

**BYLAWS OF THE***San Fernando Valley Dental Hygienists' Society***Amended August 21, 2018****ARTICLE I*****TITLE******Section 1.01 Name:***

The name of this organization shall be the San Fernando Valley Dental Hygienists' Society, (SFVDHS) a component of the California Dental Hygienists' Association, hereinafter referred to as the "Component."

***Section 1.02 Principal Office:***

The principal office of the Component shall be the address of the current component President, or at a location designated by the component Executive Board, in the County of Los Angeles, in the State of California. The boundaries for the SFVDHS Component of CDHA encompass Burbank, San Fernando Valley, Lancaster and all those communities within those boundaries.

**ARTICLE II*****PURPOSE******Section 2.01 Purposes:***

The Component exists for its' members to share common interests, activities, education and institutions in fellowship with their professional colleagues. Our mutual goals include:

- To represent the profession of dental hygiene.
- To provide Continuing Education Credits to dental hygienists for license renewal.
- To improve the quality of the work life for the Dental Hygienist.
- To provide optimal oral health care to the public.
- To promote access to care and reduce obstacles to alternate practice settings.
- To increase the number of people who use the services of the Registered Dental Hygienist.
- To provide a channel of communications and a forum for sharing professional information.
- To promote research in the art and science of dental hygiene.

All in a manner consistent with the principles and ethics of the profession

***Section 2.02 Mission:***

To improve the public's total health, the mission of the Component is to advance the art and science of dental hygiene by increasing the awareness of and ensuring access to quality preventative as well as therapeutic oral health care, and by promoting the highest standards of dental hygiene education, licensure, practice and research.

### **ARTICLE III**

#### **MEMBERSHIP**

##### ***Section 3.01 Classification:***

The members of the Component shall be classified as either voting or non-voting.

##### ***Section 3.02 Voting Members:***

Duo participation membership in the, the California Dental Hygienists' Association (CDHA), and this Component (SFVDHS) shall be required.

- A. **PROFESSIONAL MEMBERS.** Professional membership may be granted to any individual who:
- (i) has either earned a certificate or professional degree in dental hygiene granted pursuant to a dental hygiene program offered by an accredited college or institution of higher education, or is licensed to practice dental hygiene in the United States under the provision of a "grandfather clause"; and
  - (ii) is licensed to practice in any state, territory or possession of the United States if such license is required for the practice of dental hygiene; and
  - (iii) agrees to maintain membership in CDHA as well as a Component (if such exist where the member is licensed, retired license, practices or resides).
- B. **LIFE MEMBERS:** Any voting member in good standing, who has made outstanding contributions to dental hygiene and the component, with a minimum of twenty (20) years consecutive CDHA membership or twenty-five (25) years active CDHA membership, shall be eligible for Life membership in CDHA and the Component. Upon nomination by the component Trustee, the CDHA Board of Trustees may recommend candidates for election by the House of Delegates. Any member of the Component who has completed their term as CDHA President or has been granted life membership in CDHA shall automatically become a Life Member of the Component.
- C. **RETIRED/SENIOR STATUS.** Professional members who have reached the their full retirement age as set by the Social Security Administration and have either been a Professional member of the Association for an aggregate total of thirty (30) years, or twenty-five (25) consecutive years may apply for Retired/Senior status.
- D. **MEMBERS WITH DISABILITIES:** Professional members who are unable to work due to a verified disability may apply for Disabled status. All such applications must be verified by CDHA, and must be accompanied by proof of eligibility each year.

##### ***Section 3.03 Non-Voting Members:***

- A. **ALLIED MEMBERS:** Allied membership may be granted to any individual who supports the purposes and mission of the Association and who is not otherwise qualified for any other class of membership.
- B. **STUDENT MEMBERS:** Student membership may be granted to any student (i) currently enrolled in an accredited dental hygiene program; or (ii) who has graduated from an accredited dental hygiene program and is currently pursuing a baccalaureate or graduate degree complementary to a career in dental hygiene in an accredited college or institution of higher education.
- C. **HONORARY MEMBERS:** Honorary membership may be granted by the House of Delegates to any individual who:
- (i) is not a dental hygienist;

- (ii) has made outstanding contributions to dental hygiene or dental health; and
- (iii) has been nominated by the Board of Trustees.

D. SUPPORTING MEMBERS: Supporting membership may be granted to any licensed dental hygienist who:

- (i) is not employed in a dental hygiene-related career; and
- (ii) agrees to maintain membership in Component (if such exist where the member is licensed or resides).

E. INTERNATIONAL MEMBERS: International membership may be granted to any individual who:

- (i) resides outside of the United States; and
- (ii) holds a valid license to practice as a dental hygienist.

F. CORPORATE MEMBERS: Corporate membership may be granted to any corporation, partnership, institution or organization that supports the Society's mission.

***Section 3.04 Privileges of Members:***

- A. Voting members shall have the right to vote, hold office, be elected a delegate or alternate delegate to the CDHA House of Delegates, be elected or appointed to any office, board, council or committee of the Component, CDHA, and such other privileges as the component Executive Board may determine.
- B. Non-voting members shall have such privileges as the Executive Board shall determine, but may not serve as a delegate or alternate delegate to the House of Delegates. They shall not have the right to vote or hold office with the exception of the two voting student delegates at the House of Delegates.

***Section 3.05 In Good Standing:***

A member of this component is in good standing within the meaning of these bylaws who is not under a final sentence of suspension or expulsion because of being found guilty of violating these bylaws and / or principles of ethics of CDHA, and who has not been suspended or expelled by any other component or CDHA.

***Section 3.06 Resignations:***

Any member in good standing may resign by submitting a written statement to the component President. No member's resignation shall be accepted until all prior dues, fees and assessments are paid.

***Section 3.07 Suspension / Termination:***

Membership may be suspended or terminated by the CDHA Board of Trustees for just cause. Sufficient cause for such suspension or termination of membership may be a violation of these bylaws, the CDHA Code of Ethics or any lawful rule, practice or procedure adopted by the Association, or any other conduct deemed by the Executive Board to be prejudicial to the best interest of the Association. A statement of charges shall be sent by registered mail to the last recorded address of the member, accompanied by notice of the time and place of the meeting at which the charges are to be considered. At least thirty (30) days' notice shall be given and the member shall have the opportunity to appear in person or to be represented by counsel and to present any defense to such charges before action is taken by the Board of Trustees. The CDHA

House of Delegates may adopt such rules as necessary to assure due process to the member. The decision for suspension or expulsion shall be by two-thirds vote of the Board of Trustees. Non-Bipartite members may be suspended or terminated for just cause by a two-thirds vote of the component Executive Board, following the same due process guidelines.

**Section 3.08 Transfer:** A member shall be eligible for membership in only one CDHA component at a time. Any such member may transfer membership to another component at any time, by written notification to CDHA who shall notify components. Full membership privileges shall be granted to the transferred members without payment of current dues provided current dues have been paid to the previous component.

## **ARTICLE IV**

### **FINANCE**

#### **Section 4.01 Dues and Assessments:**

All dues and assessments of this component shall be payable in advance on or before the anniversary due date.

A. All components dues shall be set at the same dollar amount to be determined by the HOD by a two-thirds affirmative vote of those present and voting.

B. Life, Student and Honorary members shall be exempt from payment of all dues and assessments of this component.

#### **Section 4.02 Member in Arrears:**

A member whose dues or assessments are in arrears for more than 3 months shall be dropped from the membership roll.

#### **Section 4.03 Refunds:**

No dues shall be refunded to any member whose membership terminates for any reason.

#### **Section 4.04 Reinstatement:**

Members who have resigned or whose membership has been terminated for non-payment of dues or assessments may be reinstated upon payment of dues and any assessments according to the CDHA Bylaws.

#### **Section 4.05 Fiscal Year:**

The fiscal year of the Component shall begin July 1 of each calendar year and end June 30 of the succeeding year.

#### **Section 4.06 Funds:**

The funds of this Component shall be deposited, invested and managed in accordance with the policies established by the Executive Board.

#### **Section 4.07 General Fund:**

The general fund shall consist of all monies received other than those specifically allocated to other funds by these bylaws. This fund shall be used for defraying all expenses incurred by the Component not otherwise provided for in these Bylaws.

## **ARTICLE V**

### **OFFICERS**

#### ***Section 5.01 Elected Officers:***

The elected officers of the Component shall be a President, President-Elect, Immediate Past President, Vice-President, Secretary, Treasurer and Trustee.

#### ***Section 5.02 Qualifications:***

Any voting member of this component, in good standing, shall be eligible to serve as an officer.

#### ***Section 5.03 Term of Office:***

All elected officers shall take office on June 30 of each year with the exception of the Trustee who shall take office at the close of the CDHA House of Delegates. All elected officers shall serve for a term of one year, or until their successors are elected and installed, except for the Treasurer and Trustee who shall serve for terms of two years. The Trustee may not serve for more than two (2) consecutive terms. The President-Elect, upon completion of the term of office, shall succeed to the office of President without election. The President, upon completion of the term of office, shall succeed to the office of Immediate Past President without election.

#### ***Section 5.04 Nominations:***

The Executive Board shall present a slate of officers to be elected and issue a call for nominations at a general component meeting or in the component newsletter. Voting shall be by secret ballot of eligible component members, as certified on the previous month's membership roll, who are present at a meeting to be announced and held after the nomination deadline. The person receiving the majority vote shall be declared elected. In the event that no candidate receives a majority of votes cast on the first ballot, the two candidates receiving the highest number of votes shall be voted on again by ballot. If there is but one nomination for any office, the Executive Board may declare that office filled. The Nominating Committee of CDHA/SFVDHS Members will follow the guidelines for recommendations of open offices for the SFVDHS Component.

#### ***Section 5.05 Duties:***

Officers shall perform those duties regularly and customarily considered to be appropriate as delineated in the component handbook. This handbook shall be maintained and kept on file by the President/Secretary. The officers shall also perform those duties as may be assigned by the Executive Board. The Treasurer shall be the Chief Financial Officer of this component.

#### ***Section 5.06 Vacancies:***

In the event the President position becomes vacant, the President-Elect shall become President for the unexpired term. If the unexpired term is less than six months, the President-Elect shall serve a full term immediately following. In the event of a vacancy in the office of the President-Elect, such duties shall be performed by a member appointed by the President with approval of the Executive Board, and then both the President and President-Elect shall be elected at the next election. In the event of a vacancy in the office of Vice-President, Secretary, Treasurer or Trustee, such vacancy shall be filled by appointment of the President with approval by a majority vote of the Executive Board.

***Section 5.07 Removal from Office:***

Removal from office may occur for the failure to fulfill duties. A two-thirds vote by the Executive Board is required for removal. The Executive Board shall adopt such rules set forth by the most recent edition of Robert's Rules of Order (newly revised).

***Section 5.08 Appointed Officers:***

The appointed officers of this component may include, but are not limited to the Newsletter Editor, committee chairs and such other personnel as may be established by the Executive Board. The appointed officers shall be appointed by the President with approved by a majority vote of the Executive Board, and serve for one year.

- A. The Executive Board shall determine the budget, if any, of each appointed office.
- B. The duties of each appointed officer and other personnel shall be defined by the Executive Board and delineated in the component handbook.
- C. Any vacancy in an appointed office shall be filled upon appointment by the President and approval by majority vote of the Executive Board.

**ARTICLE VI*****EXECUTIVE BOARD******Section 6.01 Composition:***

The Executive Board shall consist of the elected and appointed officers of this component.

***Section 6.02 Powers:***

The Executive Board shall:

- A. Be the managing body of this component vested with the full power to conduct all business of this component, subject to the laws of the State of California, the Articles of Incorporation, these Bylaws, Mandates of the House of Delegates of CDHA and the most recent edition of Robert's Rules of Order (newly revised).
- B. Adopt bylaws and establish rules and regulations, which do not conflict with the bylaws of CDHA, to govern its organization, procedure and conduct.
- C. Have the power to provide for the component's financial support.
- D. Approve all contracts, including financial arrangements, entered into by the Component.

***Section 6.03 Duties:***

It shall be the duty of the Executive Board:

- A. Those who sign on the SFVDHS Bank accounts are considered responsible for any and all defaults to the bank accounts while referenced in the SFVDHS Minutes as signers on the Component accounts.
- B. Any and all defaults stemming from Insurance Contracts under CDHA will be indemnified by CDHA.
- B. To approve an annual budget as prepared and submitted by the Treasurer.
- C. To provide for the publications and distribution of all official publications of the Component.
- D. To approve the appointments of qualified members as Editor and any other appointive office as provided in these Bylaws.
- E. To approve the appointment of all committee members and chairs.

- F. To perform such other duties as are prescribed by these Bylaws and by the component Handbook.
- G. To recommend or verify nominees for Life and Honorary membership as defined in the bylaws. Our Trustee shall present any nominees to the CDHA Board of Trustees.

***Section 6.04 Meetings:***

- A. Regular Meetings: There shall be not less than three regular meetings of the Executive Board each year. Any member may attend any open business meeting of the Component.
- B. Special Meetings: Special meetings shall be called by the President on the request of three voting members of the Board. Due notice of any meeting shall be given each member of the Executive Board at least ten days in advance of the time scheduled for holding such meetings.

***Section 6.05 Quorum:***

A majority of the voting members of the Executive Board shall constitute a quorum for the transaction of business at any meeting, unless otherwise provided for in the Meeting, provide that the proposals have been presented in writing to its members 48 hours in advance of a regular component meeting and that the vote will be abided by all the Executive Board members. Minutes of the Component Board Meetings will be sent out via email within (2) two days post to all meetings.

***Section 6.06 Officers:***

The President shall serve as Chair of the Executive Board.  
The Secretary shall serve as part of the Executive Board.  
The Trustee shall serve as part of the Executive Board.  
The Vice President shall serve as part of the Executive Board.  
The Immediate Past President shall part of the Executive Board.  
The Treasurer shall serve as part of the Executive Board.  
The Education Chair shall serve part of the Executive Board.  
The Membership Chair shall serve as part of the Executive Board.  
The Public Health Chair shall serve as part of the Executive Board.  
The Public Relations Chair shall serve as part of the Executive Board.  
The Legislative Chair shall serve part of the Executive Board.

***Section 6.07 Special Voting:***

Any action required or permitted to be taken by the Executive Board may be taken without a meeting if all members of the Board, individually or collectively, unanimously consent to such action in writing via email or text to the President. Such consent shall be filed with the minutes of the proceedings of the Executive Board.

**ARTICLE VII**

***CDHA REPRESENTATION***

***Section 7.01 Component Charter:*** As a group of 35 active members, or as a former component of the NCSDDHA or the SCDHA as of January 1, 1984, this organization is a chartered component of the California Dental Hygienists' Association. The CDHA Board of Trustees may at any time, for good cause, revoke the charter of this component.

***Section 7.02 Trustee and Alternate Trustee:***

- A. The Component shall elect a CDHA Trustee as a voting member of the CDHA Board of Trustees, to be elected for a period of two years according to the Component number; even numbers in even years and odd number in odd years. The Component number is 14. An alternate Trustee may be elected or appointed by the component President to act in the absence of the Trustee and the term of office shall be until the end of the unexpired term. No Trustee shall serve more than two (2) consecutive terms.
- B. No Trustee shall also serve as a delegate or alternate delegate to the annual meeting of the House of Delegates.
- C. The Trustee shall be the Delegation Chair at the CDHA Annual Session.
- D. The President of the Component shall be an ex-officio member of the Board of Trustees of CDHA (without vote).

***Section 7.03 House of Delegates***

The Component shall be represented by Delegates and Alternate Delegates at the CDHA House of Delegates as provided for in the CDHA's Bylaws. The total number of delegates allowed to the Component will be based on the membership figures as of September 30 and will be equal to their percentage of the total membership of CDHA, multiplied by 150 and rounded off to a whole number. A component shall be assured one Delegate and the multiple will be adjusted accordingly. For each delegate allowed, the Component may have one alternate. The Component Trustee shall file with the Secretary-Treasurer of CDHA, at least 45 days prior the first day of the annual meeting of the House of Delegates, the names of Delegates and Alternate Delegates.

***Section 7.04 Delegates Qualifications:***

Only a voting member in good standing shall be eligible to serve as a delegate or alternate delegate.

***Section 7.05 Delegates Term of Office:***

- A. Delegates: A delegate shall be elected for a term of one year. The term of this office shall commence immediately following election.
- B. Alternate Delegate: An alternate delegate shall be elected for a term of one year.

***Section 7.06 Duties of CDHA Delegates:***

- A. Serve as ex-officio members of the Executive Board (without vote).
- B. Attend all meetings of the House of Delegates of CDHA.
- C. Attend a pre-House of Delegates Caucus meeting should there be one.
- D. Advise the Delegation Chair if you are unable to fulfill any part of these duties.

***Section 7.07 Duties of CDHA Alternate Delegates:***

- A. Attend all meetings of the House of Delegates of CDHA.
- B. In the absence of a delegate, the first Alternate delegate shall act as a delegate.



***Section 7.08 Delegates Nominations:***

CDHA delegates and alternates shall be elected by the members of the Component, at a component meeting held prior to the CDHA House of Delegates.

***Section 7.09 Delegate Vacancies:***

In the event there are no alternate delegates available, vacancies shall be filled by appointment by the President with approval of the Board.

***Section 7.10 Removal:***

Removal from office may occur for the failure to fulfill duties. A two-thirds vote of the Official Delegation is required for removal of a delegate or alternate delegate.

**ARTICLE VIII  
COMMITTEES*****Section 8.01 General:***

The committees of this Component shall be unlimited in number and shall be established by the Executive Board. The President, with Board approval, shall appoint the members of the committees from the general membership of the Component. One member of each committee shall be appointed to serve as Chair.

***Section 8.02 Standing Committees:***

The following standing committees shall be appointed annually:

- A. Community/Public Health
- B. Continuing Education
- C. Employment
- D. Public Relations
- E. Membership
- F. SFVDHS Regional Student Chair
- H. Newsletter - online

***Section 8.03 Special Committees:***

Special committees of this Component may be created at any meeting of the Executive Board, for the purpose of performing any duty not otherwise assigned by these Bylaws.

**ARTICLE IX  
GENERAL COMPONENT MEETINGS*****Section 9.01 Regular Meetings:***

Regular meetings shall be held at a time and place determined by the Executive Board or Continuing Education Chair.

***Section 9.02 Special Meetings:***

Special meetings of this component shall be called by the President.

**ARTICLE X**  
***PUBLICATIONS******Section 10.01 Official Publication;***

The Component shall publish a newsletter, online.

***Section 10.02 Additional Publications:***

The Executive Board may authorize such additional publications as may be deemed appropriate in furthering the best interest of this Component.

**ARTICLE XI**  
***PARLIAMENTARY AUTHORITY***

The most recent edition of Robert's Rules of Order, Newly Revised shall govern the proceedings of this Component in cases not provided for in the CDHA Articles of Incorporation or the Bylaws of this Component.

**ARTICLE XII**  
***AMENDMENTS AND REVISIONS***

These Bylaws may be amended or revised by a two-thirds affirmative vote of the Executive Board, unless otherwise provided for in these Bylaws, provided that the proposed amendments and revisions have been presented in writing to its members 30 days in advance of a regular component meeting and that the vote will be taken at a subsequent Board meeting. A copy of these bylaws and all amendments shall be filed with the Secretary-Treasurer of CDHA.

**ARTICLE XIII**  
***DISSOLUTION***

The Component 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 the Component. Upon dissolution, any remaining funds shall be distributed to Non – Profit Organizations / Public Health Programs & Education Programs within the geographic boundaries of the SFVDHS Component. In the event there are any remaining funds, they will be paid to the treasury of the CDHA.

**ARTICLE XIV**  
***SUPREMACY CLAUSE***

Unless prohibited by California Law or the CDHA Articles of Incorporation, the Bylaws of the San Fernando Dental Hygienists' Society shall be the supreme law of this Component and all members shall be bound thereby.