charter of a Component may be revoked by a two-thirds (2/3) affirmative vote of the Board of Trustees for failure to comply with the Bylaws of ADHA or HDHA. Due notice shall be given by the Board of Trustees to the Component in question, by registered mail and reasonable opportunity shall be allowed for the Component to meet the requirements or correct infractions before final action is taken to revoke the charter.

Section 5. Membership. A member who qualifies for membership in more than one Component shall be eligible for membership in only one Component, which shall be the choice of the member. A member of a Component may transfer to another Component by written request to the ADHA Executive Director, who shall effect the transfer and shall notify both Components. Full membership privileges shall be granted to the transferred member without payment of current dues provided current dues have been paid to the previous Component.

Section 6. Rights and Duties. The rights and duties of each Component shall include, but not be limited to:

- A.** Adopt and maintain Bylaws and Code of Ethics which shall not be in conflict with the Bylaws and Code of Ethics of HDHA and ADHA and shall file a copy thereof and of any proposed changes therein with the secretary of HDHA for approval by the Board of Trustees.
- B.** Have the right to assess and collect Component dues.
- C.** Shall elect one (1) Trustee to serve on the Board of Trustees for a term of two years.

ARTICLE XII **PUBLICATIONS**

Section 1. Name The official publication of HDHA shall be called *The Voice*, and under the general direction of the Board of Trustees.

Section 2. Additional publications may be authorized by the Board of Trustees.

Section 3. Editor All publications of HDHA shall be under the editorial supervision of the Editor appointed by the President and approved by the Board of Trustees.

ARTICLE XIII **SCIENTIFIC SESSIONS**

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Section 1. Annual Sessions. HDHA may hold an Annual Scientific Session at such time and place as determined by the Board of Trustees and shall be conducted for the purpose of presenting scientific, technical and educational programs designed to promote the advancement of the art and science of dental hygiene, to bring about standardization of methods and materials, and to improve the professional competence of the dental hygienist.

Section 2. Extra Sessions. Additional scientific sessions in the form of seminars, symposia and workshops, may be scheduled from time-to-time by the Board of Trustees for the purpose of improving scientific and technical communications and encouraging education and training at all levels of the dental hygiene profession.

ARTICLE XIV
DISSOLUTION

The Association shall use its funds only to accomplish the Purposes and Mission stated in these Bylaws, and not part of its funds shall inure or be distributed to the members of the HDHA. On dissolution of HDHA, all funds remaining shall be distributed to one or more regularly organized and qualified professional societies, trade associations, charitable, educational, scientific or philanthropic organizations to be selected by the Board of Trustees.

ARTICLE XV
PALIAMENTARY 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 HDHA may adopt.

ARTICLE XVI
SUPREMACY CLAUSE

The Bylaws and Code of Ethics of HDHA shall not be in conflict with the Bylaws and Code of Ethics of ADHA. The Bylaws of HDHA shall be the supreme law of HDHA and all its Components and they shall be bound thereby.

ARTICLE XVII

AMENDMENTS OF BYLAWS

These Bylaws and Code of Ethics may be amended at any Business Meeting by a two-thirds (2/3) affirmative vote of the Voting Members present provided that the proposed amendments have been made available to the members at least sixty (60) days in advance of that meeting, or without notice at any Business Meeting by a three-fourths (3/4) affirmative vote of the Voting Members present.