

# **Sacramento Valley Component**

## **Policy and Procedures**

Amended May 2012; Amended October 2017; Amended September 2018

### **I. Mission Statement**

The mission of the SVDHA is to advance the art and science of dental hygiene.

### **II. Goals**

- Promote the interests of dental hygienists.
- Promote the highest standards of dental hygiene education, licensure and research.
- Increasing the awareness of the benefits of prevention and the hygienists' role.
- Provide outreach and volunteer opportunities for area hygienist.

### **III. General/Miscellaneous**

- The most recent version of Robert's Rules of Order shall govern the proceedings of this Component.
- Officers and Committee Chairs should attend all Board Meetings.
- Election of officers shall be held in March and the names forwarded to CDHA before April 15.

### **IV. Board Meetings**

- Meetings shall not be recorded except by the Secretary to transcribe minutes.
- Executive sessions may be called in accordance with Robert's Rules of Order.
- The Board shall review and approve a copy of materials to be sent to members.
- Students and other guests at Board Meetings should be seated with a Board Member who can explain the process and answer questions.

### **V. Meetings of the General Assembly**

#### **A. General**

- No guest speaker shall be recorded without prior permission of the speaker and the Board.
- Meeting announcements will be written and given to the President prior to the meeting. If the President is unable to attend, announcements may be delivered via email and an alternate announcer may be chosen.

## **B. Products/Displays**

- All displays and samples to be shown or distributed at monthly meetings require pre-approval by the board.
- Displays and samples shown or distributed at monthly meetings do not imply endorsement by the Component or CDHA.

## **C. Fundraising**

- Profits accrued from fundraising shall be used for the betterment of the Association or the enhancement of dental hygiene causes.

## **VI. Continuing Education Meetings**

### **A. General**

- Meeting dates are to be determined by the Board based on recommendations from the Vice President.
- Every effort shall be made to avoid scheduling conflicts with CDHA, SDDS, holidays and summer.
- Special invitations for guests may be approved by the Board.

### **B. Criteria for CE Courses**

- Selected courses must be approved by the Board.
- Speakers must submit their CVs along with course descriptions and/or outlines.
- Courses in current legal categories of CE must be included.
- Topics should be current and relevant.

### **C. Honoraria**

- Honoraria for guest speakers shall be determined by the Board.

### **D. Fees**

- Fees for CE programs are to be determined by the Board.
- Non-members will be charged an additional fee (non-member rate) to attend CE meetings.
- All dentists may attend CE at non-member rates.
- All Registered Dental Assistants and Registered Dental Assistant in Extended Functions who belong to their professional association may attend CE meetings at member rates.

- A non-member who joins CDHA at a CE meeting will pay the member fee.
- Board members are not charged for CE. However, if food is served the member will pay a pre-determined portion for food.
- Dental hygiene student members may attend CE (at no cost) if space is available.
- Dental companies/product representatives shall pay member fee for meeting unless prior arrangements have been approved with the Board.
- Table exhibitors must pay a fee determined by the Board.
- Refunds for Component sponsored CE courses/seminars will be in full if requested 14 days in advance. All other cases to be reviewed by the Board on a case-by-case basis.

## **VI. Budget/Financial**

- The Budget Committee shall be composed of the Treasurer(s) and President and other members of the Board as needed.
- The Audit Committee shall be composed of one Board member and a non-elected member-at-large.
- Officers and Committee Chairs shall submit a proposed budget to the Budget Committee at the May board meeting or a date determined by the Treasurer.
- The yearly audit shall be completed after the end of the fiscal year and within the first quarter of the next fiscal year.
- The Board shall submit a proposed annual budget by August 1. The Board shall maintain a minimum reserve fund of one year's operating expense, which can only be accessed by 2/3 vote of the Board.
- The Board shall approve the budget by the September Board meeting.
- All reimbursement requests must be accompanied with receipts.
- All financial records shall be kept on file for five years.
- All actions that have a financial impact of \$50.00 or more must be approved by a majority vote of the Board.
- Funds from each CE meeting shall be added to the General Fund. The amount to be placed in the Reserve Account shall be determined by the Board.

## **VIII. Member Personal Information**

- Is to be used for the purpose of mailing/emailing newsletters, Component rosters, CE course announcements, and other information to Component members.

- Will NOT be provided to individuals for business promotion.
- Will be provided at no cost to other Components as a courtesy to announce CE courses.
- Will NOT be provided to students.

## **IX. Newsletter/Publications**

### **A. General**

- The Editorial Board includes members of the SVDHA Board. The Editorial Board shall review content of publications prior to distribution.
- The President and Trustee shall deliver a column to the editor for publication in each newsletter or as many as agreed upon.
- Newsletter shall be published up to nine times per year.
- Names and email addresses of board members shall be published at least 1 time per year.
- Editor may edit articles for syntax but may not revise articles without approval of the author.
- Articles by the CDHA President and/or Trustee shall be printed as written, except to correct syntax or delete outdated information.

### **B. Advertisers and Exhibitors**

- The Board advocates the use of advertisers and exhibitors in order to defray costs of meetings, website maintenance and Internet publications. Fees are to be determined by the Board.
- A disclaimer may be added stating that CDHA/SVDHA does not endorse any advertisements.
- Rates shall be published at least once per year.
- An invoice will be sent to the sponsor with a copy to the Treasurer and a copy to be kept on file.

## **X. Officers, Committees and Delegation**

The elected officers of this organization constitute the Executive Board and are the President, Past President, President-Elect, Vice-President, Treasurer, Secretary and Trustee. Four officers will constitute a quorum. See the Bylaws for the duties of the Executive Board.

### **A. Immediate Past President**

- Conducts installation of officers.
- Organizes the recognition of the outgoing President, as well as the current and outgoing volunteer Board.
- Chairs the Nominating Committee.

- Call for candidates: Two months prior to the election, the Committee Chair (Immediate Past President) shall announce at a general monthly meeting and in the newsletter, the offices open to candidates and who to contact with nominations.
- Elections are to be held in/by March in order to meet the CDHA deadline.

## **B. President**

- Elected for a one-year term, followed by a one-year term as Immediate Past President.
- Represents SVDHA to the members and the public.
- Creates the agenda and chairs all Board Meetings.
- Directs an annual Bylaws and Policy review.
- Arranges for CDHA President-Elect component visit.

## **C. President-Elect**

- Elected for (3) one-year terms (President-Elect, President and Immediate Past President consecutively).
- Attends and participates in all meetings of the Board.
- Is informed about the Association's mission, services, policies, and programs.
- Assists the Board in carrying out its fiduciary responsibilities.
- Assists the President and Treasure in developing a yearly budget
- Reviews the agenda and supporting materials prior to board and committee meetings, as well as conference calls.
- Represent SVDHA on behalf of the President as needed.

## **D. Trustee**

- Elected for a 2-year term.
- Functions as the liaison between the Component and CDHA, attending all meetings of CDHA and the Component.
- Provides a written report of CDHA meetings to Board.
- Takes Component concerns to CDHA.
- Responds to CDHA requests for action.
- Develops the ballot for annual elections of delegates.
- Oversees, with the President, the selection of the Outstanding Component Member.
- Serves as Component delegation chair for the CDHA House of Delegates.

## **E. Vice-President**

- Elected for a 2-year term.
- Will have a Continuing Education Committee.
- Procures and submits the appropriate information for Continuing Education Credit, utilizing the provider number of the California Dental Hygienists' Association.
- Responsible for creation of the CE evaluation, if not already provided. The results will be tabulated and results supplied to the Board and the speaker.

## **F. Secretary**

- Elected for a one-year term and may continue to serve at the request of the Board.
- Records proceedings of Board meetings and distribute to the Board within 14 days.
- Includes first and last names when mentioning people in the minutes.
- Records in the minutes all motions and directives generated during the meeting. Members who move and second a motion, as well as the result of the motion shall be noted [ ie: MSC (Jones/Smith) ].
- Distributes a current directory of Board members (to include each person's name, address, home, work, cell phone numbers, and email addresses) to Board members by the September meeting. Information may be collected at the 'Change of Board' meeting.
- Maintains a key of abbreviations commonly used in the minutes.
- The Component Secretary shall file the names of the Delegates and Alternate Delegates with the Secretary/Treasurer of CDHA, at least 45 days prior the first day of the annual meeting of the House of Delegates.

## **G. Treasurer**

- Holds a budget meeting in June each year to establish the budget for the fiscal year beginning July 1.
- Maintains the financial bookkeeping.
- Is prepared to discuss the budget at each Board Meeting.

## **H. Membership Recruitment/Retention**

- Appointed for a one-year term and may continue at the request of the Board.
- Maintains communication with CDHA Central Office.
- Requests new member, continuing member and lapsed member rosters as needed.

- Reports membership statistics at each Board Meeting.
- Communicates with New Members and assures they are greeted at meetings.
- Maintains a plan for new member outreach and continuing member retention.

## **I. Student Liaison**

- Appointed for one-year and may continue at the request of the Board.
- Will function as a subcommittee of Membership.
- The Chair shall be appointed by the President, with approval by the Board.
- The Component recognizes the need for a professional liaison with dental hygiene students in our Component area. A Mentorship Program is an appropriate format.
- A representative of our Component will speak to students about the benefits of SVDHA/CDHA membership.
- Student surveys must have preapproval by the board before distribution at CE meetings.
- Member personal information will NOT be shared with students.
- Will act as Chair of a Committee and coordinate any student scholarship(s) available through the Component.

## **J. Legislative**

- The Legislative Chair Shall be appointed for one year by the President and approved by the Board.
- Shall consider the development of a legislative plan when legislation is pending.
- Is responsible for communicating important legislative issues to the membership and shall develop and implement a membership communication plan.
- Shall maintain an awareness of CDHA legislative issues and the issues of states with active legislation.
- Will obtain Legislative objectives from CDHA Government Relations Council.
- Will confer with SVDHA leadership and be prepared to represent the Component on legislative matters.

## **K. Information Technology**

- This post may be divided into cooperating areas such as (1) Social Media, (2) Newsletter, (3) Webpage, etc.

- Takes photos at meetings and events.
- Posts on social media outlets (Facebook, Twitter, Instagram) about upcoming events relating to the Component.
- Posts before/during/after events and posts any pertinent information showcasing the Component and promoting the profession.
- Reviews webpage twice each year to maintain current and relevant.
- Distributes a newsletter (quarterly minimum).

## **L. Community Health Outreach**

- Researches projects or events that may be of volunteer interest to the Component.
- Arranges for notifying the Component about the volunteer opportunities.

## **XI. CDHA Delegates**

- Elected for a one-year term.
- The number of delegates attending CDHA and/or other meetings is to be determined by the Board, with a majority vote. Consideration will be given to:
  - SVDHA budget
  - Location of the event
  - Business of the event
- The attempt will be made to send a full delegation.
- Members of the delegation should include the President, IPP, President-Elect and the Trustee. Preference will also be given to other Board Members who wish to attend.
- The Trustee will lead the delegation.
- Additional members of the delegation will be nominated and their names and biographies posted to the membership and subsequently voted upon in a manner determined by the Board. Members may nominate themselves or others. Persons receiving the most votes will be included in the current delegation.
- Delegates will be included in successive order of remaining votes.
- Persons receiving the most votes will be included in the current delegation.
- Alternate Delegates will be included in successive order of remaining votes.