

NEBRASKA DENTAL ASSISTANTS ASSOCIATION

BYLAWS

Rev.12.17

ARTICLE I Name

The name of this organization shall be the 'Nebraska Dental Assistants Association' hereinafter referred to as 'the 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 an 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 Organization.

- A. Organization: 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 Classifications: 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 equivocally forbidden.

- A. Active: Active membership may be granted to an Dental Assistant who will Support and promote the objectives of this Association. An active member shall have the privilege of voting, holding office, and serving as chairman or a member of a committee.
- B. Student: Student membership may be granted to any student enrolled in a 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 on a committee and representing an ADA Accredited Dental Assisting Program as delegate or alternate.
- 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 member, the individual shall be approved through unanimous vote of the Executive Board and two-thirds vote of the House of Delegates.
- D. Life: Membership Categories:
 - 1. Life membership shall be granted to a member 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 privileges of active membership.
- 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 often (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.)

Section 1. Dues for the membership shall be recommended by the Executive Board of the NDAA for each fiscal year of this Association and shall be determined by the House of Delegates. The proposed budget shall have a line item stating the number of members at the proposed dues amount.

Section 2. All deadlines pertaining to payment of dues, late payment fees, and cancellation of membership shall be determined by the ADAA Board of Trustees.

- A. Dues for active members shall include subscriptions to ADAA and NDAA publications.
- B. Dues for student members shall include a subscription to the Journal of the ADAA and NDAA Newsletter.
- C. Life members shall be exempt from payment of dues to this Association and shall receive the publication of this Association at no fee. ADAA dues will be as follows: before 10/23/79 no dues; between 10/23/79 and 10/8/88 50% dues; and after 10/23/88 full dues, and after thirty five (35) years of continuous membership, ADAA dues will be reduced to twenty five (25%).
- D. Honorary members shall be exempt from payment of dues to this Association and shall receive this Association's publication at no fee.
- E. Special members shall pay dues in the amount of one-half (1/2) of the dues of active members for ADAA and shall be exempt from payment of dues to this Association.

Section 3 Assessments: In case of need, the voting body of this Association's Annual Session, may, by a two-thirds (2/3) vote, levy an assessment of each member not to exceed \$2.00 in any year.

Section 4. NDAA Newsletter: The Newsletter of this Association shall be supported by this Association. The monies to be included in the Annual Budget.

Section 5. Transfer of membership

- a. A members who becomes a resident of another state may apply for transfer of membership to the Local and State organization in the state of the new residence. If no Local Society or State organization, affiliation may be maintained directly with the Central Office of ADAA.
- b. Membership registered in the name of one person may not be transferred to another person.

ARTICLE VI House of Delegates

- Section 1. Composition and Qualifications. The House of Delegates shall be composed of delegates from Local Organizations, delegates representing those voting members who do not belong to the Local Organization and the voting members of the Executive Board. Only active, life, and special members may serve as delegates and alternates.
- Section 2. Number and Apportionment of Delegates. Each Local Organization shall be entitled to thirty (30%) percent of their active, life, life pay, and special members to serve as delegates; the same thirty (30%) percent applies to alternates. Each ADA Accredited Dental Assistant Program shall be entitled to one (1) delegate and one (1) alternate with all privileges except voting. The deadline for registration for delegates and alternates shall be determined by the Executive Board.
- Section 3. Quorum. A majority of the registered delegates shall constitute a quorum for the transaction of business. A quorum established at the beginning of the meeting shall be considered a quorum.
- Section 4. Authority. The House of Delegates shall have the authority to:
- A. Exact, amend, and/or repeal the Bylaws of this association.
 - B. Act upon nomination for Honorary members.
 - C. Elect from members present from a Local which failed to send a delegate and alternate to represent said Local.
- Section 5. Duties. The House of Delegates shall be governing body of this Association. It shall determine the policies of the Association, determine dues for all membership classifications from the beginning of the fiscal year in which such dues are applicable, 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. The annual budget proposed by the Executive Board to the House of Delegates for adoption shall have a line item stating the number of members at the established dues amount.
- Section 6. Meetings. The Annual Session of the NDAA shall be held at the same time as the Nebraska Dental Association, except when the Executive Board deems otherwise. The Official Call shall be sent by the Recording Secretary, published in the Newsletter or posted to the Web Site at least thirty (30) days prior to the opening of the Annual Session. The business of the Annual session shall be conducted by the House of Delegates.
- Section 7. Admission. Admission to the General Meetings and Educational Programs shall be limited to persons who have registered and received the official badge of NDAA. Official badges will be issued to persons paying registration fees as specified in Article VI, Section 8. Fees for

non-members may be established by the Executive Board for certain educational lectures. Installation of Officers and presentation of awards will be open to the public.

Section 8. Registration fees for NDAA members, non-members, and students will be determined each year by the Executive Board each year.

.ADAA officials shall be exempt registration fees.

These fees shall be used toward the payment of the next year's Annual Session.

Section 9. Special Meetings. A special meeting of the Association may be called by a two-thirds (2/3) vote of the Executive Board. Fifteen (15) days' notice shall be given. The purpose of the meeting shall be stated in the call and no other business may be transacted.

ARTICLE VII Officers

Section 1. Number and Titles: The elected officers of this association shall be:

President, President-Elect, Vice President, Recording Secretary and Treasurer. The President shall be the chief elected officer and the official Spokesman for the Association.

Section 2. Only active, life, or special members 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 one (1) or more qualified candidates for each office to be filled. All members nominated for an office in NDAA shall have served as an officer, board member, or chairman of a Standing Committee in a member's Local Organization. As a member-at-large (no Local Organization) she/he should have attended at least two (2) Annual Sessions. The report of the Committee shall be presented to the House of Delegates. No name may be placed in nomination without the written Consent of the nominee.

Section 4. Board Members and Advisory Council. Four members (active, life, or special) shall be elected to serve as Board Members. Two (2) Past Presidents shall be elected to serve as Advisory Council without privilege of vote. The Immediate Past President is automatically Chairman of the Advisory Council and is a voting member of the Executive Board.

Section 5. Election. Election shall be by ballot during the Annual Session and a majority of the House of Delegates shall elect. If there is only one candidate for each office, the full slate of candidates may be elected by unanimous consent, the Recording Secretary may be instructed to cast the ballot. All candidates must be present unless reason is given for the absence.

Section 6. Term of Office. The term of office shall be one year or until a successor elected. The Recording Secretary, Treasurer, and Board Members may serve two (2) one (1) year terms. All officers shall assume their duties upon adjournment of the Annual Session. All elective officers and Board Members are required to attend at least seventy-five (75%) of all Board Meetings during the year.

- Section 7. Vacancies. In the event the office of President shall become vacant, the Vice-President shall become President for the unexpired portion of the term. In the event of vacancies in all other offices, the President with the approval of the Executive Board, shall appoint qualified members to fill the office until election at the next Annual Session. If the position of Board Members becomes vacant, the President, with the approval of the Executive Board will appoint a member to complete the term.
- Section 8. Removal for Cause. The Executive Board, by a two-thirds (2/3) vote of all voting members, may remove an Officer or Board Member for just cause.

ARTICLE VIII Executive Board

- Section 1. Composition. The Executive Board shall be composed of five (5) elected officers, four (4) elected board members and the Immediate Past President.
- Section 2. Meetings. There shall be three (3) meetings of the Executive Board per year, plus pre and post board meetings held during Annual Session. The dates of these meetings are set by the President with the approval of the Executive Board. Special meetings of the Executive Board may be called at any time by the President or upon request of five (5) voting members of the Executive Board. Notice shall be given ten (10) prior to the meeting. The purpose of the meeting shall be stated in the call and no other business may be transacted. The president may, in case of an emergency due to inclement weather or conditions preventing physical attendance, authorize the Board of Directors or committee to meet by video conference or teleconference. A secretary may be authorized to keep minutes.
- Section 3. Quorum. A majority of the voting members shall constitute a quorum at the meeting. If urgent business requires a vote when the Executive Board is not in session, a mail ballot or conference telephone vote, authorized by the President or five (5) voting members may be taken. A majority of the Executive Board shall be required on any mail 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 House of Delegates is not in session and by a two-thirds vote, shall have the authority to amend the NDAA Manual of Procedures as necessary to effectively administer the business of the association (subject to the policies established by the House of Delegates).

ARTICLE IX Committees

- Section 1. Standing Committees. There shall be the following standing committees appointed by the President and approved by the Executive Board: Budget/Finance, Bylaws/Manual of Procedures, Membership, Program/Education, Public Relations/Web Site, Newsletter and Audit.
- 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. The composition of each committee shall be prescribed by the Manual of Procedures of this Association. Each shall serve the same term of office as elected officers.
- Section 4. Other Committees. The Executive Board may create such other Special Committees, Sub-committees, 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 committees shall be prescribed by the Executive Board upon their creation. These Committees shall expend money or contract financial obligation only as shall be authorized by the Executive Board. Other committees may include Legislation, Placement, Historian, or others.
- Section 5. Vacancies. In the event of a vacancy of a Standing Committee member, the President shall appoint a qualified member to fill such vacancy.
- Section 6. Quorum. A majority of members of a Committee shall constitute a quorum for the committee.

ARTICLE X Finance

- Section 1. Fiscal Year. The fiscal year of this Association shall be May I-April 30.
- Section 2. Bonding. The Treasurer of this association shall be bonded to cover the amounts entrusted to the office. The cost of the bond to be paid by the Association. The money to be included in the annual Budget.
- Section 3. Budget. With recommendations of the Finance Committee and the Executive Board the House of Delegates 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 Executive board shall have all accounts of the Association audited not less than annually, within ninety. (90) days following the end of the fiscal period. A financial report for the year just completed shall be made available to the membership.
- Section 5. Tax Identification number. The tax identification number for this Association is 237026433.

ARTICLE XI Dissolution

This Association shall use its funds only to accomplish the objectives and purposes specified in these Bylaws, and no part of said funds shall inure, or be distributed, to members of this Association. If at any time this Association shall be dissolve 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 that the funds being divided equally between all CODA accredited Dental Assistant Programs in Nebraska. Exact use detail to be determined by board at time of dissolution.

ARTICLE XII Parliamentary Authority

Robert' 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-thirds (2/3) vote provided that the proposed amendments, After r 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 Hose of Delegates. 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 a two thirds 2/3 vote is necessary to adopt a proposed revision, provided approval of the revised Bylaws has been obtained from the ADAA Bylaws/Manual of Procedures Committee before presentation to the membership.

Amanda D. Skuban, BS, CDA
Nebraska DAA President

Bylaws Chairman

Carol Walsh , CDA 8th District
Bylaws Chairman
ADAA Bylaws/MOP

Approval Bylaws Revised:
April-----
April---,,-----2004
November 2005
April 2009
April 2010
April 2011

