**Omaha Dental Assistants Society**

**Bylaws**

**Revised December 2017**

ARTICLE I Name

The name of this Organization shall be the “Omaha Dental Assistants Society” hereinafter referred to as “Local Organization of this Organization”.

ARTICLE II Objectives

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

ARTICLE III Affiliation

This Organization shall be a Local Organization of the Nebraska Dental Assistants Association (NDAA) and the American Dental Assistants Association (ADAA).

ARTICLE IV Membership

Section 1. Admission

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

Section 2. Membership Classification

The membership classifications shall be active, student, life, special, and honorary. The adoption and implementation by this Local Organization of any membership or quasi-membership classification other than those provided for in the Bylaws of the ADAA are categorically and unequivocally forbidden.

1. Active

Active membership may be granted to any dental assistant who will support and promote the objectives of this Organization. An active member shall have the privilege of voting, holding elective offices, and serving as chairman or a member of a committee.

1. 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 Organization. A student member shall have the privilege of serving as a member of a committee.

1. Life
2. Life membership shall be granted to a member who has maintained continuous active membership or who has maintained continuous active membership interrupted by student membership, for a period of twenty-five years and who will support and promote the objectives of this Organization. A life member shall have all the privileges of active membership.
3. Retired Life Membership shall be granted to any Life Member who has reached age of sixty-two (62) or until a disability prevents employment as a dental assistant
4. Special
5. 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 Organization.
6. A special membership shall be granted to a person totally and permanently disabled who has maintained continuous active membership, or who has maintained continuous active membership interrupted by student membership, for a period of ten (10) years and who will support and promote the objectives of this Organization.
7. A special membership shall have all the privileges of active membership.
8. 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 a two thirds (2/3) vote of the voting members. Anhonorary member shall be entitled to all privileges of membership except that an honorary member shall not be entitled to vote or hold office unless that honorary member also holds active, life or special membership in this Organization.

Section 3. Local Membership

A person applying for membership in this Organization shall be required to maintain membership in the American Dental Assistants Association and the Nebraska Dental Assistants Association.

ARTICLE V Dues and Finance

Section 1. Dues

1. 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 Organization. No dues shall be refunded to any member whose membership terminates for any reason.
2. All deadlines pertaining to the payment of dues, late payment fees, and cancellation of membership shall be determined by the ADAA Board of Trustees.
3. Dues for membership shall be recommended by the Executive Board of the NDAA within each fiscal year of this Organization and shall be determined by the NDAA House of Delegates. The ADAA Central Office will rebate the state dues module to the NDAA Treasurer. The NDAA will then rebate the local dues to this Organization.
4. Dues for students shall by payable directly to ADAA. This shall include a subscription to the journal of the ADAA.
5. Life members shall be exempt from payment of dues to this Organization and shall receive the publication of this Organization. ADAA dues shall be follows: Life membership before 10-23-79 no dues; between 10-23-79 and 10-08-88 fifty (50) percent dues; and after10-08-88 full payment of dues. After thirty-five (35) years of continuous ADAA membership, national dues shall be reduced twenty-five (25) percent.
6. Honorary members shall be exempt from the payment of dues.
7. Special members shall pay yearly dues in the amount of one-half (1/2) of the dues of ADAA active members and shall be exempt from payment of dues to this Organization.

Section 2. Assessment

In case of need, the Executive Board may by ~~a~~ two-thirds (2/3) vote, levy an assessment on each active member, not to exceed $10.00 in any year.

Section 3. Transfer of Membership

1. A member who becomes a resident of another area may apply for transfer of membership in the area of new residence. If there is no constituent, affiliation shall be maintained directly with the ADAA.
2. 2. Membership in the name of one person may not be transferred to any other person.

Section 4. Fiscal Year

The fiscal year of the Organization shall be from July 1 through June 30th.

Section 5. Budget

With recommendation from the Finance Committee and the Executive Board, the voting members shall adopt an annual operating budget covering all activities of this Organization for the next fiscal year.

Section 6. Bonding

Trust or surety bonds (for officers and employees of this Organization) shall be secured by this Board, and the cost shall be paid by this Organization.

Section 7. Tax Identification Number

 The tax identification number for this Organization is 23-7026140.

Section 8. Audit

The Executive Board shall have all accounts of this Organization audited not less than annually. Within sixty (60) days following the end of each annual fiscal period, a financial report for this year just completed shall be made available to the membership.

ARTICLE VI Officers and Executive Board

Section 1. Number and Titles

The elected officers shall be five (5) in number. The officers of this Organization shall be President, President-Elect, Vice President, Secretary and Treasurer.

Section 2. Eligibility

Only an active, life, retired life, special or honorary member shall be eligible to serve as an officer.

Section 3. Nominations

The officers shall be elected annually as specified in Article VIII of these Bylaws. In case of a vacancy in the office of President, the President-Elect shall serve as President for the un-expired portion of the term. Vacancies in other elective offices with the exception of the President-Elect shall be filled by appointment by the Executive Board.

Section 4. Executive Board

There shall be an Executive Board composed of five (5) officers, two (2) elected board members and the Advisory Council Chairman.

Section 5. Advisory Council

There shall be an advisory council composed of two (2) past presidents and the immediate past president who automatically becomes the chairman of the council.

Section 6. Term of Office

The term of officers shall be one year. All elective officers and board members are required to attend at least seventy-five (75) percent of all board meetings during the fiscal year.

Section 7. Removal for Cause

The Executive Board, by a two-thirds (2/3) vote of all voting members, may remove any officer from office for just cause.

ARTICLE VII Nomination and Elective Board Members

Section 1. Nominations

At least three months before the annual meeting, a Nominating Committee of three (3) shall be appointed by the Executive Board and the Immediate Past President shall serve as chairman. Duties shall be to present a slate of candidates for the elective offices and to submit the slate to the membership two (2) months prior to the annual meeting. All nominations must be accompanied by written qualifications of the nominees including written consent to serve if elected.

Section 2. Elections

The following shall be elected by ballot, one (1) month prior to the annual meeting and installed in office at the time of the annual meeting: President, President-Elect, Vice President, Secretary, Treasurer; two (2) Board Members, and the Immediate Past President, who will serve as the Advisory Council Chairman with voting privileges.

Section 3. Unanimous Ballot

In the event there is only one (1) nominee for each office, by unanimous consent of the members present, the Secretary may be instructed to cast a unanimous ballot as directed by the President.

ARTICLE VIII Standing Committees

There shall be the following standing committees: Bylaws/Manual of Procedures, Education, Membership, Program, Publicity, and Finances. These committees shall be composed of at least three (3) members to serve for a term of one (1) year, except as otherwise provided in these Bylaws. Standing committees shall be appointed by the President subject to approval of the Executive Board within thirty (30) days after installation.

Section 1. Bylaws/Manual of Procedures Committee

The duties of this committee shall be to; present all amendments, resolution, policies or revisions to this Organization for action, send all proposed amendments to the ADAA Council on Governance for approval prior to presentation to the membership and make sure the ADAA has a copy of the current Bylaws on file for this Organization.

Section 2. Education Committee

The duties of this committee shall be to; present to this Organization all information available regarding continuing education and to conduct education programs (other than monthly meetings) as directed by the Executive Board.

Section 3. Membership Committee

The duties of this committee shall be to; keep an accurate membership roster of this Organization and to recruit and retain membership in this Organization.

Section 4. Program Committee

The duties of this committee shall be to; prepare a program for the monthly meetings which shall be approved by the Executive Board.

Section 5. Publicity Committee

The duties of this committee shall be to; arrange for the publication of notices of this Organization and to publicize Dental Assistants Recognition Week to the community.

Section 6. Finance

The duties of this committee shall be to; review the financial status and make recommendations to the Executive Board for developing and maintaining a sound financial structure for this Organization and to develop an annual operating budget for this Organization.

ARTICLE IX Meetings

Section 1. This Organization shall hold meetings September through May.

Section 2. This Organization shall hold the annual meeting in May for installation of the Executive Board.

Section 3. A special meeting may be called at any time by the President or by five (5) members of the Executive Board. Only the business mentioned in the call may be transacted.

Section 4. This Organization shall provide a minimum of six (6) continuing education hours per year which will comply with the Dental Assisting National Board’s Task Analysis.

Section 5. The quorum to conduct business for this Organization shall be based on one of the quorum options recommended by Roberts’s Rules of Order, Newly Revised (Current Edition), ie. A majority of the qualified members present.

ARTICLE X Delegates and Alternates to the NDAA Annual Session

Section 1. Number of Delegates and Alternates

This Number of Duties of the Delegates and Alternates to the Annual Session of the Nebraska Dental Assistants Association (NDAA), representing this Organization, is governed by the Bylaws of the Nebraska Dental Assistants Association.

In accordance with the NDAA Bylaws, currently this Organization shall be entitled to thirty (30) percent of their active, life, retired life, special and honorary members to serve as delegates and the same thirty (30) percent applies to alternates. Membership total as of January 31st shall be the basis for computing the number of delegates and alternates.

Section 2. Duties of Delegates and Alternates

It shall be the duty of delegates and/or alternates to act on behalf of this Organization in matters related to the business of the NDAA and this Organization.

Section 3. Composition

All officers, board members, Advisory Council Chairman and Committee members shall be asked to serve as delegates and/or alternates to the NDAA House of Delegates. All remaining positions shall be filled by the membership of this Organization.

ARTICLE XI Dissolution

This Organization 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 the members of this Organization. If at any time, this Organization shall be dissolved, any funds remaining shall be distributed to one (1) or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations (i.e., the ADAA Foundation, Juliette A. Southard Scholarship trust, Juliette A. Southard Relief Trust) to be selected by the Executive Board. The Executive Board’s selection is the Professional Dental Assistants Education Foundation (PDAEF).

ARTICLE XII Parliamentary Authority

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

ARTICLE XIII Amendments

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

1. By a two-thirds (2/3) vote provided that the amendments, after recommendation by the Executive Board, have been presented in writing at least thirty (30) days prior to voting and that all amendments have been reviewed and approved by the ADAA Council on Governance Bylaws/Manual of Procedures Committee before presentation to the membership.
2. By unanimous vote, provided approval of the amendment has been obtained from the appropriate member of the ADAA Council on Governance Bylaws/Manual of Procedures Committee, and that previous notice ot the amendment has been given at an earlier meeting.

Section 2. A revision of these Bylaws may be ordered at the recommendation of the Executive Board and a majority vote of the general membership. 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 the proposed revision, provided approval of the revised Bylaws has been obtained from the ADAA Council on Governance Bylaws/Manual of Procedures Committee before presentation to the membership.