

BYLAWS

OREGON DENTAL ASSISTANTS ASSOCIATION

Revised and Approved: October 2022 (notified at ADAA Annual Session)

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OREGON DENTAL ASSISTANTS ASSOCIATION

ARTICLE I - NAME

The name of this organization shall be the “Oregon Dental Assistants Association”, hereinafter referred to as “the Association”, or “this Association”.

ARTICLE II - OBJECTIVES

The Association’s objectives shall be: To advance the careers of dental assistants and to advocate for the dental assisting profession in matters of education, professional activities, credentialing and legislation. To promote the ideals and growth of the Association which aid in the accessibility and delivery of quality oral health care to the public.

ARTICLE III - ORGANIZATION STRUCTURE

Section 1. Affiliation: This Association shall be a State Association of the American Dental Assistants Association.

Section 2. Local Organizations

A. Organizations: 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.

E. Individuals applying for membership in a local component organization shall be required to maintain membership in the ADA and this State Association.

Section 3. Study Clubs: The State Association, at its discretion, may provide for its members to organize into local member study clubs. Guidelines for the establishment and support of such local member study clubs shall be determined by the State Association.

ARTICLE IV - MEMBERSHIP

Section 1. Admission. Membership shall include those individuals who will support and promote the objectives of this Association, regardless of diversity.

Section 2. Active Membership Categories. There shall be the following active membership categories: Professional Membership, Student Membership, and Life Membership.

- A. Professional Membership. Professional membership may be granted to any dental assistant which includes, but is not limited to, the Clinical Dental Assistant, Administrative Dental Assistant, and Dental Assistant Educator, or any individual with a history of experience working in a dental assistant capacity, who will support and promote the objectives of this Association.
 - 1. A professional member shall have the privilege of voting, holding elective office and serving as chairman or member of a council or committee.
 - 2. Professional members shall pay annual national and state dues as determined by the adopted budget of the Association and the State Association.

- B. Student Membership. 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 as a member of a council or committee. Student members shall pay annual dues as determined by the adopted budget of the Association.

- C. Life Membership. Life membership shall be granted to a professional member who has maintained continuous professional membership, or who has maintained continuous professional membership interrupted by student membership, for a period of thirty-five (35) years and who will support and promote the objectives of this Association. All life members shall have all of the privileges and benefits of professional membership and shall pay National dues at a twenty-five percent (25%) reduction.

1. All Life Members who pay no dues shall be required to update their membership information annually via the ADAA membership renewal process in order to maintain their life member benefits and remain on the life member roster.

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).

ARTICLE VI - GENERAL ASSEMBLY

Section 1. Composition and Qualifications. The General Assembly shall be composed of members of this Association. The voting members shall be professional, life and special members present and the voting members of the Executive Board.

Section 2. The deadline dates for registration shall be determined by the Executive Board.

Section 3. Meetings.

- A. The General Assembly shall meet regularly at least once a fiscal/calendar year.
- B. A special meeting of the General Assembly may be called by a two thirds (2/3) vote of the voting members of the Executive Board. Fifteen (15) days notice shall be given. The member apportionment of the previous General Assembly shall prevail.

Section 4. Quorum. One-third (1/3) of the members of the General Assembly representing at least one-third (1/3) of the Local Organizations shall constitute a quorum for the transaction of business at any meeting of the General Assembly. A quorum established at the beginning of the meeting shall be considered a quorum throughout.

Section 5. Duties. The General Assembly shall be the governing body of this Association. It shall determine the policies of the Association, determine dues for all membership classifications to 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 General Assembly for adoption shall have a line item stating the number of members at the established dues amount.

Article VII - Officers

Section 1. Number and Titles: The elected officers of this Association shall be: President, President-Elect, Vice President, and

Secretary/Treasurer. The President shall be the chief elected officer and the official spokesman of the Association.

Section 2. Eligibility: Only a professional, life, or special member of this Association shall be eligible to serve as an elected 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. The report of the committee shall be presented to the General Assembly. No name shall be placed in nomination without the written consent of the nominee.

Section 4. Election: Election shall be by ballot during the General Assembly-and a majority vote shall elect.

Section 5. Duties. Officers shall perform the duties as may be prescribed by these Bylaws, the Manual of Procedures, and the parliamentary authority adopted by the Association.

Section 6. Vacancies: In the event the office of President shall become vacant, the President-Elect shall become President for the unexpired portion of the term and shall serve a full term as President during the following year. In the event the office of President-Elect shall become vacant, it shall remain vacant for the unexpired portion of the term. At the next Annual Session, the office of President shall be filled in the same manner as that provided for the nomination and election of officers. Vacancies in the offices of Vice President and Secretary/Treasurer shall be filled by election by the Executive Board.

Section 7. Term of Office. Term of office shall be one (1) year or until a successor is duly elected. The officers shall assume their duties upon adjournment of the Annual Session.

Section 8. Removal for Cause. The Executive Board, by a two-thirds (2/3) vote of all its voting members, may remove any officer from office for just cause.

Article VIII - Executive Board

Section 1. Composition. The Executive Board shall be composed of the (4) elected officers, the Immediate Past President and committee chairmen .

Section 2. Meetings. Regular meetings of the Executive Board shall be held at the call of the President. Special meetings of the Executive Board may be called at any time by the President or upon written request of five (5) voting members of the Board. Notice shall be given ten (10) days prior to the meeting.

Section 3. Quorum. A majority of the voting members of the Executive Board shall constitute a quorum at any meeting. If urgent business requires a vote when the Executive Board is not in session, a ballot or conference telephone vote authorized by the President or by five (5) voting members may be taken. A majority vote of the Executive Board shall be required on any ballot or conference telephone vote. Such actions shall be confirmed by the Executive Board at its next meeting.

Section 4 Duties. The Executive Board shall be the governing body of this Association when the House of General Assembly is not in session subject to the policies established by the General Assembly.

Article IX - Committees

Section 1. Standing Committees. There shall be the following standing committees appointed by the President and approved by the Executive Board: Finance, Bylaws/Manual of Procedures, Community Involvement, Education, Historian, Legislative, Membership, Student Involvement, Newsbulletin, Nominating, and Ways and Means.

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. One year unless established as a rotating three (3)year term.

Section 4. Other Committees. The Executive Board may create such other special committees, subcommittees, 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 bodies shall be prescribed by the Executive Board upon their creation.

ARTICLE X - FINANCE

Section 1. Fiscal year: The fiscal year of this Association shall begin October 1 and end September 30th of each year.

Section 2. Bonding: Any trust or surety bond for officers and employees of the Association shall be secured by the Executive Board, and the cost paid by the Association.

Section 3. Budget: With recommendations of the Finance Committee and the Executive Board, the General Assembly 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 Board of Directors shall have all accounts of the Association audited not less than annually, within ninety (90) days following the end of each annual fiscal period. A financial report for the year just completed shall be made available to the membership.

Section 5. Tax Identification: The tax identification number for this Association is _____

ARTICLE XI - DISSOLUTION

Section 1: Per the Bylaws of the American Dental Assistants Association (ADAA), this Association shall only be dissolved at the recommendation of the Director.

- a. The State Association remains without ADAA recognized state officer for a period of seven (7) years; or
- b. There are no members within the state.

Section 2: This Association shall use its funds only to accomplish the objectives and purposes specified in these Bylaws, and no part of said funds shall insure, or be distributed to members of this Association. If

at any time this Association shall be dissolved, 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: Smile Oregon.

ARTICLE XII - PARLIMENTARY AUTHORITY

Robert's 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-third (2/3) vote provided that the proposed 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 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 their commendation of the Executive Board and a majority vote of the General Assembly. 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 two-thirds(2/3) votes is necessary to adopt the proposed revision, provided approval of the revised Bylaws has been obtained from the ADAA Bylaws/Manual of Procedures Committee before presentation to the membership.