

## **Manual of Procedures --- to accompany the Bylaws of the Nebraska Dental Assistants Association**

- The Nebraska Dental Assistants Association (NDAA) is a non-profit 501c6 organization.
- The Executive Board is: President, President-Elect, Vice-President, Secretary, Treasurer, four (4) Board Members, three (3) Advisory Council Members, and a Parliamentarian.
- The Executive Board is the governing body of the NDAA when the House of Delegates is not in session.
- Officers, Board Members, and Committee Chairmen & Members must be active, life, or special members of the ADAA and NDAA.
- The Executive Board [by a 2/3 vote] has the authority to amend the Manual of Procedures to effectively administer the business of the NDAA.
- All elective Officers and Board Members are required to attend at least 75% of all NDAA Board meetings during the year.
- See APPENDIX A: *Code of Professional Conduct*
- See APPENDIX B: *Protocol*
- See APPENDIX C: *Basic Guidelines and Transfer of Files*
- See APPENDIX D: *Delegate Information – American Dental Assistants Association (ADAA) Annual Session*

OFFICE:	VOTING	SPECIFIC DUTIES	NOTES
<p><b>President</b> <i>The chief elected officer and official spokesman of the NDAA</i></p>	VOTING	<ol style="list-style-type: none"> <li>1) preside at all meetings of the Executive Board and the House of Delegates</li> <li>2) supervise all Executive Board activities</li> <li>3) call special meetings of the Board, as needed</li> <li>4) appoint chairmen and members of <b>standing committees</b> (described below)</li> <li>5) appoint chairmen and members of <b>special committees</b> (described below)</li> <li>6) appoint a Parliamentarian</li> <li>7) serve as ex-officio member of all committees except Nominating</li> <li>8) fill all Executive Board and committee chair vacancies; subject to Executive Board approval</li> <li>9) represent the NDAA at meetings and conferences.</li> <li>10) invite the ADAA President and 8<sup>th</sup> District Trustee (with Board approval) to the NDAA Annual Session *see NOTES</li> <li>11) deliver a President's Address at the NDAA Annual Session.</li> <li>12) sign NDAA contracts when authorized.</li> <li>13) send greetings to Annual Sessions of Nebraska Dental Association, Nebraska Dental Hygienists Association, Kansas DAA, Missouri DAA, and Iowa DAA.</li> </ol>	<ol style="list-style-type: none"> <li>a. Send invitations to the ADAA President and 8<sup>th</sup> District Trustee one (1) month in advance of the NDAA Annual Session. Inform the invitees what honorarium/expense reimbursement will be provided by NDAA. Consult with Budget &amp; Finance Committee regarding expenditures.</li> <li>b. NDAA President is admitted to all NDAA-sponsored Annual Session functions at no charge.</li> </ol>
<p><b>President-Elect</b> <i>The Program Chairman for Annual Session</i></p>	VOTING	<ol style="list-style-type: none"> <li>1) serve on the Executive Board</li> <li>2) assist the President as needed</li> <li>3) chair the Program/Education Committee for the Annual Session, preparing education sessions approved by the Board</li> <li>4) present a tentative program for approval at the November Executive Board meeting</li> </ol>	<ol style="list-style-type: none"> <li>a. Provide the Newsletter Editor with information releases.</li> <li>b. Encourage dental assisting students to participate in professional functions.</li> </ol>

		<ol style="list-style-type: none"> <li>4) succeed to the office of President at the Annual Session</li> <li>5) prepare and deliver an inaugural address following installation of officers at the Annual Session</li> <li>6) prepare an agenda and preside at the Post-Board meeting (following Annual Session)</li> <li>7) prepare a list of Committee chairmen and members to be distributed at the Post-Board meeting.</li> </ol>	
<b>Vice-President</b> <i>The Registration Chairman for Annual Session</i>	VOTING	<ol style="list-style-type: none"> <li>1) serve on the Executive Board</li> <li>2) serve on the Website Committee</li> <li>3) organize and manage registration for the Annual Session</li> <li>4) assist the President as requested</li> <li>5) serve as President in his/her absence.</li> <li>6) serve as Registration Committee Chairman</li> </ol>	
<b>Secretary</b> <i>The keeper of the records of NDAA actions and activities.</i>	VOTING	<ol style="list-style-type: none"> <li>1) serve on the Executive Board</li> <li>2) prepare minutes for all Executive Board meetings and House of Delegates</li> <li>3) distribute minutes to Review Committee, the NDAA President, and the NDAA Treasurer prior to disseminating them to the full Executive Board and the Committee Chairmen</li> <li>4) send <b>reviewed</b> minutes to the Executive Board, the Committee Chairmen, and ADAA 8<sup>th</sup> District Trustee.</li> <li>5) read and respond to correspondence as directed by the Executive Board.</li> <li>6) prepare a summary for the NDAA newsletter/website outlining highlights from Executive Board meetings</li> </ol>	<ol style="list-style-type: none"> <li>a. always include first and last names in the minutes.</li> <li>b. send prepared minutes to the appointed reviewers no later than 2 weeks after meeting; reviewers return comments within 2 weeks; Secretary sends final minutes</li> <li>c. See APPENDIX E: <i>Sample Minutes</i></li> </ol>
<b>Treasurer</b> <i>The manager of the financial affairs of the NDAA.</i>	VOTING	<ol style="list-style-type: none"> <li>1) serve on the Executive Board</li> <li>2) receive and deposit all NDAA funds.</li> <li>3) prepare a Treasurers' Repot for each Executive Board meeting.</li> <li>4) send dues rebates to local societies in June and December.</li> <li>5) pay all bills promptly and retain original bills with receipts attached.</li> <li>6) keep a current account of Committee expenditures.</li> <li>7) order Past Presidents' pins as directed by the Board</li> <li>8) prepare the books for audit at the end of the fiscal year (April 30).</li> <li>9) assist the Audit Committee in preparation of the Audit Report.</li> </ol>	<ol style="list-style-type: none"> <li>a. must be bonded</li> <li>b. should be someone with bookkeeping or accounting experience</li> <li>c. see APPENDIX F: <i>Guidelines for Retaining Association's Financial Records</i></li> <li>d. See APPENDIX G: <i>Expense Report Form</i></li> <li>e. NDAA's Employer Identification Number (EIN) is located in the Treasurer's records</li> </ol>
<b>Board Members</b>	VOTING	<ol style="list-style-type: none"> <li>1) serve on the Executive Board</li> <li>2) attend and participate in the Executive Board meetings</li> <li>3) assist the President upon request</li> <li>4) serve as chairmen of committees</li> </ol>	<ol style="list-style-type: none"> <li>a. Four (4) active, life, life pay, or special members are elected as Board Members (<i>Article VII Officers Section 4</i>).</li> <li>b. Two-year terms are suggested.</li> </ol>

		5) prepare to serve as a future officer on the NDAA Executive Board	
<b>Advisory Council</b>	Chairman: YES  Members: NO	1) serve on the Executive Board 2) provide guidance and direction to the President and the Executive Board 3) terms will be for three (3) years	a. the Immediate Past President is automatically Chairman of the Advisory Council and a voting member of the Executive Board. b. the second and third most recent Past Presidents shall serve as Advisory Council members without privilege of vote.
<b>Parliamentarian</b>	NON-VOTING	1) advise the Executive Board and Committees on parliamentary rules of order.  <i>ROBERT'S RULES OF ORDER, NEWLY REVISED Pages 456-458 550 Page 458 RONR "A member of an assembly who acts as a parliamentarian has the same duty as a presiding officer to maintain a position of impartiality in fact, the impartial parliamentarian has fewer member privileges than the presiding officer, this means that when you agree to accept this appointment and agree to maintain this position of neutrality, you give up many of your fundamental rights of membership. (NAP 4h Quart 1998 Carl Ann Strickeler, PRP)</i>	a. cannot debate issues b. cannot make motions c. can vote only when vote is by ballot d. shall be as inconspicuous as possible when advising the presiding officer

<b>NDAA STANDING COMMITTEES (established in NDAA Bylaws, Article IX)</b>		
<b>COMMITTEE:</b>	<b>SPECIFIC DUTIES</b>	<b>NOTES:</b>
<b>Budget &amp; Finance</b>	1) act in a supervisory and advisory capacity regarding NDAA finances 2) contact the Registration Chairman after Annual Session Registration closes to determine total registration funds for Budget planning purposes. 3) prepare and present a budget to the Executive Board and the Annual Session House of Delegates; make a motion at the House of Delegates session to adopt the proposed budget for the coming year 4) balance funds remaining from the budget each year to	a. The NDAA Treasurer shall serve on the committee. b. The budget should include an estimate of costs for ADAA guest accommodations at NDAA Annual Session. c. see APPENDIX L: <i>General Duties of Committees</i>

	<p>allow accurate estimates for the following year's budget.</p> <p>5) verify that bills presented for payment are within budget to allow payment from the proper line item.</p> <p>6) prepare an annual report of Committee activities</p>	
<b>Bylaws/Manual of Procedures</b>	<p>1) submit proposed amendments to the ADAA Bylaws/Manual of Procedures Committee.</p> <p>2) furnish proposed changes, amendments, or rules to the NDAA newsletter/website chairman for publication</p> <p>3) approve component bylaw amendments or revisions before they are sent to the ADAA</p> <p>4) keep a file of Component Bylaws/Rules of Governance and send a copy of the approved Bylaws/Rules of Governance to the 8<sup>th</sup> District Trustee.</p> <p>5) review and update the Manual of Procedures with the direction of the Executive Board.</p> <p>6) maintain an updated, accurate copy of the Bylaws/Manual of Procedures on the NDAA website</p> <p>7) provide information on how to access the Bylaws/Manual of Procedures to the Executive Board and committee chairmen after the Annual Session Post-Board Meeting each year.</p> <p>8) prepare an annual report of Committee activities</p>	<p>a. coordinate with Newsletter/Website committee chairman for publication deadlines</p> <p>b. see APPENDIX L: <i>General Duties of Committees</i></p>
<b>Membership</b>	<p>1) promote membership</p> <p>2) report current membership totals at Executive Board Meetings</p> <p>3) work with ADAA to maintain a current Roster of Members</p> <p>4) verify membership for the Loyalty Award and for Life Membership</p> <p>5) contact student members and encourage them to stay active in the Association</p> <p>6) maintain records of committee expenditures for copies, correspondence, etc.</p> <p>7) prepare an annual report of Committee activities</p>	<p>a. Chairman serves a 2-year term</p> <p>b. see APPENDIX L: <i>General Duties of Committees</i></p>
<b>Program/Education</b>	<p>1) contact the Nebraska Dental Association soon after Annual Session to discuss plans for the next Annual Session</p> <p>2) contact speakers for the next Annual Session; inquire about presentation equipment needs and</p>	<p>a. President-Elect is the chairman if this committee</p> <p>b. see APPENDIX L: <i>General Duties of Committees</i></p>

	<p>fees/honorariums</p> <ol style="list-style-type: none"> <li>3) present a <i>preliminary</i> program to the Executive Board no later than the second Executive Board meeting (November) and coordinate with the President and the Local Arrangements Chairman to finalize the schedule</li> <li>4) confirm with speakers, in writing, the date, time, and fee for their presentations</li> <li>5) notify the Local Arrangements Chairman of audiovisual equipment that will be needed</li> <li>6) present the <i>final</i> program to the Executive Board at its January meeting</li> <li>7) inform the Treasurer of honorarium amounts and correct spelling of speakers' names for check preparation</li> <li>8) reconfirm arrangements with speakers approximately 3 weeks before the Annual Session and obtain information for introductions</li> <li>9) arrange for the printing of any materials requested by speakers</li> <li>10) prepare continuing education verification slips for distribution to participants after each presentation.</li> <li>11) introduce speakers during the Annual Session, thank speakers, and present honorariums</li> <li>12) prepare an annual report of Committee activities</li> </ol>	
<b>Public Relations/ Website</b>	<ol style="list-style-type: none"> <li>1) contact media/social media outlets to release announcements approved by the Executive Board.</li> <li>2) contact the Governor's Office if a Dental Assistants Recognition Week (DARW) proclamation is to be signed.</li> <li>3) update website with local meeting information</li> <li>4) update website with current Bylaws (work with Bylaws Chairman)</li> <li>5) post and remove employment opportunities on the website in a timely manner</li> <li>6) prepare an annual report of Committee activities</li> </ol>	<ol style="list-style-type: none"> <li>a. Chairman may be an Active, Life, or Special member</li> <li>b. Website Chairman should work closely with Registration Chairman for online registration</li> <li>c. see APPENDIX L: <i>General Duties of Committees</i></li> </ol>
<b>Newsletter</b>	<ol style="list-style-type: none"> <li>1) Establish publication deadlines.</li> </ol>	<ol style="list-style-type: none"> <li>a. see APPENDIX L: <i>General Duties of Committees</i></li> </ol>
<b>Audit</b>	<ol style="list-style-type: none"> <li>1) complete the audit by August 1 each year, i.e., ninety (90) days following the end of the fiscal year on April 30.</li> <li>2) examine the reports and financial records of the Treasurer.</li> <li>3) verify that all funds are properly accounted for.</li> </ol>	<ol style="list-style-type: none"> <li>a. Committee members should be NDAA Past Presidents or members with accounting experience</li> <li>b. Committee should consist of at least two (2) persons</li> <li>c. see APPENDIX M: <i>Audit Committee Report Template</i></li> <li>c. see APPENDIX L: <i>General Duties of Committees</i></li> </ol>

	<p>4) verify that the Treasurer has receipts/expense forms for disbursements.</p> <p>5) keep copies of the audit report in the files of the Audit Committee, the Treasurer, the CPA and the bank safety deposit box.</p> <p>6) report the audit at the first NDAA Executive Board meeting after Annual Session.</p> <p>7) make a motion to transfer monies left in the Budget to the Reserve Fund Savings Account (after Audit is presented at the August Executive Board meeting))</p> <p>8) prepare an annual report of Committee activities</p>	
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<b>NDAA SPECIAL COMMITTEES</b>		
<p><b>Credentialing</b> <i>(Annual Session committee)</i></p>	<p>1) verify membership and register delegates and alternates for the NDAA House of Delegates at Annual Session</p> <p>2) provide delegates and alternates at the NDAA Annual Session with packets containing: Conference Rules, voting cards, page card, proposed budget, and a Credentials/Registration Report Form</p> <p>3) report a list of voting members who have registered and number of voting members attending the Annual Session.</p> <p>4) Credentialing Committee Chairman makes motions at the NDAA House of Delegates assembly to 1) adopt the Credentials &amp; Registration Reports for the session, and b) adopt the Conference Rules as provided in the Delegate packets.</p>	<p>a. Only Active and Life members are eligible to serve as delegates and alternates.</p> <p>b. see APPENDIX H: <i>Proposed Conference Rules</i></p> <p>c. see APPENDIX I: <i>Rules for House of Delegates</i></p> <p>d. see APPENDIX J: <i>NDAA Credentials/Registration Report Form</i></p> <p>e. see APPENDIX L: <i>General Duties of Committees</i></p>
<p><b>Historian</b></p>	<p>1) preserve the history of the NDAA.</p> <p>2) maintain a photographic record of each Annual Session.</p> <p>3) maintain a record of all Minutes on acid-free paper and have them bound every 10 years.</p> <p>4) coordinate with Awards Chairman to insure that the awards recipients' names are reported in the Post-Board Minutes each year.</p> <p>5) submit an annual report to the Website Committee chairman for publication.</p>	<p>a. see APPENDIX L: <i>General Duties of Committees</i></p>
<p><b>Interprofessional/Legislative</b> <i>(Ad Hoc committee)</i></p>	<p>1) inform the membership of any legislation or pending legislation affecting dental assistants</p> <p>2) cooperate, communicate, and serve as liaison with appropriate</p>	<p>a. see APPENDIX L: <i>General Duties of Committees</i></p>

	<p>agencies and associations in studying legislation introduced in Nebraska.</p> <ol style="list-style-type: none"> <li>3) suggest and recommend action with respect to any legislation</li> <li>4) prepare a written report to be presented at Executive Board meetings and attached to the Minutes.</li> <li>5) maintain written record of all legislative events, meetings, email, etc.</li> <li>6) prepare an application for the ADAA Legislative Assistance Program (LAP), if available, and submit it to the Executive Board. for approval.</li> </ol>	
<p><b>Local Arrangements</b> <i>(Annual Session committee)</i></p>	<ol style="list-style-type: none"> <li>1) communicate with the Nebraska Dental Association, in coordination with the NDAA Program Chairman, before the August NDAA Executive Board meeting to arrange hotel space for the next Annual Session.</li> <li>2) SIGN A CONTRACT WITH THE HOTEL AND AUDIO-VISUAL COMPANIES AS DIRECTED BY THE BOARD.</li> <li>3) communicate regularly with the hotel staff to ensure proper arrangements for all functions.</li> <li>4) check with the Program Chairman and arrange for the audiovisual equipment needed for program speakers.</li> <li>5) coordinate the menu selected by the President for all meal functions.</li> <li>6) coordinate all social functions with the appropriate committees.</li> <li>7) coordinate with the Past President's group, as needed, to arrange a room for their meeting</li> <li>8) coordinate with the NDAA President to make reservation for lodging.</li> <li>9) make hotel room arrangements, as approved by the Executive Board, for ADAA Officers attending as guests.</li> <li>10) arrange for U.S. and Nebraska flags to be placed at the front of the room during the House of Delegates assembly.</li> <li>11) proactively check meeting rooms during the Annual Session to assure adequate seating and comfort level.</li> <li>12) review and approve the itemized final hotel bill to ensure accuracy. Provide a copy of the bill to the NDAA Treasurer and inform the Treasurer if the amount was charged to the credit card or if a check must be issued.</li> </ol>	<ol style="list-style-type: none"> <li>a. There will be two (2) chairmen for this committee, with each serving a two-year term (staggered). Ideally, one chairman will be from the Annual Session's host city.</li> <li>b. see APPENDIX L: <i>General Duties of Committees</i></li> </ol>
<p><b>Nominating/Awards</b> <i>(Immediate Past President)</i></p>	<p><b><u>NOMINATING</u></b></p> <ol style="list-style-type: none"> <li>1) at the November Executive Board meeting, ask for suggestions to develop a slate of candidates listing one or more nominees for each Officer, Board Member, and Advisory Council position to be filled.</li> <li>2) at the January Executive Board meeting, finalize the slate of offices, then send nomination forms to be completed by nominees.</li> </ol>	<p><b><u>NOMINATING</u></b></p> <ol style="list-style-type: none"> <li>a. the Immediate Past President shall be the Chairman.</li> <li>b. see APPENDIX L: <i>General Duties of Committees</i></li> </ol> <p><b><u>AWARDS</u></b></p>

	<p>3) review nomination forms when returned.  4) coordinate with the Newsletter Chairman to provide for timely publication of each candidates' qualification.</p> <p><b>AWARDS</b></p> <p>1) in November, inform schools of the essay award competition.  2) solicit nominations for awards.  3) following the Annual Session, ask the recipients of the Loyalty and Achievement Awards to have their names professionally engraved on the trophies and submit their bills for reimbursement.  4) prepare a summary of activities (Annual Report) to be presented at the Post-Board Meeting to be included in the Minutes.</p>	<p>a. the Immediate Past President shall be the Chairman  b. the four Board Members shall serve on the Awards Committee. If there are student essays to be judged, instructors who are Board Members should recuse themselves and another member shall be appointed to judge the essays  c. see APPENDIX K: <i>Description of Awards</i>  d. see APPENDIX L: <i>General Duties of Committees</i></p>
<b>Properties</b>	<p>1) maintain a supply of stationery, envelopes and motion forms.  2) store the NDAA banner and return it to Annual Session each year.  3) maintain an inventory listing of trophies and other properties owned by the NDAA.</p>	<p>a. see APPENDIX L: <i>General Duties of Committees</i></p>
<b>Registration</b>	<p>1) obtain a current Roster of Members from ADAA  2) work closely with the Program Chairman to establish a tentative schedule of speakers and registration fees to be discussed at the second Executive Board meeting (November).  3) work with the Executive Board to finalize the registration fees and the registration deadline at the third Executive Board meeting (January)  4) contact the Dental Assisting Programs in Nebraska and western Iowa to invite students to the NDAA Annual Session  5) work with the Website Chairman to set up online registration  6) verify membership status of all registrants, arrange for the printing of name badges, and maintain a current master list of registrants.  7) coordinate with the Local Arrangements Chairman to establish a location for the registration table at Annual Session  8) after registration closes: <ul style="list-style-type: none"> <li>• communicate the final luncheon count to the Local Arrangements Chairman</li> <li>• communicate the final total of registration fees to the Budget &amp; Finance Chairman and the Treasurer</li> </ul> 9) be present at the registration table during registration times at Annual Session and arrange for assistance as necessary.</p>	<p>a. see APPENDIX J: <i>NDAA Credentials/ Registration Report</i>  b. see APPENDIX L: <i>General Duties of Committees</i></p>



<p><b>Student Involvement</b></p>	<ol style="list-style-type: none"> <li>1) assist in revitalizing State and Local membership by retaining student members</li> <li>2) maintain contact with students through the NDAA Newsletter and website.</li> <li>3) keep an open line of communication with the NDAA Membership Chairman</li> <li>4) ask each Local to appoint a representative to visit Dental Assisting programs</li> <li>5) present a completed Expense Report Form to the Treasurer for reimbursement of funds spent</li> </ol>	<ol style="list-style-type: none"> <li>a. Students may be added as consultants to the committee</li> <li>b. see APPENDIX G: <i>Expense Report Form</i></li> <li>c. see APPENDIX L: <i>General Duties of Committees</i></li> </ol>
<p><b>Ways and Means</b></p>	<ol style="list-style-type: none"> <li>1) present fundraising ideas at the second Executive Board meeting (November)</li> <li>2) finalize fundraising plans at the third Executive Board meeting (January)</li> <li>3) maintain a record of expenses for each fundraising activity</li> <li>4) present and Expense Report form to the Treasurer for payment of expenses</li> <li>5) coordinate with the Treasurer to count all monies for each fundraising activity separately</li> </ol>	<ol style="list-style-type: none"> <li>a. see APPENDIX L: <i>General Duties of Committees</i></li> </ol>

- APPENDIX A: *Code of Professional Conduct*
- APPENDIX B: *Protocol*
- APPENDIX C: *Basic Guidelines and Transfer of Files*
- APPENDIX D: *Delegate Information – ADAA Annual Session*
- APPENDIX E: *Sample Minutes*
- APPENDIX F: *Guidelines for Retaining Association Financial Records*
- APPENDIX G: *Expense Report Form (Excel File)*
- APPENDIX H: *NDAA Proposed Conference Rules*
- APPENDIX I: *Rules for House of Delegates*
- APPENDIX J: *NDAA Credentials/Registration Report*
- APPENDIX K: *Description of Awards*
- APPENDIX L: *General Duties of Committees*
- APPENDIX M: *Audit Committee Report Template*

## APPENDIX A

### Code of Professional Conduct

As a member of the Nebraska Dental Assistants Association, I pledge to:

- Abide by the Bylaws of the Association;
- Maintain loyalty to the Association;
- Pursue the objections of the Association;
- Hold in confidence the information entrusted to me by the Association;
- Serve all members of the Association in an impartial manner;
- Recognize and follow all laws and regulations relating to the Association;
- Use legal and ethical means to influence legislation or regulation affecting members of the Association;
- Issue no false or misleading statements to fellow members or to the public;
- Refrain from disseminating information concerning the Association or any member of the Association;
- Maintain high standards of personal conduct and integrity;
- Do not imply Association endorsement of personal opinions or positions;
- Accept no personal compensation for fellow members, except as approved by the Association;
- Promote and maintain the highest standards of performance in service to the Association;
- Assure public confidence in the integrity and service of the Association.

July 2020

## **APPENDIX B**

### **PROTOCOL**

Protocol has to do with the rank in speaking, in location at a table, and recognitions and introductions. Protocol embodies the courtesies that should be extended to persons of prominence before and at meetings.

#### **The guest of honor should be:**

1. Invited as early as possible before the meeting
  - a. advised of the hour and date of the meeting
  - b. given an outline of the program
  - c. advised of hotel reservations made for them (It is customary that all expenses of the invited guest be paid).
2. Assigned a hostess whose responsibility is to meet the guest on arrival and to escort the guest to the meeting.

#### **Head Table Seating Arrangements**

1. All officers, whenever possible, should be seated at the head table.
2. All persons sitting at the head table should have prior notification.
3. The presiding officer is in the center of the head table.
4. The guest of honor is at the right of the presiding officer, others are seated according to their importance or rank, alternately on each side of the presiding officer.

#### **Rank of Officers and Chairmen**

National Officers rank above State Officers, State Officers rank above District and Local Officers. Local Officers and appointed officers come before committee chairmen.

#### **Introductions**

1. The President introduces all National Officers.
2. If more than one National Past President is in attendance they should be introduced according to seniority.
3. When introducing those at the head table, those of lowest rank are introduced first, going up the list to the top-ranking officers and guests; or it is correct to introduce those at the head table as they are seated, starting at one end and proceeding to the center, and then likewise from the other end.
4. An individual should be asked to stand when introduced.
5. Past State Presidents, Life Members, Committee Chairman, etc. should be given recognition.
6. Members should rise when the State President is introduced.

July 2020

## **APPENDIX C**

### **Basic Guide and Transfer of Files**

All Officers and Committee Chairmen should keep a file of their year's activities.

The File should be given to the next Officer or Committee Chairman at the Post Board Meeting. If this is not possible, it should be given to the President no later than the first Executive Board meeting. (August)

The President should ensure that all files are transferred.

### **Basic Information**

Read the Bylaws and follow them closely.

All records should be kept for five (5) years with the exception of the Secretary and Treasurer. (See specific guidelines for Secretary and Treasurer)

Bind Association minutes every ten (10) years, and keep them in the Safety Deposit Box. Binding should include a copy of the Audit for each year.

Access to the Bylaws/Manual of Procedures should be made available to all Officers and Committee Chairman.

July 2020

## APPENDIX D

### DELEGATES TO ADAA ANNUAL SESSION

The American Dental Assistants Association will determine the number of delegates allowed, based on Nebraska membership. Delegates will be chosen by the Nebraska Dental Assistants Association Executive Board, starting with the President and continuing down the Officers and Committee Chairmen until the delegates allowed are filled.

The Delegates Shall:

1. Attend meetings and report on educational and/or business meetings as assigned by the President.
2. Be prompt at all meetings. Do not leave before recess or adjournment, unless such action is necessary.
3. Carefully study all reports and materials in the delegate packet. Consult the 8<sup>th</sup> District Trustee for clarification of information and materials.
4. Participate in discussion and ask for explanations if things are not clear.
5. Take brief concise notes.
6. The NDAA President will assign segments of the program to each delegate for reporting purposes. The President will compile all reports into one report for publication. The report should include:
  - a. Speaker/Session title
  - b. Action discussed and outcome.
  - c. Brief accurate information.The report is completed by the President and a copy is given to the Recording Secretary, to be placed on file, to the Newsletter Editor, for publication in the next issue, and one copy should remain in the President's file.
7. If expenses are incurred, prepare an itemized Expense Form with receipts attached and present it to the Treasurer.

July 2020

## **APPENDIX E**

### **SAMPLE MINUTES**

Minutes should be typed in portrait view (orientation), using a 1" margin on the left side for binding purposes. Headings should be bolded and capitalized on the right side of the page.

These headings should be used for Board Meetings.

**CALL TO ORDER  
ROLL CALL  
APPROVAL OF MINUTES  
TREASURERS REPORT  
COMMITTEE REPORTS  
CORRESPONDENCE  
UNFINISHED BUSINESS  
NEW BUSINESS  
ANNOUNCEMENTS  
ADJOURNMENT**

Annual Session Minutes will need to add appropriate categories such as:

**INVOCATION  
PRESENTATION OF COLORS  
PLEDGE TO THE FLAG  
WELCOME  
RESPONSE  
INTRODUCTIONS  
ETC.**

Minutes are distributed electronically by the Secretary, to all Executive Board Members and Committee Chairmen. A printed, unfolded copy is given to the Historian for binding.

All members have a right to examine the minutes of the Association at a reasonable time and place, but this privilege must not be abused to the annoyance of the Secretary.

July 2020

## APPENDIX F

### GUIDELINES FOR RETAINING ASSOCIATION FINANCIAL RECORDS

1.	Bank deposit slips	3 years
2.	Bank reconciliation	3 years
3.	Bank statements	7 years
4.	Check registers	10 years
5.	Financial reports	
	Audited	Permanently
	Annual	Permanently
	Interim	Permanently
6.	Ledgers and journals	
	Accounts payable ledger	7 years
	Accounts receivable ledger	7 years
	Cash journal	10 years

### RECORDS NECESSARY FOR AN AUDIT:

1. Copy of previous audit report to show cutoff date and balances.
2. Bank statements and check copies for the entire period.
3. Check register
4. Receipt book
5. List of assets: CD's, bonds, etc.
6. Minute book to show expenditures were authorized
7. Any outstanding bills or disbursements

July 2020

APPENDIX G NEBRASKA DENTAL ASSISTANTS ASSOCIATION EXPENSE REPORT FORM							
Name	Date						
		PHONE	POSTAGE	PRINTING	TRAVEL	OTHER	(Please Explain)
President							
Vice President/Registration							
Recording Secretary							
Treasurer/Audit							
Website/Newsletter							
Student Involvement							
Legislative;Interprofessional							
Awards/Past President's Pin							
Bylaws/Manual of Procedures							
Nominating							
Budget							
Publicity							
Historian							
Membership							
Speaker Honorariums							
Local Arrangements/Guest Expenses							
Installation							
Credentials/House of Delegates							
Programs							
NDA-Speaker Expense							
Properties							
Treasurers Bond							
Safety Deposit Box							
Delegates							
Gift for 8th District Trustee							
Binding of Association Minutes							
Donations							
Membership Books							
Contingency							
<b>Total Expenses \$</b>							July 2020



## APPENDIX H

### PROPOSED CONFERENCE RULES

#### Rules on House of Delegates Meeting

The House of Delegates of the Nebraska Dental Assistants Association shall consist of credentialed delegates elected by the Local Society or the membership of geographical areas with no Local or (in their place) credentialed alternates.

#### Rules on Attendees of the NDAA Annual Conference

1. No individual shall take part in the proceedings of the Annual Conference until the individual has registered and secured an official conference badge. Badges must be visible at all business and educational functions.

#### Rules on Delegates

1. A credentialed alternate may take the place of a credentialed delegate during any business meeting provided the change is recorded by the Credentials Chairman. Such changes must be verified by the Local President or other authorized officer.
2. Any delegate wishing the floor shall approach the designated microphone, wait to be recognized, address the Chair, and state their name and the name of their Local. (When appropriate, the delegate should state whether they are speaking in favor of or in opposition to a question.)

#### Registration

1. Individuals attending business and educational sessions must register prior to admittance.
2. In addition, the Board of Director and all delegates and alternates must receive the official ribbons and voting cards for balloting to the attend the House of Delegates.
3. All pre-registered officers, etc., will receive this information by mail.

#### Rules on Credentials Committee

The Credentials Committee shall report, at the beginning of each meeting of the House of Delegates, the number of credentialed delegates, alternates, and voting members of the Board of Directors who are registered and shall make a supplementary report at each House of Delegates business sessions.

#### Rules on Nominations and Elections

1. Individuals who are nominated less than thirty (30) days before the election may be nominated from the floor of the House of Delegates by a voting member. Candidates nominated from the floor must make written qualifications available to all delegates voting for this position. The voting member must inform the house of Delegates of the candidate's qualifications and shall submit these qualifications to the Secretary. All candidates shall present an oral statement to the Delegates and may distribute only informational materials to the House of Delegate. Campaign material is not allowed for distribution to the House of Delegates.
2. No candidates for office shall serve as a teller or a member of the Elections Committee.

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## APPENDIX I

### RULES FOR HOUSE OF DELEGATES MEETING

#### Rules for House of Delegates Meeting

1. The House of Delegates of the Nebraska Dental Assistants Association consists of:
  - a. credentialed delegates elected by the Local Society or the membership of geographical areas with no Local or (in their place) credentialed alternates.
  - b. the credentialed voting members of the Board of Directors.
2. One student delegate (without voting privileges) from each school may be seated with their respective Local delegation.
3. All motions and amendments made from the floor shall be presented in writing on the official form to the presiding officer.
4. Debate on any question shall be limited to two (2) minutes for each speaker. The timekeeper shall indicate to each speaker a thirty (30) second warning before expiration of time allowed. No speaker shall speak more than once on the same question until all have spoken.
5. The right to speak may be granted to any individual who is not a member of the House of Delegates by the President or by a majority vote of the House of Delegates.
6. Materials pertaining to elections shall be limited to credentials and position statements.
7. One official electronic recording of the proceedings of the House of Delegates shall be made by the NDAA for the purpose of facilitating preparation of the minutes of the House of Delegates. No other recording (audio or video) of the business proceedings of the Annual Conference shall be permitted unless permission is granted by the House of Delegates.
8. Minutes of the House of Delegates are the official and exclusive record of the proceedings. Minutes shall be made available to NDAA members upon written request to the NDAA President.
9. A committee to review the House of Delegates minutes shall be appointed by the President during the First House of Delegates. The committee shall function in accordance with the NDAA Manual of Procedures.
10. The Board of Directors shall have the authority to approve the minutes of the house of Delegates after receipt of the final report of the Committee to Review the Minutes of the House of Delegates.
11. All electronic devices (cell phones, etc.) shall be silenced during the NDAA House of Delegates proceedings.
12. *Roberts Rules of Order/Newly Revised (Current Edition)* shall be the parliamentary authority.
13. These Conference Rules shall remain in effect for all meetings of the House of Delegates, including meetings at the next Annual Conference or special meetings of the House of Delegates, or until such time as the House of Delegates adopts new conference rules.

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**APPENDIX J**

**NEBRASKA DENTAL ASSISTANTS ASSOCIATION  
 Credentials and Registration Report  
 Year\_\_\_\_\_**

**CREDENTIALS REPORT:**

**House of Delegates:**

- 1. NDAA Executive Board\* \_\_\_\_\_
- 2. Delegates \_\_\_\_\_
- 3. Student Delegates \_\_\_\_\_
- 4. Total Voting Members (Add 1, 2, & 3) \_\_\_\_\_
- 5. Total Credentialed (Add 1, 2, & 3) \_\_\_\_\_

**REGISTRATION REPORT:**

	<b>THURSDAY</b>	<b>FRIDAY</b>
1. Members	_____	_____
2. Non-Members	_____	_____
3. Student Members	_____	_____
4. Life Members	_____	_____
5. Honorary Members	_____	_____
6. Guests	_____	_____
7. Total Registered (Add 1-6)	_____	_____

\*Executive Board as defined in the Bylaws includes: President, President-Elect, Vice President, Secretary, Treasurer, four (4) elected Board Members, and the Immediate Past President.

## APPENDIX K

### DESCRIPTION OF AWARDS

#### **Aloise B. Clement Trophy for Achievement**

This trophy was given to the Association in 1937 by Mr. Joe Ratner in memory of Aloise B. Clement. It may be presented to a member who has provided outstanding service to the Association.

Nominations shall be presented to the Awards Committee Chairman. The recipient will hold the trophy for a period of one (1) year. It should be engraved with the recipient's name.

#### **The Dr. Cecil Muller Loyalty Trophy**

This trophy may be awarded to the member in attendance at the Annual Session who presents verification of the longest period of continuous employment with one dentist/employer. A member may apply for the award or the awards committee may select a member if no member applies. The application or selection must include:

- Initial date of employment
- Verification of at least five years of membership in the American Dental Assistants Association and Nebraska Dental Assistants Association.
- Verification of the dentist/employer
- Signature of the President of the NDAA

Nominations shall be presented to the Awards Committee chairman prior to the Pre-Board Meeting for consideration. The recipient will hold the trophy for a period of one (1) year. It should be engraved with the recipient's name.

#### **The Dr. Floyd Paynter Essay Trophy**

This trophy was presented to the Association in 1956. It may be awarded annually to the member who has been a member of the ADAA/NDAA for at least one (1) year and who submits the best essay, meeting the following criteria:

- Essay must be an original work 500-1000 words in length.
- Essay must be typewritten and double-spaced on one side of the paper only.
- Bibliography must be included with the essay.
- Essay must be submitted to the NDAA Awards Committee Chairman seven (7) calendar days prior to the Annual Session.

Essays will be judged on:

- Appropriateness of subject matter
- Correct grammar
- Clarity of thought
- Professional interest

The recipient will hold the Dr. Floyd Paynter trophy for a period of one (1) year. It should be engraved with the recipient's name.

## **R.E. Dooley Essay Award**

Lettie Johnson presented this trophy to NDAA in 1970. Each School will be notified in November of the awards requirements and the trophy will be presented at the NDAA Annual Session. In 2000, the original trophy (plaque) was modified to become a separate plaque for each Dental Assisting Program (Central Community College, Metropolitan Community College, Mid-Plains Community College, and Southeast Community College) The name of the award-winning student essayist shall be engraved on a bronze plate to be mounted on the plaque of the winner's school.

The contest is open to all student members of the NDAA.

- Essays are to be original works of the student 500-1000 words in length.
- Essays are to be typewritten or word processed on one side of the page only.
- Bibliography must be included in with the essay.
- Essays must be submitted to the NDAA Awards Committee seven (7) days prior to the Annual Session.

Essays will be judged on:

- Subject matter
- Grammar
- Spelling
- Clarity of thought
- Professional interest

Each school may submit three (3) of their best essays. The essay award may be \$25.00 cash or one (1) year ADAA membership dues.

Essay may not be material that was prepared for another purpose.

- Proof reading, assisting in typing, etc. is not allowed by instructors of students submitting an essay.
- Essays received beyond the accepted date will not be considered.
- Essays become the property of the Association and will not be returned.
- Prior to judging the essays, each should be numbered by a non-committee member to keep the identity of the school and student unknown. All evidence of student/school name should be covered. A ranking order may be devised for scoring (i.e scale of 1-10). The highest total scores are 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winners.

July 2020

## APPENDIX L

### GENERAL DUTIES OF COMMITTEES

1. Definition: A committee is a body of one or more persons elected or appointed to consider, investigate, or act on certain matters or subjects, or do all these things.
2. Purpose and function:
  - a. Expedite business by saving the time of the assembly.
  - b. Carry out the instructions of the President or Board.
  - c. Investigate matters thoroughly and reach a logical conclusion
  - d. Report back to the assembly regarding committee recommendations
3. Types of Committees:
  - a. Committee of the Whole
  - b. Standing Committees
    1. Perform a continuing function
    2. Established by a specific provision in the bylaws
    3. Members serve for the term corresponding to that office
    4. Report to the assembly
  - c. Special Committees
    1. Appointed as needed to carry out specific tasks
    2. Duties specified by the assembly
    3. Cease to exist when the assignment is completed
4. Conduct of Business in Committees:
  - a. The chairman (first named member) calls the meeting
  - b. Quorum must be present
  - c. The chairman may act as Secretary or a secretary may be chosen
  - d. Same formality as in a small board
  - e. The chairman may make and debate motions
  - f. Motions to limit or close debate are not allowed

5. Referring Questions to Committees:
  - a. Use a motion to commit or refer
  - b. Motion may be made while the matter is being considered by assembly
  - c. Motion may be made before the question is placed before the assembly
  - d. Motions may include all necessary details
    1. To what committee
      - (a) If Standing Committee, Name of Committee
      - (b) If Special Committee: Name of the members, Method of selection, Name of the Chairman
    2. Include any desired instructions
      - (a) When committee should meet
      - (b) How it will consider the question
      - (c) Whether it should seek outside assistance
      - (d) When it should report
6. Reports of Committees:
  - a. Official statement in the name of the entire committee
    - (1) Formally adopted within the committee
  - b. Includes:
    - (1) Description of the way in which the committee took charge
    - (2) Facts uncovered or information obtained
    - (3) Finding or conclusions derived from the facts or information
  - c. General Form
    - (1) Should be in writing
    - (2) Not addressed or dated
    - (3) Worded in third person
    - (4) Signed by all members

July 2020

APPENDIX M		NEBRASKA DENTAL ASSISTANTS ASSOCIATION		
		STATEMENT OF INCOME, EXPENSES, ASSETS, AND FUND BALANCES		
		FISCAL YEAR MAY 1, 20-- - APRIL 30, 20--		
<b>Current Assets</b>				
	Checking		\$0.00	
	Certificates of Deposit		\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
	Reserve Fund Savings		\$0.00	
<b>Total Assets</b>				<b>\$0.00</b>
*****				
		<b>RECONCILIATION OF RESERVE FUND SAVINGS</b>		
Beginning Balance			\$0.00	(ending balance from previous year)
	Income		\$0.00	
	Expenses		\$0.00	
Ending Balance				<b>\$0.00</b>
		<b>SAVINGS HELD IN CHECKING ACCOUNT</b>		
		<b>\$0.00</b>		
		<b>RECONCILIATION OF PAST PRESIDENT'S FUND</b>		
		(Held in the Checking Account)		
Beginning Balance			\$0.00	(ending balance from previous year)
	Income		\$0.00	
	Expenses		\$0.00	
Ending Balance				<b>\$0.00</b>



**RECONCILIATION OF CHECKING ACCOUNT**

<b>Beginning Balance</b>			<b>\$0.00</b>	(ending balance from last year)
	Income			
		Interest	\$0.00	
		Registration	\$0.00	
		Way & Means	\$0.00	
		etc	\$0.00	
		<b>Total Income</b>	<b>\$0.00</b>	
	Expenses			
		President	\$0.00	
		Local Arrangements	\$0.00	
		Speakers	\$0.00	
		etc	\$0.00	
		<b>Total Expenses</b>	<b>\$0.00</b>	
<b>Ending Balance</b>			<b>\$0.00</b>	

\_\_\_\_\_  
Signature Of Committee Member

\_\_\_\_\_  
Signature of Committee Member

Date of Audit    Month/Day/Year

July 2020