

Revised 5/18/17



SOUTH DAKOTA DENTAL HYGIENISTS' ASSOCIATION

OPERATIONS MANUAL

Glossary of terms:

Committee

A committee of one or more people appointed or elected to carry on a specific task.

Committee Chair

This person is the committee member who leads all committee activities and communicates directly to the Executive Board with key issues.

Constituent

Anyone who is a professional member of the SDDHA.

Executive Board

Elected officers who conduct regular meetings and operate for the good of the SDDHA. These officers are President, President-elect, Past-president, Vice-president, Secretary, Legislative Chair, Treasurer, Western CE Coordinator, Eastern CE Coordinator, and Information Officer.

Executive Committee

This committee is composed of a specified number of officers who operate as a "board within a board." These members are the President, Immediate Past-President, President-elect, Vice-president, Legislative Chair.

Ex-officio

A person who is part of a board and/or committee because of the office they hold within the organization. The SDDHA considers the President as the Ex-officio for this position.

Officer

A person who is elected by the South Dakota Dental Hygiene Association (SDDHA) to serve on the Executive Board. In the SDDHA these individuals are the President, President-elect, Past-president, Vice-president, Secretary, Legislative Chair, Treasurer, Western CE Coordinator, Eastern CE Coordinator, and Information officer.

Purpose:

The purposes of this association are 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 South Dakota to carry out the purposes of this Association.

Mission:

In order to improve the total health of our community and state, the mission of the SDDHA is to increase awareness of the cost-effective benefits of prevention and quality oral health care, promote the highest standards of dental hygiene education, licensure, and practice, advance the art and science of the profession, and represent and promote the interests of dental hygienists.

Goals:

- Increase professional membership and participation in the South Dakota Dental Hygienists' Association.
- Promote dental hygienists as the leading preventative and therapeutic oral health care professional.
- Implement strategies for increasing access to care for all South Dakota residents.
- Be fiscally sound and responsible to effectively govern the association.
- Provide high quality continuing education to professional members.

Operations Manual:

This manual is not intended to conflict with information contained in the Bylaws of the South Dakota Dental Hygienists' Association. It is designed to serve as a guideline – to define and further explain procedures for the officers and professional members of this association.

The content of this manual has been approved by a majority vote of the professional members of the South Dakota Dental Hygienists' Association. No changes or additions may be made without a majority vote of the professional membership.

Revised 5/18/17

This manual shall be revised or updated annually. It shall not be altered without the approval of the Executive Board by a majority vote.

The Policy and Operations Manual is issued to the officers who serve on the Executive Board. Professional members of the South Dakota Dental Hygienists' Association may request copies of both manuals from any member of the Executive Board.

Please read this manual carefully and refer to it often. Familiarize yourself with the duties of each office and Committee, paying particular attention to the one you will be responsible for. It shall be the duty of each holder of the manual to follow the policies and procedures set forth within this manual.

General Information:

Officers, Committee Chairs, and Committee Members are not to act as the liaison for the SDDHA without permission from the Executive Board.

No Officers, Committee Chairs, or Committee Members may issue a public statement in the name of SDDHA unless that statement is clearly in accordance with the policies of this association and approved by the Executive Board.

Copies of any important correspondence should be sent to the SDDHA President, Secretary, and any involved persons.

The Vice-President and/or CE Coordinators must provide a copy of the proposed budget for the Semi-Annual, Annual, and any other continuing education conferences. The Executive Board will review and approve the proposed budget during the post-annual Executive Board meeting.

Budgeted expenses must be itemized and submitted with receipts to the Treasurer for payment. Other non-budgeted expenditures must be approved by the Executive Board during the post-annual Executive Board meeting.

Newly elected officers will outline yearly objectives and long-range goals for the upcoming year at the post-annual Executive Board meeting.

Thirty days prior to the annual session of SDDHA, each officer shall submit an annual report via e-mail to the President. Each report should include a long-term goal(s) they would like to implement for the advancement of the dental hygiene profession, and a highlight of what they have accomplished during their term.

Any suggested revisions in the Policy and Operations manuals must be submitted to the President-Elect 30 days prior to the Annual Conference.

All Officers and Committee Members shall perform all duties that are incidental to the respective offices or committee and prescribed by the Executive Board or outlined in the bylaws.

Executive Board Members shall be reimbursed for mileage and room expenses incurred while conducting SDDHA Executive Board business. Rooms will be reimbursed 100% based on double occupancy of two board members. The association is responsible for 50% of the room charge if a

room is shared by a non-board member or if a room is occupied by only one board member.

Executive Board Members:

You are required to attend all meetings of this Association. In the event that you cannot attend a meeting, the President must be notified.

The President shall preside at all meetings of the board, cast the deciding vote in case of a tie, and perform such duties as parliamentary procedure requires. In the absence of the President, the President-Elect shall preside at Board meetings. Officers or committee members should notify the President 5 days prior to the board meetings if they have business to be brought before the board.

Each SDDHA Officer, CE Coordinator, and Committee Chairman shall prepare an Annual Report to be submitted via email to the President 30 days prior to the Annual Session.

Committee Chairs:

Contact members via email to inform them of the committee's function, and clearly define each committee member's task.

Keep committee members informed by email correspondence, phone calls, or meetings as necessary.

The President shall be an ex-officio member of all committees. The President shall be notified of the dates, times, and places of any committee meetings, and receive a copy of any committee meeting's minutes.

Committee Chairs are expected to attend all SDDHA Executive Board meetings. The Committee Chair shall notify the President 7 days prior to the Executive Board Meeting if he/she would like discussion items on the agenda.

At the beginning of each term, each officer shall refer to the strategic plan, located in the SDDHA Google Drive Gmail account, to better understand the mission, vision, and goals of the SDDHA.

It is the responsibility for each officer and committee chair to create and maintain an official file with pertinent information on the SDDHA Google Drive. A detailed record of all the past year's activities of this office or

committee shall be made and placed in your official Google Drive file for future reference for at least two years. The exception will be the Secretary, Treasurer, and Vice President; these notebooks shall be retained for five years. The following information should be updated and maintained routinely:

- SDDHA Executive Board meeting minutes
- SDDHA Committee meeting minutes
- Objectives of the committee and the members
- Copies of outgoing correspondence (ex. Letter to the Governor)
- Record of expenditures
- Current budget updated by the Treasurer after the semi-annual, annual, and Summer Conferences.
- Copies of all reports and projects which are relevant for future use.

Protocol for Board E-mail Votes:

- Executive Board Member makes a motion
- A copy of the motion must be maintained and submitted to the SDDHA Secretary at the next Executive Board meeting.
- A second board member must second the motion.
- The President calls for discussion and a vote must be made within 5 days.
- The President needs to tally the vote and submit it to the SDDHA Secretary.
- If any board member objects to an e-mail vote, the vote must be postponed until the next SDDHA meeting.
- The results of the e-mail vote shall be announced by the President at the next SDDHA Executive Board meeting and recorded in the minutes by the SDDHA Secretary.

Eligibility:

All officers and/or committee members of the Executive Board must be members in good standing of the SDDHA at the time of their election or appointment and must maintain such membership during their terms of office.

If you find you cannot carry your share of the workload, please inform the SDDHA President immediately.

Student ADHA members may be contributing members on committees at the discretion of the SDDHA Executive Board.

Term of Office:

Appointments shall expire upon the installation of new officers at the Annual Session of this Association.

President: 1 year term & 1 year term limit

Vice-president: 1 year term & 1 year term limit

Past-president: 1 year term & 1 year term limit

Secretary: 2 year term & 4 year term limit

Legislative Chair: 1 year term & no term limit

Treasurer: 2 year term & 4 year term limit

Continuing Education Coordinator: 2 year term & no term limit

Information Officer: 2 year term & no term limit

ADHA Delegate: 1 year term & 1 year term limit

ADHA Alternate Delegate: 1 year term & 1 year term limit

Historian: No term limit

No members shall hold more than one office at a time, and no member shall be eligible to serve more than three consecutive terms in the same office, except the secretary/webmaster, who may serve up to four one year terms. The Legislative Chair may serve unlimited terms. An officer having served more than half a term in an office shall be deemed to have served a full-term. The term of office shall begin at the close of the Annual Session at which they were elected.

Vacancy:

When an officer or committee chair/member shall cease to be a member of this Association, he/she shall also cease to be an officer or committee member and the President of this association shall declare the position vacant. The elected officer positions are filled according to the SDDHA Bylaws.

The SDDHA Executive Committee shall have the power to fill any vacancies of an officer or committee member. The Executive Board shall also appoint additional ADHA delegates beyond the President and President-elect as outlined in the SDDHA Bylaws.

End of Office:

At the end of an office, committee chair(s) and officers, must update the official documents and load them into the appropriate Google Drive,

“clean-up” their Gmail inbox and apprise the successor of the Gmail password within 7 days of the end of his/her term.

Preparation and Submission of Resolutions:

A resolution is a form for proposing action to be taken. It may be submitted to an officer or any voting member.

Any resolution submitted to the Executive Board by a committee or officer must be received not less than forty-five (45) days prior to the SDDHA Annual Session.

All resolutions will be reviewed by the Executive Board and recommendations made to the general membership prior to voting. Each resolution must contain only one item of business. The explanation of the resolution should be contained in the body of the report and shall not be included in the form of a “Whereas...” clause. (Please refer to *Robert’s Rules Of Order* for details on what a “Whereas...” clause is and how to write an official resolution.)

President

As a duly elected Officer of SDDHA, the President shall:

- Serve as on the Executive Board and Executive Committee.
- Serve as the official representative of SDDHA organization.
- The President shall have the power to appoint an official SDDHA representative when he/she is unable to attend events that require representation from the organization.
- Preside at all meetings.
- Appoint all Committee Chairs and Historian; and submit those names to the Executive Board for final approval.
- Be an ex-officio member of all committees.
- Issue public statements that are approved by the Executive Board and follow the policies and procedures of this Association.
- Lead all meetings of the Executive Board as specified in the Bylaws; prepare an agenda for each meeting and send to all officers, at least two weeks prior to the meeting.
- Call any special sessions of the SDDHA as specified in the Bylaws, Article VI, Section, 4. Notification of the special session shall be emailed at least two weeks prior to the scheduled time
- Must provide new or amended bylaws to the ADHA Executive Board within thirty 30 days of pre-approved special meeting or annual meeting.
- Conduct all votes by the professional membership or officers.
- Maintain regular communication with all officers, committee chairs and information officer.
- Upon their installation, send congratulatory messages to the newly installed Presidents of the SDDA, SDDAA, ADHA District VII Trustee.
- Following SDDHA Annual Session, send introductory letters to the Presidents of the SDDA and South Dakota State Board of Dentistry.
- Report activities, problems, or other items of interest to the ADHA District VII Trustee.
- Inform the ADHA District VII of the Annual Session date at least six months in advance. Inform the District VII Trustee of any Board meetings and other major activities (i.e. Long Range Planning Workshop) and invite him/her to all activities.
- Prepare a President's Message for each issue of the "Hygiene Highlights".

- Deliver an address at the Annual Session to the SDDA.
- Preside over the Annual Session Business Luncheon and introduce SDDHA Officers, Past Presidents, and honored guests.
- Immediately after Annual Session, send letters of appreciation to those who helped make the meeting a success.
- Perform all other duties that are incidental to this office, or prescribed by the Executive Board or the Bylaws.
- Prepares agenda for Annual Session by working with Annual Vice-President and CE Coordinators.
- Monitor the South Dakota State Board of Dentistry for expiring terms of office and submit nomination(s) for replacement(s).
- The agenda for Executive Board meetings may be e-mailed by the President to Executive Board members.
- Encourage SDDHA visits to USD SADHA Chapter. Prepare an Annual Constituent Report for the ADHA Annual Sessions following format requested by ADHA. This will come in the President's email around the middle of April.
- Serve as SDDHA delegate to the ADHA Annual Session.
- The President is responsible for putting together the Annual Report and having enough copies made for those attending the annual business meeting.
- The Secretary shall collect the list of officers and committee chairs including phone number(s) and email addresses and submit to the SDDHA President. The President will email a list of the newly elected officers to the SDDHA Central Office and District VII trustee within 15 days after the annual session.

President-Elect

As a duly elected Officer, the President-Elect shall:

- Serve as an active member of the Executive Board and Executive Committee.
- Assist the President as requested.
- Fill the term of the President in case that position is vacated.
- Preside at any meetings of the SDDHA, including Board meetings, in the absence of the President.

- Succeed to the office of President without election.
- Perform all other duties that are prescribed by the Executive Board or the Bylaws.
- Serve as Membership Chair. The Membership Chair is responsible for promoting new membership and encourages past members to renew their membership in the SDDHA.
- Develop plans to recruit dental hygiene students to join the ADHA after their graduation.
- Serve as National Children's Dental Health Month Chair for SDDHA in February.
- Develop promotional activities for National Dental Hygiene Month.
- Oversee the annual review of the Strategic Plan prior to the Semi-annual meeting.
- Choose a person to install officers at the SDDHA Annual Session
- Choose a theme for the business meeting when installation as President occurs.
- Write a congratulatory letter to the President-elect of SDDA and SDDAA.
- Serve as alternate delegate to ADHA Annual Session.
- Be the student liaison to the Student Dental Hygiene Association at the University of South Dakota Dental Hygiene Department. As liaison it will be your responsibility to encourage new graduates to be an active member of the SDDHA.
- Send a congratulations letter to all newly licensed dental hygienists in the state and if they are not members, enclose a membership form and invite them to become members.
- Maintain a current roster of the SDDHA professional members and all SD licensed dental hygienist.
- Serve as Chairman of Policy and Procedures Committee and work directly with the Information officer to assure new policy and procedures are added to the manuals.

Immediate Past-President

As a duly elected Officer of SDDHA, the Immediate Past President

shall:

- Serve as the IOH Liaison
- Serve as the Finance Resource Director
- Serve as an active member of the Executive Board and the Executive Committee.
- Serve as an advisor to the President.
- Act as a consultant to the President-Elect.
- Serve as a member of the Executive Board.
- Select and purchase a gift for the current SDDHA President.
- Meet with President and President Elect to evaluate long-range goals from administration to administration.
- Serve as Chairman of the Liaison Committee.
- Serve as Chairman of the Strategic Planning Committee
- Preside over Installation of Officers Ceremony at Annual Meeting.
- Serve as the IOH Liaison (see attachment 1 for details)

Financial Resource Director Duties:

- Serve as Financial Resource Committee Chair, assisted by the Treasurer
- Send a financial report listing the merchandise sold and in inventory to Treasurer by January 1st, of each year, to be included in the Annual Report.
- Develop and organize fundraising activities for SDDHA.
- Any item that costs over \$10.00 must be approved by the board.
- Maintain an inventory of items to sell at meetings, conventions, etc. Look for merchandise you feel would sell well. Merchandise suggestions should be discussed with the Executive Board before ordering.
- Coordinate with the Delegate and Alternate Delegate items to be sold at ADHA marketplace only if SDDHA chooses to participate in the market place.

Vice-President

As a duly elected Officer of SDDHA, the Vice-President shall:

- Serve as a member of the Executive Board and the Executive Committee.
- Serve as the chair of the Annual, Semi-annual, and Summer Conferences.
- Serve as Education and Events Committee Chair
- Assist the President and President-Elect as requested.
- Preside at SDDHA meetings of the SDDHA in the absence of the President and the President-Elect.

Annual, Semi-Annual, and Summer Conferences

- Work with the CE Coordinators to establish dates and places of Conferences.
- Contact speaker as soon as possible. Honorariums, programs, and expenses must be established and presented to the Executive Board 30 days prior to the Conference for approval.
- Submit the approved program to the Secretary/Webmaster within 2 days after approval to be uploaded on the SDDHA website and delivered to members via Constant Contact.
- Submit the speakers, title, objectives, bio, type of CE and number of hours to the SD Board of Dentistry for approval of continuing education credit 30 days prior to the Conference. This form is found on the SD State Board of Dentistry website.
- Obtain a photograph and biographical sketch of the speaker for use in the online registration and Conference handouts.
- Registration will be available on the SDDH website 30 prior to the Annual, Semi-Annual, and Summer Conference. A notification will also be sent to all those who are registered on Constant Contact.
- Correspond with the SDDHA President to schedule Executive Board meetings prior to Annual, Semi-Annual, and Summer Conferences.
- Contact and provide the District VII Trustee with a schedule of events. Reserve hotel accommodations for the District VII Trustee and offer to provide transportation to and from the airport.
- Arrange door prizes and "goodie bags," with various samples for guests.
- Print and distribute Conference booklets.
- A special invitation should be extended to students at the USD Department of Dental Hygiene to attend the Annual, Semi-Annual, and Summer Conferences.

- Send invitations to the guests of the Association to attend the annual installation luncheon. This includes guest speakers, The President of the South Dakota Dental Association, District VII Trustee, Chairperson at USD Dental Hygiene, and any other special guests.
- Send thank you cards to speakers and others volunteering time at the Conferences.
- Keep records of materials pertaining to the activities of the SDDHA in scrapbook form, including pictures, newspaper clippings, programs, etc. and give to the Historian or President.

For more information on registration policies, see attachment 2.

Secretary

As a duly elected Officer of SDDHA, the Secretary shall:

- Collect the list of officers and committee chairs that includes cell/home phone number(s), home address, and email addresses. This document will be submitted to the SDDHA President whom will submit to the ADHA District VII Trustee and ADHA Central Office 14 days after they are elected to office.
- Serve as a member of the Executive Board.
- Serve as Secretary of all Executive Board meetings including the annual business luncheon; custodian of records, and keeping separate minutes for the Executive Board.
- Record attendance at all board meetings and certify there is a quorum present.
- All meeting minutes must sent to the Executive Board members no longer than 14 days (via email) after the meeting is held. These minutes will be reviewed for approval or disapproval at the following Executive Board meeting.
- Record the exact wording of any motions and proposals made over e-mail, fax or phone and submit at the next Executive Board meeting.
- Prepare issues of the "Hygiene Highlights" and the deadlines will be decided by the Editor including "deadline for next issue".
- Maintain the SDDHA website to include, upcoming Conferences,

Lobby Day and other dates of Importance.

- Update the SDDHA website to include the newly elected officers.
- Keep the most current link/form for SD hygienist to register as a member of the ADHA on the website.
- Provide links to the SD State Board of Dentistry meeting minutes, meeting dates, and agenda deadlines.
- Keep updated Scientific Articles/Abstracts of Interest posted on the website.
- Post employment opportunities
- Post Legislative updates provided by the Legislative Chair
- Keep an updated list of Constant Contact members
- Maintain social media such as Facebook and Twitter
- List the District VII Trustee on the website
- Maintain domain name. Stay current on renewal.
- Provide a link on the website to the ADHA membership benefits.
- Provide and manage a message board for questions and answers.

Treasurer

As a duly elected Officer of SDDHA, the Treasurer

shall:

- Serve as an active member of the Executive Board.
- Provide name tags for all the people attending the Conference.
- File appropriate federal and state tax forms.
- Prepare an annual financial report to be presented to the SDDHA Executive Board and the professional members attending the business luncheon.
- Monitor the financial status of the Association and recommend modifications of the budget to the Executive Board.
- Prepare a written report for all post-Conference Executive Board meetings, including all collections and disbursements, and current balance.
- Follow ADHA guidelines for new, reinstated, and transferred members.
- Coordinate handling of all money, registration, and ticket sales at the

Annual, Semi-annual, and Summer Conferences with the Vice President.

- Provide the Vice President and CE Coordinator with a list of all pre-registrants for the current meetings.
- Assist in registration for Annual, Semi-annual, and Summer Conferences.
- Arrange for an audit of the financial records yearly.
- Get names of new Executive Board members at post board meeting and order ADHA name tags.
- Maintain hard or electronic copies of all continuing education sign-in sheets for state Conferences.

Banking

- Open checking account and savings account in the name of the South Dakota Dental Hygienists' Association, and deposit funds acquired from the past Treasurer.
- Deposit all checks as soon as possible after having recorded the checks in the journal.
- Reconcile checkbook each month.

Receipts

- Supervise the collection and banking of all monies of the Association.
- Disburse monies as authorized by the budget of the Association in a timely manner. Non-budgeted items are to be approved by the Executive Board.

Expenditures

- The budget guides the expenses approved by the professional membership for the current year.
 - All bills should be paid promptly.
 - All bills must be accompanied by receipts or photocopies of the bills, i.e. phone bills, credit card, etc. And should be submitted monthly for payment. The reimbursement form must be used and can be located on the SDDHA Google Drive. If the form is not completed, there will not be reimbursement.
- A ledger or journal must be kept of specific expenses and the

category in which these expenditures occur, i.e. legislative, delegate expenses, officer expenses, newsletter expenses, etc.

- National delegate(s) and alternate delegate(s) expenses are to be paid according to payment schedule approved by the Executive Board.

Returned Check Policy

- Submit check to the bank for payment.
- Contact individual by phone and document the call. Individual will be informed that SDDHA expects payment of the returned check and they may also be assessed a \$40.00 returned check fee (at the discretion of the Treasurer) which is to be sent in seven (7) working days by cashier's check or money order.
- If no resolution within seven (7) working days, contact this individual by certified letter. In this letter, seven (7) more working days will be given to respond, otherwise, inform this individual that action will be taken (i.e. Sheriff's Department, small claims, collection agency). Any and all expenses incurred by SDDHA to collect will also be this individual's responsibility to pay.

Protocol for Continuing Education Audits

- Responsible for continuing education audits requested by a member or non-member. Make a copy of the sign-in sheet requested from the person requesting an audited.
- Highlight and initial beside the participant's name.
- Mail the copy to the requesting individual.

Administration Fees for Continuing Education Audits

- Complimentary audit services are provided to SDDHA professional members.
- For non-members a \$10 fee will be applied to each CE course verification.
- Each Audit shall have a \$50 maximum service fee.
- Fee will be waived if individual becomes a professional member of the ADHA within one (1) week and shall provide proof of membership.
- CE records (sign-up sheets) shall be maintained for six (6) years.

Legislative Chair

As a duly elected Officer of SDDHA, the Legislative Chair shall:

- Serve as Legislative Committee Chair
- The Legislative Chair shall represent the Constituent in all legislative matters.
- The Legislative Chair will act as a liaison between the South Dakota State Legislature and the SDDHA.
- The Legislative Chair shall have other powers and duties as may be determined by the Executive Board or President
- Serve as a member of the Executive Board and Executive Committee.
- Be familiar with key state legislators in leadership positions.
- Be familiar with Senate and House committees that may affect dental hygiene issues.
- Have a working knowledge of the South Dakota Practice Act/Rules
- Confirm date for Lobby Day by Semi-Annual meeting. Contact Lobbyist with date.
- Communicate with ADHA Governmental Affairs
- Orchestrate a legislative campaign
- Activate the legislative phone tree by reasonable electronic means ie. Email, social media, Constant Contact
- Prepare letters/postcards for member action
- Prepare/give testimony at hearings
- Develop appropriate legislative messages
- Monitor/propose legislation
- Monitor/propose regulatory changes
- Report on legislative activities in the "Hygiene Highlights"
- Organize SDDHA Lobby Day to include, tours, reserve location and date at Capitol for SDDHA Breakfast; provide a list of Legislators
- Mentor other members interested in legislative activity. Keep component members informed and actively involved.
- Represent our Association and network with other professional associations as deemed necessary to support legislative efforts.
- Register as a Lobbyist at the State Capital in order to testify on behalf

of SDDHA. This must be done yearly and has a fee associated with it. It will be reimbursed by the SDDHA.

Continuing Education (CE) Coordinator(s)

As a duly elected Officer of SDDHA, the CE Coordinator shall:

- Serve as a member of the Executive Board as either the Western or Eastern CE Coordinator
- Work directly with the Vice-president to organize and host the Annual, Semi-annual, and Summer Sessions when the event is in your region.
- Attend all Executive board meetings.
- Arrange for hotel accommodations for speakers if necessary. Request any equipment or special set-ups the speaker may require for the presentation.
- Reserve appropriate rooms at the Convention Center. This includes board meeting room, meet and greet room, and room for continuing education speaker. Also reserve room for board members staying at the hotel.
- Select menus and refreshments as needed with catering service. Remember to include gratuity and taxes in luncheon prices.
- Estimate the approximate number of participants attending each event and reserve a block of rooms accordingly.
- Be the aide to the speaker. Also, be responsible for transportation of the speaker to and from the airport and assist in any way possible
- Submit a written report to the SDDHA president 30 days prior to the Annual, Semi-annual, and Summer Conferences.
- Keep records of materials pertaining to the activities of the SDDHA in scrapbook form, including pictures, newspaper clippings, programs, etc. and give to the Historian or President.

Information Officer

As a duly elected Officer of SDDHA, the Information Officer shall:

- Act as a non-voting member of the Executive Board.
- This position does not need to be installed at the Annual Business Luncheon.

- Be responsible for the updates to the SDDHA By-Laws and Operations Manual.
- Maintain a calendar of important dates such as Annual Session, Semi-annual Session, Summer Session, Legislative Day, and all other important dates of the association.
- Maintain a list of committees and chairs.
- Be the contact for the ADHA.
- Be a contact for the lobbyist during transition of the elected Legislative Chair.
- Act as the expert for parliamentary procedures found in Robert's Rules of Order.
- Maintain a list of speakers and keep the Continuing Education Coordinators and Vice-president up-to-date on who they are, and what their objectives are.
- Monitor grant funding.

Executive Committee/Delegate and Alternate Delegate/Historian

Executive Committee:

The purpose of the Executive Committee is to conduct business by written, telephone, or electronic communication between the Executive Board meetings. It shall include SDDHA President, Past President, President-elect, Vice President, and Legislative Chair.

- Conduct urgent business when a regular Executive Board meeting is not scheduled
- Shall meet at the call of the President or any two members of the Executive Committee
- The Past President will serve as Secretary and record all minutes of Executive meeting. These minutes will be available on the SDDHA Google Drive for the Executive Board members to review prior to the next scheduled meeting.
- Any action taken by the Executive Committee must be approved by the Executive Board at its next meeting.

ADHA/District VII Delegate and Alternate Delegate:

The Association shall be represented by Delegates and Alternates as provided in the ADHA Bylaws. The Association shall provide the ADHA Executive Director with the names of Delegates and Alternates within ten

(11) days of their election and no later than thirty (30) days prior to the Annual Session of the Association.

Qualifications:

- The SDDHA's outgoing President (in May), will serve as the Delegate to the ADHA in June of the same year.
- The President-elect (in May), shall serve as Alternate Delegate in June of the same year.
- In the event ADHA Bylaws allow additional Delegates/Alternates, they will be elected by the Executive Board.
- Delegates and Alternate Delegates shall serve a term of one year.

As a duly elected Officer of SDDHA, the Delegate and Alternate Delegate shall:

- Serve as the voting representative of the Association (Delegate) at ADHA Annual Session and the District VII meeting.
- Review and study the ADHA House of Delegates Manual and Annual Reports in preparation for attending the ADHA Annual Session and District VII Meeting.
- Attend all meetings of the ADHA House of Delegates, Reference Councils, District VII Caucuses, Candidates' Forum, and any other meetings assigned by the President of ADHA.
- Receive reimbursement (ADHA Annual Session) from the Treasurer for accommodations for necessary nights, airfare, ground transportation, registration fee, President's Reception and Luncheon (if not funded by ADHA corporate sponsors), per diem (amount to be approved by Executive Board), and any other functions approved by the Executive Board.

Duties of Delegate:

- Submit Proposal Resolutions, Proposed Bylaws, and Professional issues to ADHA in an appropriate time frame.
- Prepare a report for the Annual Report and/or Newsletter covering activities and actions following ADHA Annual Session. This report will be finished within 14 days after the last day of Annual Session. The report will be sent to all SDDHA Executive Board members via email and placed in the Google Drive.

Duties of the Alternate Delegate:

- The alternate delegate to sell items from our Financial Resource Committee.
- When not attending marketplace, the alternate delegate must be in attendance at the House of Delegates to gain knowledge in preparation for Delegate position.

Historian (optional)

- Be appointed by the President.
- Hold a no term limit position as Historian
- Serve as an ex-officio, non-voting member of the Executive Board.
- Keep records of materials pertaining to the activities of the SDDHA in scrapbook form, including pictures, newspaper clippings, programs, etc. The CE Coordinator and Vice President can be of help with providing materials.
- Take pictures at Annual Session, Installation, and all other SDDHA general activities.
- The Historian Box includes:
 - o Constitution of SDDHA
 - o All Annual Session booklets
 - o Legislative bills
 - o All Annual Reports
 - o Survey and Evaluation Forms
 - o ADHA Correspondence
 - o Newsletters from other states in our district
 - o Business conducted in the past

SDDHA Reimbursement Request Form

- Complete this form and send to SDDHA Treasurer for payment. Copy the information for your files, before sending to Treasurer.
- Attach receipts to back of form.
- No reimbursement will be made without completed form and the attached receipts.
- SDDHA does not assume any obligation to reimburse expenditures beyond the budgeted amount.
- Over expenditures must be approved by the Treasurer or Executive

Board before making the reimbursement.
**Reimbursement form located on the next page!*

SDDHA Reimbursement Form		
Board Position		
Date		
Pay to		
Address		
Phone		
<u>Category</u>	<u>Subcategory</u>	<u>Amount</u>

ADHA Annual Session		
SDDHA Annual Session		
Executive Board Meeting		
Executive Board Member		
Financial Resources		
Newsletter		
Special Committee		
Miscellaneous		
	Total	

Attachment 1



ADHA Institute Liaison **Description**

Liaisons are volunteers, grassroots fundraisers, ADHA leaders, and change-makers. The fundraising they do on behalf of the Institute for Oral Health directly contributes to scholarships, community service grants and research grants to dental hygienists throughout the United States. Liaisons also hold a critical job as communicators—they are charged with the important duty of communicating Institute for Oral Health opportunities such as open scholarships and grants. Lastly, Liaisons are advocates for their communities. Liaisons work closely within the state and local chapters and communicate the needs of those communities to the National ADHA Institute for Oral Health offices to better serve the dental hygiene community.

In collaboration with the American Dental Hygienists' Association, the ADHA Institute for Oral Health provides thousands of dollars each year, to advance the profession of Dental Hygiene through scholarship, research and service. These monies have been awarded to dental hygiene students for educational needs (Scholarships), to those expanding the field of dental hygiene (Research Grants) and to dental hygienists' to provide oral health care and education to those in their communities (Community Service Grants).

Mission

To Support the charitable educational, research and scientific endeavors of the American Dental Hygienists' Association (ADHA) which will improve the public's total health by increasing the awareness of and access to quality oral healthcare

We work to:

- Empower dental hygienists to improve the public's health through Community Service Grants
- Support advancements in the dental hygiene profession through Research Grants
- Develop dental hygienists' access to educational programs through Scholarships

Vision

The philanthropic foundation to advance professional excellence in dental hygiene education and research

Selection

The Past-President is responsible to fulfill this position. Once the name of the Past-President is submitted to the ADHA, they will receive a "Confirmation Form" to sign and return to the ADHA Institute for a 1 year-term.

If an Institute Liaison wishes to discontinue her/his term, she/he must send a letter of resignation to the Institute Chair.

Job Description

Direct the promotion of the ADHA Institute at Constituent and Component meetings.

- Contact IOH office and/or view web site for information on all grant programs, including deadlines and criteria.
- Introduce to Constituent and Component organizations a short

presentation on mission and programs of IOH. (Presentation provided by ADHA Institute administration.)

- Convey the importance of a foundation for the dental hygiene profession to ADHA members.
- Distribute IOH promotional materials such as brochures and ribbons.
- Seek opportunities in local DHA publications for advertisement and promotion of the Institute for Oral Health. Contact IOH Executive Administrator for IOH Ad Copy.
- Provide feedback to IOH Executive Administrator on the membership's perceptions of IOH programming.
- Solicit donations for the ADHA Institute from individual members and Constituent and Component organizations.
- Conduct contests, raffles and challenges to increase the enthusiasm for supporting IOH during meetings and continuing education courses.
- Contact individuals in your constituency and ask them to contribute to the ADHA Institute annually.
- Contact the leadership of your Constituent organization and all Component organizations and solicit an annual donation to IOH from each organization.
- Assist constituents in monitoring their progress toward attainment of their assigned, annual fund raising goal.
- Thank donors from your Constituency for contributing to the ADHA Institute via phone calls and thank you notes.
- View donations for your Constituency on IOH web site monthly.
- Call and personally thank donors for their support of the foundation.
- Write thank you notes to individual donors and organization leadership.
- Promote Benefit Reception at Annual Session.
 - Solicit the donation of items for the live and silent auctions.
 - Promote attendance at Benefit Reception.
 - Promote and sell raffle tickets.
- Communicate changes in local Institute leadership (Liaison position, volunteers) with national office.
- Contact IOH Executive Administrator upon appointment as Liaison.
- Complete Liaison contact form providing e-mail, phone and mailing address.

- Communicate to the IOH Executive Administrator the dates your term begins and ends and who will replace you in the role of Liaison.

Goals

- Purpose: To provide Liaisons and foundation staff with a method for measuring annual fund-raising.
- Description: Liaisons are provided with an annual fundraising goal, calculated by measuring the past year's donations from June 1 – May 31 and adding a ten percent increase. This goal is used as the basis for multiple Liaison awards (described in the Awards section of the Procedures Manual).

Communications

New Liaison Packet

- Purpose: To educate individuals entering their first term as an Institute Liaison.
- Description: A packet containing an introductory letter, fundraising guide, donation forms, solicitation materials, and the Liaison job description. It is mailed to Liaisons in order to provide them with the resources that they need to best fill the position.
- Timing: Sent upon receipt of new Liaison notification.

Fall Update

- Purpose: To prepare Liaisons for fall appeal and to provide them with annual goal.
- Description: A packet containing multiple memos from the Administrator. It details the Liaison's state fundraising goal, provides a copy of the upcoming fund-raising campaign materials, and updates Liaisons on current foundation happenings (e.g. online auction solicitation).
- Timing: August/September.

Spring Update

- Purpose: To prepare Liaisons for spring appeal and Annual Session; provides them with update on annual goal.
- Description: A packet containing multiple memos from the Administrator. It notifies Liaisons as to the remaining balance on their fundraising goal, provides a copy of the upcoming fund-raising campaign materials and updates Liaisons on upcoming activities related to Annual Session.
- Timing: March/April.

Web site

- Purpose: To provide Liaisons with access to timely fundraising resources.
- Description: The Liaison section of the Institute website contains links to donation spreadsheets and updates on their specific annual fundraising goals.
- Timing: Updated monthly.

Liaison Networking Session

- Purpose: To provide Liaisons with a specific networking opportunity; to educate Liaisons on current foundation events/activities and fundraising strategies, and to obtain feedback from Liaisons regarding foundation practices.
- Description: This event takes place during ADHA's Annual Session and is designed to accomplish the above purposes. All Liaisons are invited to participate, and a seminar-type setting is provided.

End of the OHI document

Attachment 2

Registration Policy

Pre-registration

- Keep a list of pre-registered members and the functions they plan to attend.
- Each registrant should be provided a name tag, which is made by the Treasurer.
- An accurate count should be given to the convention center for seating and luncheon purposes.

Registration Fees

- The annual business luncheon fee will be included in the registration fee. Only those members, who indicate they would like to attend the business luncheon/meeting at the time of registration, may attend.
- Any official representative of ADHA shall not be required to pay a fee for any SDDHA social activities at the annual session. They will be considered a guest of the SDDHA.
- All Conference fees will be determined by vote by SDDHA Executive Board members.

Continuing Education

- The SDDHA is a sponsoring organization and therefore can sponsor continuing education sessions.
- The number of continuing education credit hours available per session will be included on the registration form.
- The SDDHA will host 3 continuing education Conferences per year. The Annual Conference is held the 3rd Thursday and Friday in May, the Semi-annual Conference will be held the last Saturday in September, and the Summer Conference the 3rd Saturday in July.
- The Summer Conference will be held either in Sioux Falls or Rapid City. If the annual Conference is held in Sioux Falls, the Summer Conference will be in Rapid City. If the Annual Conference is held in Rapid City, then the Summer Conference will be held in Sioux Falls.
- Both the Summer and Semi-Annual Conference should be no less than 8 CE hours.

Refunds

- A 50% refund will be made for cancellations received one week prior to the final pre-registration date.
- No refunds will be made for cancellations received one week or less prior to the meeting.
- The cancellation policy will be posted on the Conference registration website and on the SDDHA website. If a person feels a refund is necessary due to an unforeseen problem, have the person send a letter to the President explaining why a refund should be made and a final decision will be made by the executive board.

Registration Desk

- The Vice President and Treasurer are responsible for the registration desk on days of the Conference.
- There will be a list of all persons who have pre-registered at the registration desk.
- Have a current listing of the membership roster from ADHA.
- Membership forms and/or computer should be available for professional membership recruitment purposes.