BY-LAWS OF THE COOK INLET DENTAL HYGIENISTS’ ASSOCIATION

ARTICLE I
NAME AND DEFINITION

Section 1: Name. The name of this association shall be Cook Inlet Dental Hygienists’ Association hereinafter referred to as CIDHA or the Association.

Section 2: Definition. This Association is a not-for-profit organization and a Component of the American Dental Hygienists’ Association (ADHA) and the Alaska Dental Hygienists’ Association (Alaska DHA).

ARTICLE II
PURPOSE AND MISSION

Section 1: The purpose of CIDHA shall be to improve the oral health of the public, to advance the art and science of dental hygiene, to maintain the highest standards of dental hygiene and practice, to represent and protect the interest of the dental hygiene profession, to improve the professional competence of the dental hygienist, to foster research in oral health, to provide professional communications, and to conduct other activities as may be permitted by the state of Alaska to carry out the purposes of this Association.

Section 2: The mission of this Association shall be to improve the public’s total health by increasing the awareness of and access to quality oral health care and to position the dental hygienist as the preventative oral health professional.

ARTICLE III
MEMBERSHIP

A candidate for membership in CIDHA must fulfill the qualifications for membership in the ADHA and Alaska DHA. Any such dental hygienist may become a candidate by filing with the ADHA and submitting dues. Such dues will be refunded should the candidate be found ineligible for membership.

Section 1: Classifications and Qualifications.

A. Active Member. Any dental hygienist who possesses a certificate or degree in dental hygiene granted by a school of dental hygiene accredited by the Council on Dental Education of the American Dental Association and who is legally licensed to practice in any of the states, districts, or dependencies of the United States, and who is a member in good standing of the ADHA and Alaska DHA shall be classified as an active, fully-privileged voting member of this association.

B. Life Member. Any Active Member who has made outstanding contributions to dental hygiene and to this Association shall be eligible for Life Membership upon nomination and election by the Active Members.
C. Honorary Member. Any individual who has contributed materially to the advancement of the dental hygiene profession and who has been elected by the members of CIDHA on recommendation of the Board of Trustees shall be classified as an Honorary Member of CIDHA.

Section 2: In Good Standing. Any member of CIDHA who is not under a final sentence of suspension or expulsion because of being found guilty of violating the dental practice act of this state or any other state or of violating these by-laws including the Principles of Ethics of the ADHA and whose dues for the current year have been paid shall be considered a member in good standing of CIDHA.

Section 3: Privileges.

A. Active Member (Voting Member). An Active Member in good standing shall be entitled to services provided by the Association for the benefit of its members. An Active Member in good standing shall have the privilege of attending any of the sessions of CIDHA, of being elected or appointed to any office, committee, board or similar position in CIDHA, and of voting on any measures or issues brought before the membership of CIDHA.

B. Life Member. Life Members shall be entitled to all the privileges of Active Members and are fully-privileged members. They shall, however, be exempt from payment of all dues and assessments levied or collected by CIDHA, except for the amounts due the Alaska DHA and the ADHA.

C. Honorary Member. An Honorary Member shall be a non-dues-paying, non-voting member, who is welcomed to any session of CIDHA. An Honorary Member is not a fully-privileged member.

Section 4: Resignation. Any member may resign in good standing at any time upon making a request to the Treasurer of CIDHA before December 31st of the year in which dues were last paid.

ARTICLE IV
DUES AND REINSTATEMENT

Section 1: Membership Dues.

A. Active Member. Annual dues shall be collected for active membership. The amount is determined by the membership or by the Board of Trustees, with approval by the membership.

B. Life Member. Life Members of CIDHA shall be exempt from payment of dues to CIDHA.

C. Honorary Member. Honorary Members of CIDHA shall be exempt from payment of dues to CIDHA.

Section 2: Reinstatement. Any member who had been dropped from the membership roll for nonpayment of dues may be reinstated by submitting a regular application.
ARTICLE V
POWER AND DUTIES

Section 1: Powers.

A. As a component of Alaska DHA, CIDHA shall have the power to elect its officers and committee members.
B. CIDHA shall have the power to adopt laws, rules, and regulations to govern its members and to provide for its financial support, provided there is no violation therein of the by-laws of the Alaska DHA or ADHA.
C. CIDHA shall have the power to discipline any member for having been found guilty of violating the dental hygiene practice act of the state or for violating these by-laws or those of the ADHA or Alaska DHA including the Principles of Ethics, as provided in Chapter XVIII of the By-Laws of ADHA. Disciplinary action shall be by suspension or expulsion from membership to CIDHA.

Section 2: Duties. Active Members shall elect officers of CIDHA.

ARTICLE VI
PRIVILEGES OF REPRESENTATION

CIDHA, being a component of Alaska DHA shall not conflict with the provisions of the Alaska DHA Constitution and By-Laws regarding the House of Delegates and the Board of Trustees.

ARTICLE VII
ELECTIVE OFFICERS

Section 1: Titles. The elective officers of CIDHA shall be President, Vice-President, Secretary, and Treasurer. These officers and Immediate Past President shall constitute a Board of Trustees.

Section 2: Eligibility. Only an Active Member in good standing of CIDHA shall be eligible to serve as an elected officer.

Section 3: Nomination. Nominations for office shall be made from the floor or by a committee which shall be appointed by the Board of Trustees with the Immediate Past President serving as the chairperson. Nominations by the committee shall be submitted in writing.

Section 4: Elections. The elective officers shall be elected every two years (odd numbered years) at the January meeting by the active members. Voting shall take place except when only one candidate stands for an office. Such a candidate shall be declared elected by the chairperson. A majority of votes cast shall be necessary for election. In the event that no nominee receives a majority on the first vote, the name of the nominee receiving the least number of votes shall be dropped and a new vote taken. The same procedure shall continue until one of the nominees receives a majority of the votes cast, whereupon the chairperson shall declare the nominee elected.

Section 5: Installation. The elective officers shall be installed at the close of the election.
Section 6: Tenure of Office. The elective officers shall serve two year terms or until the successors are elected.

Section 7: Vacancies. In the event the office of the President becomes vacant, the Vice-President shall become the President for the unexpired term. In the event any other elected office becomes vacant, such vacancy shall be filled by a majority vote of the Board of Trustees. During the vacancy the remaining board members will fulfill the duties and responsibilities of that office until that vacancy is filled.

Section 8: Duties. The duties of the Elected Officers shall be:

A. President.
   1. To serve as an official representative of CIDHA in its contacts with governmental, civic, business, professional, or any other organizations, institutions, and groups for the purpose of advancing the objectives and policies of CIDHA.
   2. To serve as chairperson and ex-officio member of the Board of Trustees.
   3. To preside at all meetings of CIDHA.
   4. To call special meetings.
   5. To appoint committees as deemed necessary by the Board of Trustees.
   6. To be a member of all committees.
   7. To vote in case of a tie.
   8. To fill appointive offices with Active Members, as provided by the Board of Trustees.
   9. To perform such duties as may be appropriate to the office, as directed by the Board of Trustees, or these By-Laws.
   10. To act as program chairperson for all sessions.

B. Vice-President.
   1. To be President-Elect.
   2. To assist the President as requested.
   3. To act as a voting member of the Board of Trustees.
   4. To fill the unexpired term of President, should that office become vacant for any reason.
   5. To plan and implement the continuing education portion of the component meetings.
   6. To prepare the area where the CIDHA meeting will occur including coffee service set-up.
   7. To perform such duties as may be appropriate to the office, as directed by the Board of Trustees, or these By-Laws.

C. Secretary.
   1. To take accurate notes of CIDHA and the Board of Trustees meetings. Prepare minutes as the official record of the proceedings.
   2. To prepare a roll of members and call roll when it is necessary.
   3. To serve as the central office of CIDHA.
   4. To preserve all records, reports, and documents of CIDHA except those specifically assigned to others.
   5. To carry on the official correspondence of CIDHA.
   6. To file all submitted written reports of officers and committees.
   7. To submit a written report of the activities of this office at each meeting of CIDHA.
8. To search the minutes for information at the request of officers or members.
9. When the minutes have been approved, the secretary writes “Approved” and signs and dates the approval at the close of the minutes.
10. To bring to each meeting a copy of the Constitution and By-Laws of CIDHA, Alaska DHA, and of the ADHA.
11. To maintain an accurate and up-to-date roster of the members of CIDHA.
12. To record changes of addresses and names of CIDHA members.
13. To perform all other duties as are indicated by the office of Secretary, or prescribed by the Board of Trustees, or by these By-Laws.

D. Treasurer.

1. To serve as custodian of all monies, securities, and belonging deeds of CIDHA.
2. To deposit all monies received from all sources to the general fund, which shall be used for defraying all expenses incurred by CIDHA.
3. To annually submit an itemized report of the financial transactions of CIDHA.
4. All disbursements for CIDHA shall be made under the Treasurer’s name.
5. To perform all other duties as are indicated by the office of Treasurer, or prescribed by the Board of Trustees, or by these By-Laws.
6. In the event that the Treasurer seat is unfilled, all duties and responsibilities, including banking, will be transferred to the President and or Vice President until the office is filled.

Section 9: Board of Trustees. The Board of Trustees (Board) shall consist of the elective officers which shall be President, Vice-President, Secretary, Treasurer, and the Immediate Past President. Terms shall be for two years, or until successors are elected. In the event that the Treasurer is also the acting CIDHA Secretary, the Treasurer shall have only one Board vote, not two.

A. Powers.
1. The Board shall be the managing body of CIDHA, vested with full power to conduct all business of CIDHA, subject only to the laws of Alaska, the limits imposed by the Constitution and By-Laws of CIDHA, Alaska DHA, and ADHA, and the mandate of the members thereof.
2. It shall have the power to establish rules and regulations of this association, not inconsistent with these By-Laws, and to govern its organization, procedure, and conduct.
3. It shall have the power to direct the President to create special committees of CIDHA.
4. It shall have the power to nominate any eligible candidate for honorary membership of CIDHA.
5. It shall have the power to decide the need for calling any special sessions.
6. It shall have the power to create or abolish appointive offices which shall be filled by Presidentially-appointed officers.

B. Duties.
1. To have charge of the financial affairs and appropriations of CIDHA.
2. To annually review the financial report.
3. To appoint, or serve as, the nominating committee when one shall be formed.
4. To review all committee reports and correspondence.
5. To submit to members an annual report of the sessions of the Board.
6. To perform such other duties as are prescribed by these By-Laws.

C. Any action of the Board may be concurred by a majority of the Trustees by mail, telephone vote, or electronic correspondence and shall be effective as if such action were taken in a meeting.

D. Quorum. A majority of the voting members of the Board of Trustees shall constitute a quorum for the transaction of business at any meeting, provided all members have been duly notified of such business and meeting.

E. Officers of the Board of Trustees.
1. The President of CIDHA shall be chairperson of the Board of Trustees, and the Secretary of CIDHA shall be the Secretary of the Board of Trustees. Pro-tem officers shall be selected to serve in the absence of either of these persons.
2. Duties.
   a. The Chairperson shall preside at all meetings of the Board, casting a vote only in case of a tie, and perform such other duties as is customary. In questions of order, the decision of the Chairperson shall be final.
   b. The Secretary shall serve as the recording officer of the Board and custodian of all its records. The Secretary shall send notices of meetings and business, as directed by the Chairperson. The Secretary shall perform other such duties as is customary.

ARTICLE VIII
SESSIONS

Section 1: Regular Sessions. CIDHA shall meet at least three times annually, including the Alaska DHA state business meetings, in a place and at a time as determined by Active Members, and electronically as needed.

Section 2: Special Sessions. Special sessions may be called by the President or the Active Members. All members of CIDHA shall be contacted not less than seven days before the special session.

Section 3: Admission

A. Admission shall be granted to all members in good standing.
B. Admission of guests. A guest may be any out-of-state dental hygienist or any person invited by CIDHA.

Section 4: Order of Business.

A. Regular Sessions.
   1. Meetings are called to order by the President.
   2. Roll call.
   3. Reading and approval of minutes of the previous meeting.
   4. Reports. All reports are to be submitted in writing, and after being read to the membership, shall be given to the Secretary for filing as permanent records.
      a. President
b. Officers  
c. CIDHA Board of Trustees  
d. Committees  

5. Old Business  
6. New Business  
7. Elections. To be held in January every other year (odd numbered years).  
   a. President  
   b. Vice-President  
   c. Secretary  
   d. Treasurer  
   e. Honorary and Life Members  
8. Installation of Officers (odd numbered years).  

B. Special Sessions.  
1. Meeting called to order by President.  
2. Roll call.  
3. Reading of the call for special session.  
4. Transaction of this business.  
5. Adjournment.  

Section 7: Rules of Order. Roberts Rules of Order shall govern any deliberation of CIDHA when not in conflict with these By-Laws.